

The 64th Congress of the Japanese Society of Oral & Maxillofacial Surgeons

General Information for Overseas Participants

I. Registration

Please come to the Registration Desk for Overseas Participants at the Sapporo Convention Center Hall Lobby (1F) during the following hours.

October 25 (Fri.)	7 : 30am~6 : 30pm
October 26 (Sat.)	8 : 00am~6 : 30pm
October 27 (Sun.)	8 : 00am~4 : 00pm

1. On-site Registration Participants

Participants who plan to register at the venue, please come to the registration desk for overseas.

2. Registration Fees

On-site Registration
JPY 15,000

For security and regulation purposes, wearing the badge is compulsory.

II. Meeting Venue : Sapporo Convention Center

1-1-1 Higashi-Sapporo 6-jo, Shiroishi-ku, Sapporo, 003-0006, Japan
TEL : +81-11-817-1010

III. Information for Speakers

When presenting contents that include patient information, please be cautious not to display details that can be used to identify the patient.

1. Oral Presentations

- 1) Oral presentation time : 7 minutes for presentation, 3 minutes for discussion
- 2) Speakers will be reminded one minute before the end of their allotted time with a yellow lamp, then with a red lamp at the end.
- 3) Please bring your computer or data storage device (USB memory stick) to the PC Preview Center (1F, Next to Inquiry Desk) at least 45 minutes before your scheduled presentation time to allow the PC operator to check the operation.
- 4) Please be seated in the next speaker's seat (in the front left side of the venue) at least 15 minutes before the start of your presentation.
 - PC Preview Center (1F, Next to Inquiry Desk)

October 25 (Fri.)	7 : 30am~6 : 00pm
October 26 (Sat.)	8 : 00am~5 : 30pm
October 27 (Sun.)	8 : 00am~2 : 30pm

 - *All presentation data will be deleted after the conference.
- 5) All presentations must be made in the form of PC presentation with Microsoft PowerPoint for one screen.
- 6) Please create a folder that is named with the Entry No. and your name.
- 7) Notes on preparing your presentation data
 - Prepare your presentation on USB memory.
 - Save your presentation as Microsoft PowerPoint for Windows ver. 2010 or later.
 - Be sure that your file is compatible with Windows operation system.
 - Use only the standard fonts provided with Microsoft PowerPoint for Windows.
- 8) Notes for speakers with their own computers
 - Remember to bring your own laptop, power adaptor, and cables.
 - Our computers must be equipped with a Dsub-15 pin video output. Please bring conversion cables if necessary.



- Please turn off the screensaver and power saving mode.

- Laptops will be returned from a PC operator near the podium in each session room after the presentation.
- 9) Please use the monitor, keyboard, mouse, and laser pointer on the podium.

2. Poster Presentations

- 1) Poster session will be held at Exhibition Hall 8, (1F, International Exhibition Hall)

- Poster set up, discussion and removal schedule

	October 25	October 26	October 27
Setup	8 : 30 ~ 12 : 00	8 : 45 ~ 12 : 10	-
Discussion	14 : 10 ~ 18 : 00	14 : 00 ~ 17 : 55	-
Removal	18 : 00 ~ 18 : 50	17 : 55 ~ 18 : 40	-

- 2) Posters nominated for Outstanding Poster Presentation Award must be set up by October 25 (Fri.) 11 : 00am. These should be removed on October 26.

Please note that nominated posters will be excluded from the award if the poster is not set up at that time.

- 3) A panel board (H210cm×W90cm) will be prepared with the poster number.

- A presenter's photograph (H20cm×W20cm) should be attached on the upper left corner of the board, and the title, name, and affiliation (H20cm×W70cm) should be next to the photograph, and the poster should be displayed below the photograph and title (H160cm×W90cm)

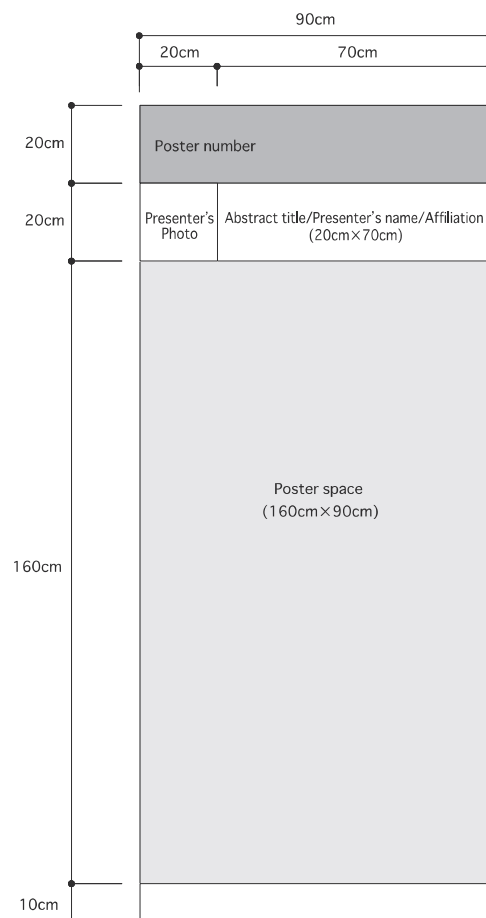
- Please be in front of your poster during the discussion time.

- Drawing pins will be supplied to each board.

- 4) All poster presenters are asked to be punctual of a 3 min presentation time, and 2 min discussion time.

- Please prepare 30 printed copies or more of your presentation materials.

Posters will be removed by secretariat after the above removal time.



3. Awards

Please note that nominated posters will be excluded from the award if the presentation was made by someone other than the registered entrant.

4. Disclosure of conflict of interest

For full transparency, it is planned that any commercial affiliation is openly declared and identified at the beginning of every presentation /poster to inform the audience about it.

Every speaker/author presenting a financial link or an affiliation to commercial organizations is considered as having a conflict of interest, which can have a direct or indirect link with the contents of the conference.

IV. Exhibition

1. Date

October 25 (Fri.)	9 : 00~18 : 00
October 26 (Sat.)	9 : 00~18 : 00
October 27 (Sun.)	9 : 00~15 : 00

2. Venue

Main Hall A and Entrance Hall

V. Others

- Smoking is forbidden in the conference venue.
- Cloak rooms will be available at 1F Entrance as follows :

October 25 (Fri.)	7 : 30am~7 : 00pm
October 26 (Sat.)	8 : 00am~7 : 00pm
October 27 (Sun.)	8 : 00am~4 : 00pm

VI. Secretariat Office during the 64th Congress of JSOMS

- Briefing Room (2F, Sapporo Convention Center)