

Instructions for Oral Presentations

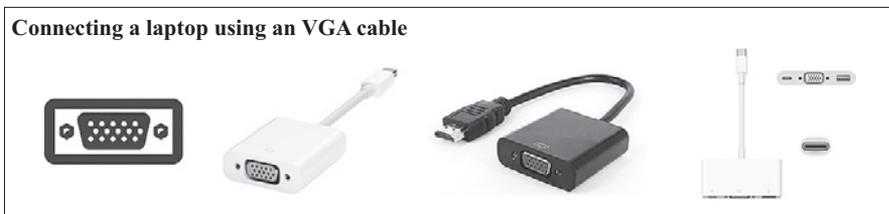
For Chairpersons

- Please take the chairperson's standby seat at least 20 minutes before the beginning of your session.
- Chairpersons are asked to remain within the time allotted for the session and each presentation.
- During the Q&A period, please ask people with questions and/or comments to stand in line by the microphone in advance.
- Each presentation in the Featured Research Session should be completed within 15 minutes (10 minutes for presentation and 5 minutes for questions and answers). Each presentation in the Oral Presentation for regular abstract should be completed within 10 minutes (7 minutes for presentation and 3 minutes for questions and answers). Detailed information about other sessions will be announced before the meeting.

For Oral Presenters

- Screen ratio is 16 : 9 (Widescreen) in all Session rooms.
- Oral Presentations can only be made with Windows PCs (single screen only). Slide projectors are not available.
- If your presentation file is made using Macintosh, please bring your own laptop with a VGA adapter or a HDMI adapter. (recommend genuine product or products with Apple MFI Certification)
- Please bring a power adapter if you intend to use your own laptop. Might be necessary to prepare a VGA adapter or a HDMI adapter although it's a Windows PC. Please turn off a function of screen saver and energy saver. (As well as hot corner of Macintosh)

Connecting a laptop using an VGA cable



Connecting a laptop using an HDMI cable



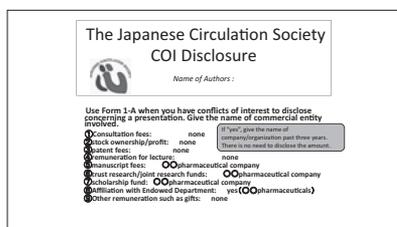
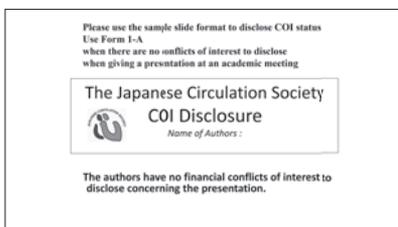
- Please include at least one slide for your conclusion.
- If your presentation pertains to a project performed jointly with, or is supported by the private sector, please disclose this on screen.
- Please visit the Speaker Ready Room in the facility where you will be presenting, no later than one hour prior to your presentation in order to preview and submit your presentation in time.
- Please report any conflict of interest (COI).

The Japanese Circulation Society (JCS) is currently running a disclosure of COI.

Delegates who will be participating in the Oral Presentations are requested to review "The Japanese Circulation Society Regulations Concerning Conflict of Interest Policy in Clinical Research"

http://www.j-circ.or.jp/coi/coi_slide_eng.ppt

Delegates are requested to use the formats below (or similar), which are downloadable from the JCS website to declare COI inserting COI disclosures on the first slide of Oral Presentations.



File Management:

- Presentation files must be in Windows PowerPoint 2007, 2010, 2013, or 2016.
- To avoid display problems with your presentation, use only standard OS fonts such as Times New Roman · Arial · **Arial Black** · Arial Narrow · Century · Century Gothic · Courier · Courier New or Georgia
- The title of your presentation file should be “your presentation code + your name”. (e.g.: OE01-1 John Smith).
- There is no limit on the size of your presentation file. However, if the size of your presentation file exceeds 1GB, please bring your own PC.
- You can use audio or video in your presentation. If you use video which is encoded with a specific codec in your presentation, we recommend you bring your own PC. We also recommend any video data to be in WMV or MP4 format which can be played on Windows Media Player 11.
- All data files should be in one folder, including any reference files such as video files.

Speaker Ready Room:

- Please register your presentation data at any of the Speaker Ready Room listed as below.

Registration Desk Hours:

	March 23 (Fri.)	March 24 (Sat.)	March 25 (Sun.)
Speaker Ready Room 1 Foyer, 5F Osaka International Convention Center Speaker Ready Room 2 Foyer, 12F Osaka International Convention Center	7:00 – 18:00	7:00 – 18:30	7:00 – 16:00
Speaker Ready Room 3 Lobby, 3F RIHGA Royal Hotel Osaka	7:00 – 18:00	7:00 – 18:30	7:00 – 16:00
Speaker Ready Room 4 Lobby, 1F Dojima River Forum	7:15 – 17:30	7:00 – 18:30	9:00 – 15:00

- The medium you may bring should be a USB flash memory drive or CD-R.
- When writing onto a CD-R, use only the hybrid format (ISO 9660), as using special functions such as “Packet Write” may cause problems with data display.
- To avoid the possible spread of computer viruses, always scan your presentation files beforehand with updated anti-virus software.
- After saving your presentation file on the appropriate medium, do a test run on another PC to make sure it works normally.
- Any copies of your presentation data which the Secretariat has received will be deleted after the meeting.
- If you have any inquiries on the above, please contact the Management Secretariat (at Japan Convention Services, Inc.).
E-mail: jcs2018@convention.co.jp

After Data Registration:

- Please be seated in the speaker's standby seat during the presentation directly before yours.
- A mouse and keypad are available on the podium table for your use.
- At 1 minute before the end of your presentation, a yellow warning light will appear, and at the end of the presentation time the light will turn red.
- Please be avoided to use a function of [Presentation Tools] in PowerPoint (or keynote of Macintosh), for the purpose of keeping the programs smoothly. Therefore the slide show is mirrored. When you have any inconveniences, please don't hesitate to contact the Management Secretariat.

Presenters for the Featured Research Session and Oral Presentation:

- Each presentation in the Featured Research Session should be completed within 15 minutes (10 minutes for presentation and 5 minutes for questions and answers).
- Each presentation in the Oral Presentation for regular abstract should be completed within 10 minutes (7 minutes for presentation and 3 minutes for questions and answers).

Presenters for the Late Breaking Sessions:

- Each presentation in the Late Breaking Clinical Trials (LBCT) and the Late Breaking Cohort Studies (LBCS) should be completed within 15 minutes (12 minutes for presentation and 3 minutes for questions and answers).

Presenters for other sessions:

- Detailed information about your session will be announced before the meeting.
- Please keep the presentation within the time limit that has been suggested to the presenters.