Guidelines for Chairs and Speakers

Instructions for Chairs

Please arrive at the session room at least 15 minutes before the start of your assigned session and take your seat at the "Next Chair" area located at the front right side of the room.

Instructions for Oral Presenters

1. Presentation Time

Session	Presentation Time
Plenary Lecture	45 minutes
Meet the Professor	40 minutes
Symposium	Notified individually
Regional Symposium	Notified individually
YIA Presentation	7 min presentation + 5 min Q&A
Nurse Workshop	Notified individually
Late Breaking Session	7 min presentation + 3 min Q&A
KO Rounds	3 min presentation + 2 min comments
Oral Session	7 min presentation + 3 min Q&A
Special Symposium	Notified individually

2. Waiting Area for Next Speakers

Once the previous presenter has taken the stage, the next speaker should move to the "Next Speaker" seat located at the front left side of the room.

3. Preparing Your Presentation Data

All presentations must be made using a PC.
Screen ratio: 16:9
The congress will provide Windows PCs running PowerPoint 2021.

Supported Formats

OS	Software	Data Upload	Bring Your Own PC
Windows	PowerPoint 2016 or later	✔	✔
	Other software	✗	✔
Macintosh	PowerPoint 2016 or later	✔	✔
	Other software	✗	✔

For Windows Users
1. USB flash drives only are accepted for data upload (CD-R, CD-RW, DVD-R, MO are not supported.).
2. After saving your file to a USB drive, please verify that it opens correctly on another PC.
3. Perform a virus scan on your USB drive beforehand.
4. To avoid font issues, please use the following fonts:
    - Japanese: MS Gothic, MSP Gothic, MS Mincho, MSP Mincho
    - English: Arial, Century

5. Audio and video playback is supported. Please confirm playback at the PC Preview Desk

6. Presenter View cannot be used due to session flow and podium layout. If you need a script, please bring a printed copy.

For Macintosh Users

1. The congress PCs are Windows-based (PowerPoint 2021). Please check for font or layout shifts during preview.
2. Prepare your file in Microsoft PowerPoint.
3. USB flash drives only are accepted for data upload (CD-R, CD-RW, DVD-R, MO are not supported.).
4. After saving your file to a USB drive, verify that it opens correctly on another PC.
5. Perform a virus scan beforehand.
6. Use the following fonts to avoid character corruption:
   Japanese: MS Gothic, MSP Gothic, MS Mincho, MSP Mincho
   English: Arial, Century
7. Audio and video playback is supported. Please confirm playback at the PC Preview Desk.
8. Presenter View cannot be used. Bring a printed script if needed.

4. If You Bring Your Own Laptop (Windows or Mac)

1. Bring your power adapter.
2. HDMI cables will be provided at the PC Preview Desk. Some laptops require special adapters (e.g., USB-C → HDMI). Please bring your own adapter; none will be available for loan.
3. Bring a backup PowerPoint file (Windows or Mac version) in case your laptop cannot connect to the projector.
4. Ensure your laptop can output to an external display. For large video files, test playback in advance.
5. Disable screen savers, antivirus pop-ups, and power-saving settings. (Mac users: disable Hot Corners.)
6. Presenter View cannot be used. Bring a printed script if needed.

5. PC Preview Desk

Please submit your presentation data and complete a preview check at least 1 hour before your session. For morning sessions, please come at least 30 minutes before your presentation. Presenters scheduled for Day 2 or Day 3 may also check in on the previous afternoon.

Location: Main Building 1F, Room H
PC Preview Desk Opening Hours

| Date		Time
Day 2	June 3 (Wed.)	7:30 - 15:30
Day 3	June 4 (Thu.)	7:30 - 15:30
Day 4	June 5 (Fri.)	7:30 - 12:30
Day 5	June 6 (Sat.)	7:30 - 13:00

After the PC Preview

1. After your presentation data has been checked at the PC Preview Desk, the operator will store your data. Your USB drive will be returned to you immediately. However, we recommend that you bring the USB drive containing your presentation data to the session room as a precaution in case of unexpected technical issues during your presentation.

2. All stored presentation data will be deleted in bulk by the operators under the supervision of the Secretariat after the congress has concluded.

3. If you are bringing your own laptop, please check in at the PC Preview Desk first. After completing the check-in, bring your laptop to the operator's desk inside the session room (front left side). Your laptop will be returned to you at the operator's desk after the session has ended.

