

## Information for Moderators

- Moderators are requested to arrive at the session room for their session 10 minutes in advance.
- Please adhere strictly to the time provided for presentations and Q&A to ensure the smooth operation of the congress.
- There is no announcement in the session room 2-4, moderators could start their session on time.
- The time-keeping equipment is prepared on the moderator's desk and podium.

The elapsed time will be notified on the time-keeping equipment as follows.

Green light : Presentation time (Count down)

Yellow light : 1 minute before the end of presentation time (Count down)

Red light : Q&A time (Count up)

## Information for Presenters

### 1 : Presentation Instruments

- Please bring their own files on a USB flash drive.
- The presentation file should be labeled with a session number and your name as follows:  
(e.g. panel1\_name.ppt)
- A Windows10 PC with Microsoft PowerPoint2013/2016/2019 will be available for the use of presenters on the stage.
- Use a standard font that is easy to read, such as Time New Roman, Arial or Century.
- If you wish to show a video, please be sure to bring your own PC and their AC adaptor.
- Macintosh users should bring their own PC, their AC adaptor, and a HDMI conversion adaptor.
- If the speaker will bring their own PC, please adjust your computer settings so it does not revert to screensaver or energy-saving mode during your presentation.

### Disclosure of conflict of Interest (COI)

All speakers are required to disclose conflicts of interest(COI) related to the topics.

Please include the slide on conflicts of interest at the first of your presentation slides.

## Sample of COI

•No conflict of interest to disclose

**The 15th Japan-Korea Congress of  
Plastic and Reconstructive Surgery**

**COI Disclosure**  
*Name of First Author :*

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

•With conflict of interest to disclose Membership

**The 15th Japan-Korea Congress of Plastic and  
Reconstructive Surgery**

**COI Disclosure**  
*Name of First Author :*

The author has the 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 : none
6. Trust research/Joint research funds : \*\*\*pharmaceutical company
7. Scholarship fund : \*\*\*pharmaceutical company
8. Endowed Courses : \*\*\*pharmaceutical company
9. Other remuneration from : none

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

## 2 : Speaker Registration

- Presentation data should be registered for preview at the PC preview desk at least 30 minutes prior to your presentation time.
  - \* All submitted date will be erased after your session.
- Speakers are requested to be seated at the “Next Speaker’s seat” 15 mins before your presentation starts.

## 3 : PC Preview Desk

The PC Preview Desk will be open during the following hours

May 29 (Mon.) 13:00 – 17:00

May 30 (Tue.) 08:00 – 16:30

## 4 : Presentation Time

	<b>Presentation</b>	<b>Q&amp;A</b>	<b>Total</b>
MOU Asian Symposium	10 minutes	–	10 minutes
Panel	10 minutes	4 minutes	14 minutes
Free Paper	6 minutes	2 minutes	8 minutes
Award Competition for Residents	6 minutes	3 minutes	9 minutes

Careful time keeping is vital to ensure the smooth operation of the entire program.  
Please make sure not to overrun your allocated time.