Instructions for Oral Presentations

Common: (1) Participating at the conference site and (2) Participating online

■ For Chairpersons
- Chairpersons are asked to stay within the time allotted for the session and each presentation.
- Presentation times for live sessions and on-demand sessions (including pre-recorded sessions) will be announced in advance.
- Questions will be taken from both the audience at the venue and online participants.
  - Questions from the audience at the venue:
    Please take questions from the Q&A seat located at the front of the room. The Q&A segment will be streamed live.
  - Questions from online participants:
    During the session, questions will be accepted via the chat function on the Viewer Portal Site. Please use the Chairperson's computer to check posted questions, and refer to them during the discussion. Please note that due to streaming conditions, online viewers will experience a 20 to 30-second delay, so there is a slight time lag between proceedings at the venue and online.
- If you are unable to serve as Chairperson due to an unexpected development, please make sure you contact the Secretariat Headquarters (North 2F, G214, PACIFICO YOKOHAMA / TEL: 045-228-6530) at least 60 minutes before the start of the session and let us know who has agreed to chair the session in your stead.

■ For Presenters
- Excluding some sessions, as a general rule, there will be no pre-meetings between Chairpersons and presenters.
- All oral presentations must be made on a PC using a Windows operating system (single screen only).

> **All presentation slides in this meeting will be widescreen (16:9).**
> **Please prepare your presentation data using this screen ratio.**

- Please keep the following points in mind when preparing your presentation data.
  1) Please include one slide for your conclusion.
  2) If your presentation pertains to a research performed jointly with, or is supported by the private sector, please disclose this in your slides.
  3) Regardless of the language used for presentation, please prepare your presentation data in English (excludes some sessions).

【Disclosure of Conflict of Interest (COI)】
Oral presenters are required to disclose any conflicts of interest. Please review "The Japanese Circulation Society Regulations Concerning Conflict of Interest Policy in Clinical Research" available at http://www.j-circ.or.jp/coi/coi_index.htm, and use the COI Disclosure template provided by email or similar formats to present this information on the first slide of your presentation.

〈Examples of slides for oral presentations〉

Please use the sample slide format to disclose COI status
Use Form 1-A
when there are no conflicts of interest to disclose
when giving a presentation at an academic meeting

The Japanese Circulation Society
COI Disclosure
Name of Authors :

The authors have no financial conflicts of interest to
disclose concerning the presentation.

The Japanese Circulation Society
COI Disclosure
Name of Authors :

Use Form 1-A when you have conflicts of interest to disclose
concerning a presentation. Give the name of commercial entity
involved.

If "yes", give the name of
company/organization past three years.
There is no need to disclose the amount.

- Consultation fees: none
- Stock ownership/profit: none
- Patent fees: none
- Remuneration for lecture: none
- Manuscript fees: ○○pharmaceutical company
- Trust research/joint research funds: ○○pharmaceutical company
- Scholarship fund: ○○pharmaceutical company
- Affiliation with Endowed Department: yes(○○pharmaceuticals)
- Other remuneration such as gifts: none

【Preparation of Presentation Data】
- Data format: PowerPoint or Keynote
- Please use the following versions for OS and presentation tools (Recommended: Windows 2019)
  − Windows: Ver. 2013/2016/2019/Office365
  − Mac: Ver. 2016/2019/Office365
- Number of slides: No restrictions
- Screen ratio: 16:9 (recommended)
- Presentation slides: English
- Please include the following information on the title slide:
  Session name, presentation number, presentation title, speaker's name, affiliation
- Font: Please use only those fonts that come as standard with the OS.
  English: Times New Roman, Arial, **Arial Black**, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia
- File name: The title of your presentation file should be "Your presentation number_Your name_Room number" (e.g.: WS2-2_John Smith_Room3).
- Please place all data, including any reference files such as video files, in the same folder.
- Please be sure to prepare backup data in the event of an emergency.

【Points to Note when Presenting】
- Presenters are requested to operate the computer themselves when presenting. If at the venue, please use the mouse and keypad available on the podium.
- One minute before the end of your presentation, a blue warning light will appear. The light will turn red at the end of your presentation time. Please stay within the time limit.

■ **For Speakers (Including Q&A)**
- Questions will be taken from both the audience at the venue and online participants.
  − Questions from the audience at the venue:
    Please wait near the Q&A seat located at the front of the room.
    Speakers will speak in the order of the Chairperson's designation. Please state your name and affiliation before asking your question.
    Speakers are not permitted to show presentation data.
    The Q&A segment will be streamed live.
  − Questions from online participants:
    During the session, questions will be accepted via the chat function on the Viewer Portal Site.
    No oral questions will be accepted from online participants, only questions via the chat.
    Please note that due to streaming conditions, online viewers will experience a 20 to 30-second delay, so there is a slight time lag between proceedings at the venue and online.

(1) Participating at the conference site

■ **For Chairpersons**
- Please make sure you come to the Chairpersons Registration Desk (North 1F and Annex 2F) at least 30 minutes before the scheduled start time of the session. You will receive a list of the Chairpersons/presenters with their resumes for your session. If you are chairing several sessions on the

same day, you will receive the lists and resumes for all your sessions during the first check-in.
- As a general rule, there will be no pre-meetings between Chairpersons and presenters. However, if your session's Co-Chairperson is participating online, after you have checked in at the Chairpersons Registration Desk, you will be taken to a streaming center (Rooms 1-17: North 1F inside the Exhibition Hall / Rooms 18-20: Annex 2F Foyer).
- Please be sure to be seated in the Chairperson's standby seat located to the right side at the front of the room **at least 15 minutes before the scheduled start time** of the session.

