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 15min. 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 84th Annual Meeting of the Japanese Cancer Association, presentations will be posted on the official X/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 on social media.
2. For each speaker, the allocated time for the speech is 8 min., followed by a 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 in your presentation should be the COI disclosure.** See the details on the annual meeting website.
5. Audio-Visual Materials
   1) Please save your presentation data on a USB flash drive and bring it to the PC Center. The compatible OS is Windows only. Only PowerPoint application in Windows OS laptop is available for your presentation. If you are using a Macintosh, please ensure you bring your laptop.
      * 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 a 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 45min. 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 Preview Center

Place: Ishikawa Ongakudo-1F Entrance
Hotel Nikko Kanazawa - 3F Foyer
ANA Crowne Plaza Hotel Kanazawa - 3F Foyer
Kanazawa Art Hall - 6F Foyer
Visage - 11F, Conference Room 2 (inside the lecture venue)

Time: Sep. 25 (Thu.) 8:00-17:00
Sep. 26 (Fri.) 7:30-17:00
Sep. 27 (Sat.) 7:30-14:30

*PC Center in Kanazawa Art Hall and Visage will open at 8:15 a.m. each day.

*Please submit your presentation data at the PC center of the facility where you will be making a presentation. Please be noted that submission at the PC center of any other facility is not accepted.