

English Oral Sessions, Japanese Oral Sessions: Instruction for Chairpersons and Speakers

All speakers including speakers for Japanese Oral Sessions are required to make their presentation data in English. The official presentation language for English Oral Sessions is **English**. The official presentation language for Japanese Oral Sessions is **Japanese**.

For Chairpersons

1. Chairpersons are requested to be seated on the Next Chairpersons Seat in the lecture room, no later than 15 min. before the session starts.
2. There will be no announcement to call attention to start the session. Session composition will be controlled by the chairpersons. Chairpersons are asked to ensure all sessions start and finish punctually as scheduled (Presentation 8 min. Q&A 4 min.). Additional remarks, discussions and proceedings will be left entirely up to chairpersons' decisions.
3. In case the previous session finishes earlier than scheduled, please wait to commence your session until the scheduled time comes.

For Speakers

1. At the 82nd Annual Meeting of the Japanese Cancer Association, presentations will be posted on the official Twitter/Facebook and may be photographed for personal social media usage. **Please clearly mark "DO NOT POST" on the slides that you do not wish to be photographed or distributed.** If not marked, please note that it may be posted in the social media.
2. For each speaker, the allocated time of the speech is 8 min., followed by 4 min. discussion. The timekeeper will show a yellow lamp at 7 min. and a red lamp at 8 min. All speakers are asked to keep the allocated presentation time.
3. Only computer presentations will be available for the oral sessions. **Please prepare presentation data in English.**
4. **The 2nd slide should be the COI disclosure in your presentation.** See the details on the annual meeting website.
5. Audio-Visual Materials
 - 1) Please save your data in USB memory device, and bring it to the PC Center. Windows is the only operating system available for the presentations. If you have prepared the presentation data on a Macintosh, you are required to bring your own PC.
*For those wishing to show a movie, please bring your own personal computer. You are also required to check that your data has not been infected by any virus in advance by using the latest version of the security software.
 - 2) Please submit your data at the PC Center, and check whether all the data are shown properly.

- 3) Even if you use your own PC, you are required to check your presentation data at the PC Center and bring your PC to the operation desk in the session room no later than 30 min. before the session starts. After your session, please receive your PC at the operation desk. Please come to the operation desk promptly to claim your PC.
- 4) If you need any assistance with the set-up, please do not hesitate to ask for assistance at the PC Center.
- 5) When you are next to present, please be seated at the "Next Speakers' Seat."
- 6) Presenter view is not available. If you need a manuscript, please prepare it by printing it in advance.
6. The PC Center will be open during the following hours. Speakers are requested to present their data at least 45 min. before their presentation starts. If your session is the first one in the morning, you are advised to bring your presentation data the day before the session is scheduled.

PC Center

Place: Foyer, Pacifico Yokohama Conference Center 1F

Time: Sep. 21 (Thu.) 8:00-18:00

Sep. 22 (Fri.) 7:30-17:30

Sep. 23 (Sat.) 7:30-16:00

Guidelines for Computer Presentations (on-site in Yokohama)

All the oral presentations are to be made on the PC, and all the speakers are requested to make their presentation data in English. Please save your presentation data following the guidelines below, and save either on a CD-R, or on a USB flash drive. If you have prepared your data with a windows PC, you can submit your data at the PC Center. If you have prepared your presentation data on a Macintosh, you are advised to bring your own PC. For smooth progression of the sessions, speakers are requested to follow the below guidelines.

For speakers bring their own presentation data

OS and Applications

OS: Windows

Applications: PowerPoint

Monitor Size (Resolution)

Full HD (1920 x 1080)

*Please check in advance that all the data appear properly under the specified conditions.

Backup Data

Please bring backup data to the meeting site if at all possible.

Font

Please use default-setting fonts of Microsoft PowerPoint for Windows.

Data Volume

Invited Sessions: maximum 5GB

Oral Sessions: maximum 1GB

Please write file names in the following manner:

"Abstract number_ Speaker's name"

Videos

For those who wish to show a video, it is recommended that they bring their own PC to run the presentation slide. Videos should be prepared in Windows Media Player for Windows users.

Video data should be saved in the same folder as your presentation data.

- Note for video files

For Windows users, please bring a video file that can be played using a codec that can operate on Windows Media Player in their default settings (video files are recommended to be mp4 or WMV formatted).

Screen ratio

16:9

Audio

Sound function will be available.

Please notify the PC Center staff that your presentation data contains audio files.

Presentation in the session rooms

An LCD monitor, a keyboard and a mouse are available on the podium. When you come up to the stage, your first slide will be projected on the screen automatically. Any following operations must be self-operated by the speaker. For those who wish to have an operator for PC handlings, please ask for it at the PC Center.

Presenter view is not available. If you need a manuscript, please prepare it by printing it in advance.

Data Deletion

All data saved into the server at the PC Center will be completely deleted upon the completion of the Annual Meeting.

For Speakers bringing their own PC

Even if you use your own PC, you are required to check your presentation data at the PC Center and bring your PC to the operation desk in the session room no later than 30 min. before the session starts.

** Please bring an AC adapter for your PC.

** Only HDMI is available for cable connection on site. Make sure your own machine supports this type of connection, or prepare a right connector to hook up your laptop. Please cancel your screen saver, power saving, and password setting in advance.

** Please prepare backup data with USB flash drive.

** Your laptop computer should be a newer version than Windows 7 and Macintosh OSX 10.5.



HDMI



Examples of external connector attachments

Inquiries

For any inquiries, please contact the secretariat:
jca2023@c-linkage.co.jp