

Invited Sessions: Instruction for Chairpersons and Speakers

As for the presentation language and the presentation material, please refer to the 85th JCA website "For Chairs and Speakers."

For Chairpersons

1. All session chairs are required to declare and disclose their Conflict of Interest (COI) information. Please ensure that your COI declaration is submitted to the Meeting Secretariat in advance. Instructions for submission will be provided to you separately by the Secretariat.
2. All chairpersons are requested to be seated on the Next Chairpersons Seat in the lecture room, no later than 15 min. before the session starts.
3. Session composition is to be controlled by the chairpersons. Chairpersons are asked to ensure all sessions start and finish punctually as scheduled. Additional remarks, discussions and proceedings will be left entirely up to chairpersons' decisions.
4. 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 85th Annual Meeting of the Japanese Cancer Association, presentations will be posted on the official X (formerly Twitter) and may be photographed for personal social media use. **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. The presentation schedule will be informed by the secretariat prior to the meeting. All speakers are asked to keep to 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 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 or any other OS, 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 a security software.
 - 2) Please review your data at the PC Center, and check whether all the data is 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. Printing services are not available at the venue.
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: Kyoto International Conference Center 1F RoomH

Time: Sep. 24 (Thu.) 8:00-16:30

Sep. 25 (Fri.) 7:20-16:30

Sep. 26 (Sat.) 7:20-14:30

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. All session chairs are required to declare and disclose their Conflict of Interest (COI) information. Please ensure that your COI declaration is submitted to the Meeting Secretariat in advance.
2. Chairpersons are requested to be seated on the Next Chairpersons Seat in the lecture room, no later than 15min. before the session starts.
3. 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.
4. 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 85th 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 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 a 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 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: Kyoto International Conference Center 1F RoomH

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Poster Sessions: Instruction for Presenters

Poster Presentations will be conducted in a free discussion format.

There will be no session chairs to facilitate the presentations. Presenters are requested to stand by their posters during the designated presentation time indicated below.

Presentation	Mounting	Viewing	Discussion 1	Discussion 2	Removal
Sep. 24 (Thu.)	9:00-10:30	10:30-16:40	16:40-17:25	17:25-18:10	18:10-18:40
Sep. 25 (Fri.)	9:00-10:30	10:30-16:30	16:30-17:15	17:15-18:00	18:00-18:30
Sep. 26 (Sat.)	9:00-10:30	10:30-15:30	15:30-16:15	16:15-17:00	17:00-17:30

For Chairpersons

1. All session chairs are required to declare and disclose their Conflict of Interest (COI) information. Please submit your COI disclosure to the Meeting Secretariat in advance. Instructions on how to submit your COI information will be provided to you separately. On the day of the session, the COI information you have submitted will be displayed in the poster presentation area.

2. Chairpersons are requested to get a ribbon at the Poster Reception desk, no later than 10 min. before the session starts.

Poster Reception Desk: Event Hall

3. Chairpersons of the 1st half session are requested to be in front of the poster panels no later than 5 min. before the session starts.
4. Chairpersons of the 2nd half session are requested to be in front of the poster panels no later than 5min. before the session starts. In case of early completion of the 1st half, please wait to commence your session until the specified starting time on the program.
5. Each presenters have 3 min. to present, followed by 2 min. discussion. Session schedule should be controlled and managed by the chairpersons.
6. Please return the ribbon to the Poster Reception Desk when your session is finished.

For Speakers

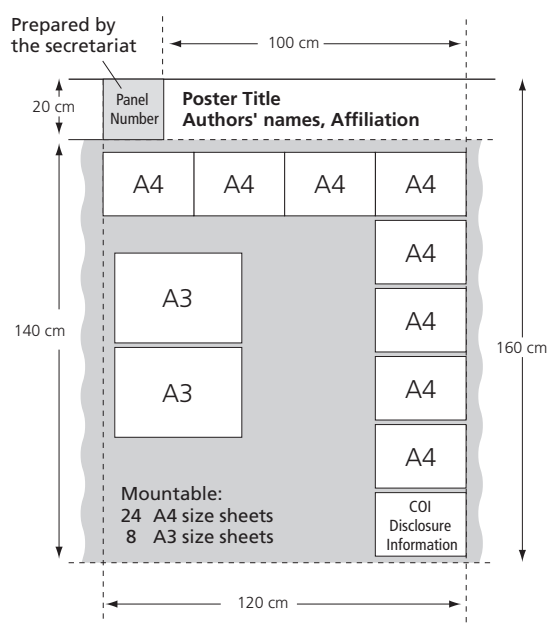
1. At the 85th Annual Meeting of the Japanese Cancer Association, presentations will be posted on the official X/ Facebook and may be photographed for personal social media usage. **Please clearly mark "DO NOT POST" on the figures/tables that you do not wish to be photographed or distributed.** If not marked, please note that it may be posted on social media.
2. Posters will be replaced daily.
3. Please prepare your presentation materials (posters) in English.
4. The poster should contain the COI disclosure statement. See the details on the annual meeting website.
5. Ribbons for the presenters and pins for placing the posters will be attached on the panel.
6. Presenters are requested to be in front of the poster panels no later than 5 min. before the session starts.
7. Please check the poster session area at the venue and find the block, booth and panel number that has been

assigned to you.

Refer to the diagram below. Panels are 160cm×120cm. Please prepare a label (size 20cm×100cm) containing the Poster Title, Authors' names and Affiliation to mount at the top of the panel. Please use large sized, easy to read letters for your poster.

8. Please remove your poster at the designated removal time on your presentation day.

Any remaining posters will be discarded by the secretariat.



JCA Young Researcher Poster Award

The 85th Annual Meeting of the Japanese Cancer Society offers the "JCA Young Researcher Poster Award" for posters submitted by a young researcher as the primary author. To meet the application requirements, the primary author must be an undergraduate or graduate student as of April 1st, 2026. Through a rigorous peer review mainly conducted by program committee members, excellent posters will be awarded on the website after the meeting.

Guidelines for Computer Presentations

All the oral presentations are to be made on PC, and all the speakers are requested to make their presentation data in English. Please adjust your presentation data following the guidelines below, and save it 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, or any other OS, you are advised to bring your own PC to the PC Center. For smooth progression of the sessions, speakers are requested to follow the guidelines below.

For speakers bringing 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 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).

Audio

Sound function will be available. Please notify the PC Center staff that your presentation data contains audio files.

Screen ratio

16:9

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. 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 no later than 45 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.



Examples of external connector attachments

Inquiries

For any inquiries, please contact the secretariat:
pr_jca2026@c-linkage.co.jp