Poster Presenters' Guidelines

1. Poster Mounting

- Please prepare your poster in advance and mount it on the assigned panel before the session begins. Pushpins for mounting will be provided by the Secretariat. Presenters are requested to wear the ribbon attached to the poster panel during their presentation.
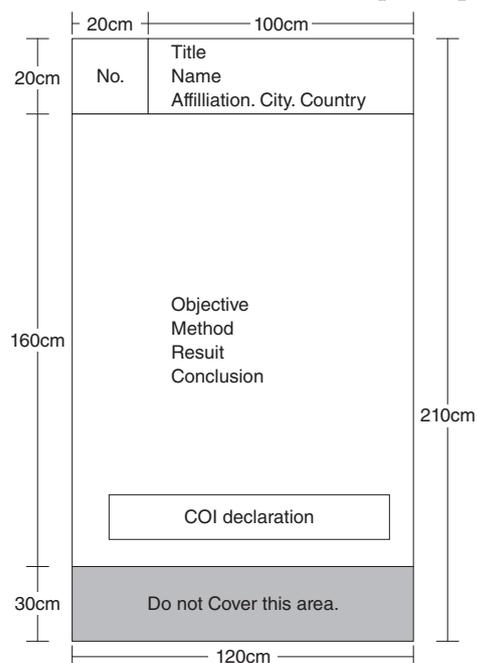
2. Poster Size and Format

Title, Affiliation, and Presenter Name: Vertical 20 cm × Horizontal 100 cm
Main Poster Body: Vertical 160 cm × Horizontal 120 cm
Poster Number: Provided by the Secretariat.
Please prepare your own title, affiliation, and presenter name panel

3. Presentation Time

Please attach the presenter ribbon and stand by your poster at least 10 minutes before the session begins. During the free-discussion format, please engage freely with participants once the session starts.

4. Poster Mounting and Removal

- Posters must be displayed only during the designated presentation period.
- Please mount your poster during the assigned setup time and remove it promptly after the session ends.
- Posters left after the removal period will be discarded by the Secretariat.

Poster Mounting and Removal

	Mounting	Discussion	Removal
Poster 1	June 3 (Wed.) 8:20 - 8:50	June 3 (Wed.) 9:00 - 9:40	June 3 (Wed.) 17:20 - 17:50
Poster 2		June 3 (Wed.) 16:40 - 17:20	
Poster 3	June 4 (Thu.) 8:20 - 8:50	June 4 (Thu.) 9:00 - 9:40	June 4 (Thu.) 17:20 - 17:50
Poster 4		June 4 (Thu.) 16:40 - 17:20	
Poster 5	June 5 (Fri.) 8:20 - 8:50	June 5 (Fri.) 9:00 - 9:40	June 5 (Fri.) 10:30 - 11:00

5. Conflict of Interest (COI) Disclosure

The Japan Endocrine Society requires all first authors and co-authors of oral or poster presentations to disclose any conflicts of interest. Please refer to the Society's website for detailed information on COI disclosure requirements.

Please download the "COI Disclosure Slide Example" or prepare a slide in the same format, and include it as the first slide of your presentation or at the end of your poster.

Conflict of Interest (COI) in the Japan Endocrine Society
http://www.j-endo.jp/modules/about/index.php?content_id=8

Oral presentation slide (Form 1-A) : When there is no financial relationship to be disclosed (within the previous 3 years)

COI Disclosure

All authors Name :
(◎ Corresponding author)

There is no commercial entities or for-profit organizations that has an interest regarding the subject or materials discussed in the presentation.

Oral presentation slide (Form 1-A) : When there is financial relationship to be disclosed (within the previous 3 years)

COI Disclosure

All authors Name :
(◎ Corresponding author)

As commercial entities or for-profit organizations that has an interest regarding the subject or materials discussed in the presentation.
1. Employment/Leadership position/Advisory role : Names of commercial entities or for-profit organizations
2. Stock ownership or options : Same as above
3. Patent royalties/licensing : Same as above
4. Honoraria (e.g. lecture fees) : Same as above
5. Fees for promotional materials (e.g. manuscript fee) : Same as above
6. Research funding (clinical trial, contract and collaborative researches) : Same as above
7. Scholarship donation : Same as above
8. Donated fund laboratory : Same as above
9. Others (e.g. trips, travel, or gifts, which are not related to research) : Same as above

Example for Oral Presentations

Poster presentation slide (Form 1-B) : When there is no financial relationship to be disclosed (within the previous 3 years)

COI Disclosure

All authors Name :
(◎ Corresponding author)

There is no commercial entities or for-profit organizations that has an interest regarding the subject or materials discussed in the presentation.

Poster presentation slide (Form 1-B) : When there is financial relationship to be disclosed (within the previous 3 years)

COI Disclosure

All authors Name :
(◎ Corresponding author)

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Example for Poster Presentations