

## ■ Instruction for Presenters

### ⟨Oral Presentations⟩

Only Windows PCs are available for use in presentations. If you use a Macintosh, you must bring your own computer with you. Please be aware that you will be unable to use slides, videos, or similar media.

#### 1) Presentation Times

- In symposia and workshops, please adhere to the time limits indicated by the chair.
- The time allocated for general oral presentations is 7 minutes, with 3 minutes of Q&A.
- A yellow lamp will flash 1 minute before the end of the presentation time, and a red lamp will flash at the end of the time. Please adhere strictly to your allotted time.

#### 2) Specifications of the Computers Used at the Venue

OS	Windows10 ※Resolution : XGA (1,024×768)
Software	Microsoft Office PowerPoint 2010, 2013 and 2016

#### 3) Presentation Data

1. Please save your data on a USB flash memory stick (or CD-R) and check that it works on another computer before bringing it to the meeting. Please name the file in the format of “Presentation Number\_Presenter’s Name”. Please also bring a backup of your presentation data in case of unexpected circumstances. Please save only your presentation data on your memory device. Any data handed over to us will be destroyed after the end of your presentation.
2. If you wish to use video or audio materials, please bring your own computer with you and inform the person at the PC center of this fact. Video files must be produced so that they are playable with the codec included in the Windows Media Player 11 initial state. (WMV format is recommended for file production.)
3. D-Sub 15-pin (mini) cables are available at the PC center. Some Macintoshes and other computers are only fitted with HDMI output, and these cannot be used for image output without the use of an adaptor. If you are bringing this type of computer, please bring your own external output connector together with your computer. Please also be sure to bring a mains power cable in case the battery in your computer runs out.
4. Please be sure to scan for viruses.
5. If you are bringing your own computer, please turn off any screensaver or energyconservation settings in advance.
6. To ensure that your presentation proceeds smoothly, please do not use presenter tools.
7. Please unlock any password required by your computer when it wakes up from sleep mode or is restarted.

#### 4) Presentation Data Reception

1. The PC Center is located in "Hall E" B2F.
2. Please complete the reception procedures and data preview by 60 minutes before your presentation is due to start.

##### Presentation Data Reception Times

May 9 (Thursday)	8:00 - 19:00
May 10 (Friday)	7:30 - 19:00
May 11 (Saturday)	7:30 - 17:30

3. If you are bringing your own computer, please give it by yourself to the operator on the computer operator's desk in the presentation venue (at the front left of the room) 30 minutes before your presentation is due to start, so that the operator can display your presentation data. It will be returned to you at the computer operator's desk immediately after the end of your presentation.

#### 5) Devices for Use During Presentations

1. Please use the keyboard and mouse that are set up on the podium during your presentation.
2. The monitor screen on the podium will be set on standby with your presentation data already open in PowerPoint.

#### 6) Conflicts of Interest

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 that all authors of presentations given at the Annual Meeting disclose any conflicts of interest they may have.

All presenters are requested to include a slide on conflicts of interest (see example below) as the second of their presentation slides (immediately following the title page), or to include it at the bottom in the case of a poster presentation. Please see the links to the Japanese Society of Pathology below for further details.

<http://pathology.or.jp/side/coi-m.html>

No conflicts of interest to disclose

**The 108<sup>th</sup> Annual Meeting of  
the Japanese Society of Pathology  
COI Disclosure**

Name of First Author :

The author has no conflict of interest to disclose with respect to this presentation.

With conflicts of interest to disclose

**The 108<sup>th</sup> Annual Meeting of  
the Japanese Society of Pathology  
COI Disclosure**

Name of First Author :

The author has following financial conflict of interest to disclose with respect to this presentation.

- |   |                           |
|---|---------------------------|
| 1. Consultation fees:                   | none                      |
| 2. Stock ownership/profit:              | none                      |
| 3. Patent fees:                         | none                      |
| 4. Remuneration for lecture:            | none                      |
| 5. Manuscript fees:                     | ***pharmaceutical company |
| 6. Trust research/Joint research funds: | ***pharmaceutical company |
| 7. Scholarship fund                     | ***pharmaceutical company |

## ⟨Poster Presentations⟩

### 1) Reception and Presentation Times

There are no special reception procedures for poster presenters.

Please display your poster(s) directly on the presentation panels located in the poster hall.

Pins for displaying your poster(s) and ribbons for presenters are available for each panel.

#### Poster Presentations (General)

Please follow the guidance of poster chairs.

The time allocated for presentations is 6 minutes, with 2 minutes for Q&A. Please adhere strictly to your allotted time.

We recommend that you prepare posters in English.

Presentation should be delivered in Japanese or English.

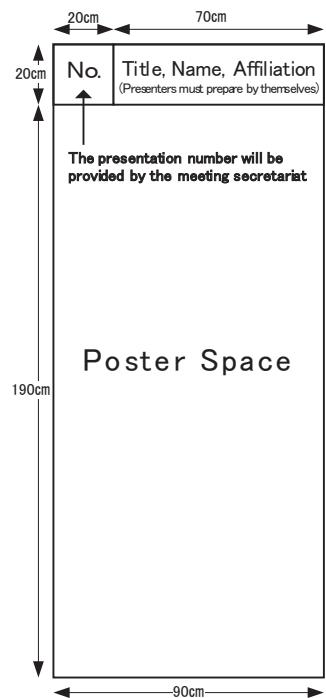
#### Poster Presentations (Undergraduate · Residents)

Please follow the guidance of poster chairs.

The time allocated for presentations is 6 minutes, with 2 minutes for Q&A. Please adhere strictly to your allotted time.

We recommend that you prepare posters in English.

Presentation should be delivered in Japanese or English.



### 2) Times for Display, Presentation/Q&As, and Removal

#### Poster Presentations (General)

	May 9 (Thursday)	May 10 (Friday)
Installation	8:00 - 9:30	8:00 - 9:30
Presentation/Q&As	16:10 - 16:50	16:10 - 16:50
Removal	16:50 - 18:00	16:50 - 18:00

#### Poster Presentations (Undergraduate · Residents)

	May 11 (Saturday)
Installation	8:00 - 9:30
Presentation/Q&As	13:00 - 13:40
Reception	13:40 - 14:25
Removal	14:25 - 15:10

### 3) Conflicts of Interest

In the same way as for oral presentations, all presenters must indicate any conflicts of interest at the bottom of their posters.

#### **4) Warning**

Any displays left after removal time will be removed by the organizers. They will be stored at the registration desk during the meeting, however, please note they will be discarded after the meeting.

#### **■ Instruction for Chairs**

##### **⟨Oral Presentations⟩**

1. Please be seated in the “Next Chair’s Seat” (right front in the session room) at least 15 minutes prior to the start of your chairing session.
2. The secretariat will not announce the opening of the session.  
Please start the session when the time comes.
3. The time limit for general oral presentations is 7 minutes, with 3 minutes of Q&A.  
A yellow lamp will flash 1 minute before the end of the presentation time, and a red lamp will flash at the end of the time. Please adhere strictly to your allotted time.

##### **⟨Poster Presentations (General/Undergraduate • Residents)⟩**

1. Please check-in at the “Poster Chairs’ Desk” at least 15 minutes prior to the posters session.
2. The secretariat will not announce the opening of the session.  
Please start the session when the time comes.
3. The time allocated for each presentation is 6 minutes, with 2 minutes for Q&A.  
Please be punctual to ensure smooth operation.