

■ E-poster Presentation

◆ Information for Chairs

First of all, please come to the E-poster chair check-in desk in front of the E-poster room to notify of your presence.

You are requested to come to the session area no later than 5 minutes prior to the beginning of your moderating session.

All Poster session's chairs are asked to ensure that your session start and finish punctually as scheduled. There is no call to start the session.

◆ Information for Presenters

- Please submit your presentation data 60 minutes before to your session, and stand by at your presentation booth 5 minutes before your presentation starts.

(1) Presentation Time

3 min. presentation + 2 min. Q&A

Careful time keeping is vital to ensure the smooth operation of the entire program.

Please make sure not to overrun your allocated time.

(2) E-poster guideline

• What is an E-poster ?

An E-poster is a poster, presented as a PowerPoint slide presentation.

The secretariat prepares presentation PC, screen (150cm × 150cm), projector.

All E-posters can be seen by PC at the E-poster room.

*There is no need to prepare a paper-based poster.

• About E-poster presentation data

PowerPoint slide size 4 : 3

Number of slides: Up to 2 (* Excluding the COI slide).

ASMRM and J-mit require all speakers at the conference to disclose any conflicts of interest they may have. Please include the slide on conflicts of interest at the first of your presentation slides.

Sample of COI

• No conflict of interest to disclose

<p>The Asian Society for Mitochondrial Research and Medicine [ASMRM] and The Japanese Society of Mitochondrial Research and Medicine [J-mit] COI Disclosure Name of First Author :</p>
<p>The author has no conflict of interest to disclose with respect to this presentation.</p>

• With conflict of interest to disclose Membership

<p>The Asian Society for Mitochondrial Research and Medicine [ASMRM] and The Japanese Society of Mitochondrial Research and Medicine [J-mit] COI Disclosure Name of First Author :</p>
<p>The author has the conflict of interest to disclose with respect to this presentation.</p> <ol style="list-style-type: none">1. Consultation fees : none2. Stock ownership/stock : none3. Patent fees : none4. Remuneration for lecture : none5. Manuscript fees : none6. Trust research/grant research funds : ""pharmaceutical company7. Scholarship fund : ""pharmaceutical company8. Endowed Courses : ""pharmaceutical company9. Other remuneration from : none

* Please download the sample slide for COI disclosure from this conference website.

* There is no problem to include the contents of the COI slide in your presentation slide.

Upon preparing your presentation data, please keep in mind the following;

- Create or edit your presentation data using Windows OS/PowerPoint.
- Session room PCs at the meeting venue run Windows & PowerPoint 2007/2010/2013/2016 only.
- Please use the following fonts to avoid character corruption: Century, Century Gothic
- Make sure CD-R is finalized (i.e. closing the ongoing session) when copying your presentation file to CD-R.
- Be careful and do not forget to finalize your CD-R, otherwise the presentation file on the CD-R would not open on other PCs than you used to create the file, making it impossible to use the file in presentation.
- Only Windows formats are acceptable for CD-R and USB flash memory. Be advised that Macintosh formats are not supported on the PCs provided on site.
- Save only a single final version of your presentation file on CD-R or USB and make sure there is no other files or data on the media.

● **Presentation manual**

The secretariat prepares presentation PC, screen (150cm×150cm), projector.

Please visit the PC Center to submit your presentation data.

For presentations, you can only use the PC provided on the podium.

You cannot bring own PC such as Macintosh.(E-poster presentation only).

(3) PC Center

Place: 8F, Solaria Nishitetsu Hotel Fukuoka

Open hours:

- October 3rd 09:00AM ~ 05:00PM
- October 4th 08:00AM ~ 04:30PM
- October 5th 08:00AM ~ 11:00AM

(4) Media

Bring your presentation data on a Windows-readable USB flash memory or CD-R to PC Center.

Please submit media or your own laptop on which your presentation data is saved, and preview on a PC to check if your slides run properly.

*Please be assured that the secretariat of the conference will completely delete the submitted data after the session.