

## Information for Participants

### 1. Registration Desk

Place: Foyer, 2F, Morioka Civic Culturel Hall Main Hall  
 Opening hours: 8:00 ~ 17:00, November 17 (Thu.)  
 8:00 ~ 17:00, November 18 (Fri.)

### 2. Registration Fees

Category	Fees	Remarks
Members	10,000JPY	
Non-Members	13,000JPY	
Graduate Students Junior Residents Foreign Students Studying in Japan Paramedical Staffs	5,000JPY	Graduate students /junior residents and foreign students are requested to show their student/ resident ID card. Paramedical staffs are requested to show their staff card.
Honorary Members	Free	
Undergraduates	Free	Please show your student ID card
Welcome Party	Cancelled	

※ Please note we only accept cash.

Name card will be issued when you pay registration fee. All participants requested to wear a name card during the meeting.

Please note that those without a name card are not allowed to enter the venue, any of sessions.

Also, the name card is required when you renew your pathologist qualification, so please keep it for future use.

### 3. Abstract Books

It is possible to browse Abstract Book (Proceedings of the Japanese Society of Pathology) in PDF format on members' only page of JSP's website.

Abstract book in booklet format will be sold at JSP Secretariat desk next to the registration desks (it is not included in the registration fee).

\*Please note that the number of books for sale during the meeting will be limited.

Price: For members 1,000JPY  
 For non-members 3,000JPY

### 4. Lectures meet the Criteria for Renewal by the Japanese Medical Specialty Board

① Symposium 1: 15:40 ~ 18:00, November 17 (Thu.)

② Symposium 2: 13:40 ~ 16:00, November 18 (Fri.)

③ Special Lecture on Pathological Diagnosis 1: 16:00 ~ 17:00, November 18 (Fri.)

④ Special Lecture on Pathological Diagnosis 2: 17:00 ~ 18:00, November 18 (Fri.)

① and ② will be counted as two units for each. ③ and ④ will be counted as one unit for each.

We will distribute a certificate of attendance at the entrance of session room after the session ends.

Please be advised that we will not be able to reissue the certificate of attendance.

**5. Luncheon Seminar (LS1 ~ LS6)**

Lunch boxes will be distributed to the attendees of luncheon seminars.  
Please note that seating, food, and handouts are limited in each seminar.

**6. Web Seminar (WS1 ~ WS2)**

After the conference, Web seminar will be held on the following dates. You will be able to watch it at any time during the on-demand delivery period.

Open Period: November 28 (Mon.) ~ December 26 (Mon.)

**7. Companion Meeting**

① Japan Pulmonary Pathology Society (JPPS)

Date & Time: 18:20 ~ 19:50, November 18 (Fri.)

Room: Aiina Odashima-gumi ☆ Hall (Hall 2)

② The 13th Clinico-Pathological Conference on Maternal Death

Date & Time: 18:20 ~ 19:50, November 18 (Fri.)

Room: Aiina 804 (Hall 3)

**8. Exhibition**

Place: Foyer, 2F, Morioka Civic Culturel Hall Main Hall

Opening Hours: 9:00 ~ 18:00, November 17 (Thu.)

9:00 ~ 17:00, November 18 (Fri.)

**9. Cloak**

Place: Foyer, 2F, Morioka Civic Culturel Hall Main Hall

Opening Hours: 8:00 ~ 19:30, November 17 (Thu.)

8:00 ~ 18:10, November 18 (Fri.)

**10. Nursery**

Not available

**11. Welcome Party**

Considering the ongoing COVID19 pandemic, we decided to cancel Welcome Party this time.

**12. On-Demand**

After the conference, the recorded data will be released on the web except General Meeting, Awards Ceremony, Poster Session, Luncheon Seminar. You will be able to watch it at any time during the on-demand delivery period.

Registration will be started at November 22 (Tue.) on website.

Open Period: November 28 (Mon.) ~ December 26 (Mon.)
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## For Session Chairs and Speakers

### 〈For Chairs〉

For the chairs for the oral presentations: Please be seated at a "Next chair" seat located in the top right corner of the session room at least 15 min. before the session starts.

For poster presentation chairs:

Please stop by at "Poster Chairs' Desk (5F, Gallery Aiina) " in front of from 18:00 until 18:15

### 〈For Speakers〉

#### 1. Allocated Time

Special Lecture Special Lectures on Pathological Diagnosis	60 min. including discussion
Symposium 1, 2	20-min presentation and 20-min discussion
Lecture A	30-min presentation and 10-min Q&A
Lecture B	15-min presentation and 5-min Q&A
Poster Session	5-min presentation and 3-min discussion

Award Ceremony for Lecture A and B is scheduled as shown below;

Date & Time: 13:20 ~ 13:40, November 18 (Fri.)

Room: Hall 1 (Morioka Civic Culturel Hall Main Hall)

#### 2. For Speakers of Oral Presentation

##### 【PC Preview Desk】

Please finish your registration at "PC Preview" in the Morioka Civic Culturel Hall Main Hall at least 30 minutes before your presentation and be seated on "the following speaker's seat" at least 15 minutes before it starts.

Place: Foyer, 2F, Morioka Civic Culturel Hall Main Hall

Opening Hours: 8:00 ~ 18:00, November 17 (Thu)

8:00 ~ 16:30, November 18 (Fri.)

##### 【Presentation Format】

- Only presentations using a PC are acceptable.
- Using own laptop for presentation is also acceptable. If you use a Macintosh computer to make your presentation, please bring your own laptop with your presentation data.
- Using own tablet device is not acceptable.
- You can use video and audio.

##### 【PC specifications】

- Windows10
- Software : PowerPoint 2010 / 2013 / 2019

**【If you are bringing your data with a USB flash drive】**

- Please bring your presentation data on a USB flash memory to the PC Preview Desk.
- Please make sure to check the files with latest anti-virus software before your submission to the Preview Desk.
- If you use video and/or sound, you are recommended to bring your own laptop as a backup data. Video should be played with Windows Media Player.
- Only the standard fonts with Windows 10 (OS) (e.g., Helvetica, Arial, Times New Roman) are accepted for your presentation file, and unusual fonts may not be displayed properly on the computers in session rooms.
- Recommended slide size is 16:9. Screen size in the session room is widescreen.
- We will take responsibility for deleting data presented after the meeting.
- The Japanese Society of Pathology requires all poster presenters to declare their Conflict of Interest (COI) when making presentation.

**【If you are bringing your own laptop】**

- All speakers (including those who use their own PC) are requested to stop by at the PC Preview Desk to check their presentation data.
- Speakers using their own laptops **MUST HAVE** an AC adapter, a HDMI female output. Special video output cable is required for some laptops to use HDMI to connect to external monitors and data projectors. Please note that we are not equipped with that special cable and you must bring it in case it is necessary.
- Please turn off the screen-saver and energy saving mode beforehand.
- After checking your computer at the PC Preview Desk, please bring your PC to the operation desk in your session room. Please make sure to receive your laptop back from the operation desk after your presentation.
- You are requested to have your data backed up in case of computer trouble.

**【Equipment on the podium】**

- A monitor and a mouse are provided on the podium.
- Speakers are requested to operate the devices by themselves to move forward/backward the presentation data.

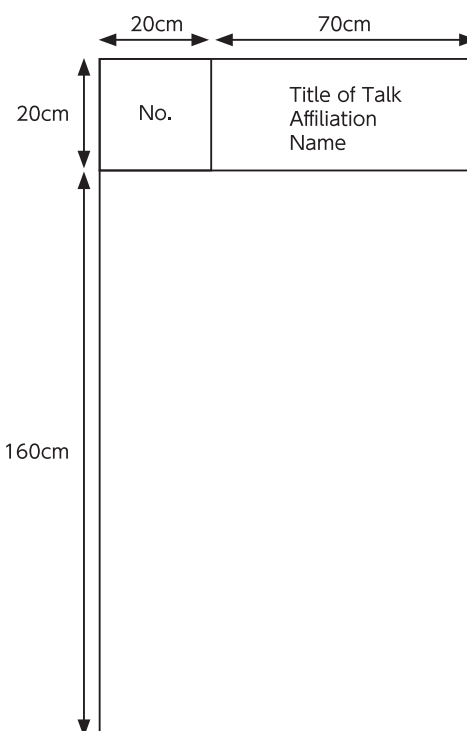
**3. For Speakers of Poster Presentation**

〈Set-up〉 9:00 ~ 12:00, November 17 (Thu.)

〈Presentation〉 18:20 ~ 19:20, November 17 (Thu.)

〈Removal〉 12:00 ~ 14:00, November 18 (Fri.)

- No speakers' check-in for poster presentations. Please be ready in front of your poster panel 5 minutes prior to the session starts wearing a ribbon.
- The anticipated size of poster panels is 180 cm tall × 90 cm wide.
- Please put a mark “○” before the first author's name.
- The presentation number, push pins and ribbons for presenters are prepared on each panel.
- Please note all remaining posters after the removal time will be discarded by the secretariat.



#### 4. Conflict of Interest (COI) Disclosures

Research carried out in collaboration with industry may not only benefit society at large (public interest) by means of the results obtained from fulfilling academic and ethical responsibilities; benefits such as money, status, and rights (private interests) may also arise as a result of industrial collaboration. A situation in which these two interests both arise in an individual researcher is known as a conflict of interest (COI).

The Japanese Society of Pathology requires all presenters to declare their COI when making presentation. The slide formats of the disclosures are as follows.

For more detailed information, please refer to the Guideline for “Conflict of Interest Management for Medical Research and Related Reference Materials” at JSP website (<https://pathology.or.jp/side/coi-m.html>).

No conflicts of interest to disclose	With conflicts of interest to disclose														
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>The 68<sup>th</sup> Autumn Annual Meeting of The Japanese Society of Pathology</b></p> <p><i>Name of First Author: OO OO</i></p> </div> <p style="text-align: center;"><b>The author has no conflict of interest to disclose with respect to this presentation.</b></p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>The 68<sup>th</sup> Autumn Annual Meeting of The Japanese Society of Pathology COI Disclosure</b></p> <p><i>Name of First Author: OO OO</i></p> </div> <p style="text-align: center;"><b>The author has the following financial conflict of interest to disclose with respect to this presentation</b></p> <table border="0" style="width: 100%;"> <tr> <td>①Consultation fees:</td> <td>None</td> </tr> <tr> <td>②Stock ownership / profit:</td> <td>None</td> </tr> <tr> <td>③Patent fees:</td> <td>None</td> </tr> <tr> <td>④Remuneration for lecture:</td> <td>None</td> </tr> <tr> <td>⑤Manuscript fees:</td> <td>Pharmaceutical company</td> </tr> <tr> <td>⑥Trust research / Joint research funds:</td> <td>Pharmaceutical company</td> </tr> <tr> <td>⑦Scholarship fund:</td> <td>Pharmaceutical company</td> </tr> </table>	①Consultation fees:	None	②Stock ownership / profit:	None	③Patent fees:	None	④Remuneration for lecture:	None	⑤Manuscript fees:	Pharmaceutical company	⑥Trust research / Joint research funds:	Pharmaceutical company	⑦Scholarship fund:	Pharmaceutical company
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