■ For Presenters
- Presentation data
  ### 1) For presenters bringing their own data
  - Please come to the Speaker Ready Room **at least 60 minutes before the scheduled start time** of the session in which you present on the day to confirm and submit your presentation data.
    * Presenters who will be presenting on the second and subsequent days may also submit their data the day before your presentation. However, please note that we may need to give priority to earlier presenters. Thank you for your understanding.
  - Please be seated at the presenter's standby seat located to the left side at the front of the room **at least 15 minutes before the scheduled start time** of the session.
  - The following types of media will be accepted.
    USB flash memory drive/CD-R (please bring backup media).
    * Please use the latest security software and scan the media beforehand to make sure it is virus-free.
    * We are unable to accept MO, FD, ZIP, Blu-ray or other types of media.
  - If the size of your presentation is over 1GB, please bring your own computer.
  - The following OS and applications will be available.
    OS: Windows 10
    Applications: Windows, PowerPoint 2013/2016/2019
  - If you are using a Macintosh, please bring your own PC and a VGA or HDMI conversion adapter (Apple products or Apple-certified products are recommended). Please note that you will be able to open data on Windows, but it may display differently than in Macintosh.

Connecting a laptop using an VGA conversion adapter

Connecting a laptop using an HDMI conversion adapter

- "Presenter's Tools" cannot be used in light of the session proceedings and space limitations. If you need your presentation notes, please print them out and bring them with you.
- If you will be using video or audio files, please let the Secretariat know when you check your presentation data.
  * Please place all data, including any reference files such as video files, in the same folder.
  * Please be sure to bring your own PC as backup.

* For Windows, please bring video files that can be played with codec included in the default settings for Windows 10 (OS) and Window Media Player 12 (The recommended format for video files is WMV).
　－When it is your turn to present, the first slide of your presentation data will be projected onto the screen as a slideshow. Please use the keyboard and mouse at the podium to advance your slides.
　－Any copies of your presentation data will be deleted after the meeting.

2) For presenters bringing their own PC
　－On the day of your presentation, please come to the Speaker Ready Room **at least 60 minutes before the scheduled start time** of your session. Please check the cable connections on the test monitor in the Speaker Ready Room to confirm that the image is correctly output from your laptop to the external monitor.
　－D-sub 15-pin (mini) or HDMI cables will be available in the Speaker Ready Room.
　　　* Be sure to bring connectors other than those mentioned above, such as Mini Display Port and USB type-C, with you.
　－Your presentation file should be saved as "Your presentation number_Your name_Room number" (e.g.: WS2-2_John Smith_Room3).
　－If you will be using video or audio files, please inform the Secretariat when you check your presentation data.
　－Please disable the screensaver and power saving settings beforehand.
　－Please disable any passwords if they have been set to come up at startup.
　－Please be sure to bring an AC adapter as power sources will be available in the room.
　－Please come to the operator's desk near the podium located to the left side at the front of the room **at least 15 minutes before the scheduled start time** of the session, and give your PC to the operator. The operator will connect the cables and check external output.
　－When it is your turn to present, the first slide of your presentation data will be projected onto the screen as a slideshow. Please use the monitor, keyboard and mouse at the podium. Your computer will be placed on the operator's desk, not the podium. The keyboard and mouse will be connected to it with USB cables.
　－"Presenter's Tools" cannot be used in light of the session proceedings and space limitations. If you need your presentation notes, please print them out and bring them with you.
　－Please be sure to bring backup data.
　－Your PC will be returned to you at the operator's desk near the podium located to the left side at the front of the room where you gave your presentation. Please be sure to pick up your PC as soon as possible.

【Speaker Ready Room】
・The Speaker Ready Room will be open on the following days and times during the meeting period.

Date	North 1F, Foyer PACIFICO YOKOHAMA	Annex 2F, Foyer PACIFICO YOKOHAMA
Day 1, Mar 26 (Fri)	8:30-19:00	
Day 2, Mar 27 (Sat)	7:00-19:00	
Day 3, Mar 28 (Sun)	7:00-15:30	

(2) Participating online (if attending from a location other than the meeting venue, such as your home or office)

■ For Chairpersons and Presenters
・Please join sessions online via Zoom (cloud meeting application).
　1) To prepare in advance
　　－Please check the Zoom User's Manual posted on the JCS website and prepare accordingly.

2) Testing your connection

Please conduct a connection test beforehand using the "Zoom Meeting Test" link posted on the JSC website. Make sure you use the actual location, connection environment and computer that you will also use on the day of the session.

During the test, please check that your Internet connection is stable. Note that the internet traffic fluctuates during the day. We recommend you perform the connection test to check your connection environment at the same time slot that your pre-recording session is scheduled for.

* If you plan to be using an institutional LAN cable connection and/or PC, make sure you perform the connection test in advance as in some cases Zoom is blocked due to institutional security restrictions.

3） Timeline on the day of the session

－The Zoom URL to be used on the day will be announced separately.

－A connection test will be performed **60 minutes before the scheduled start time** of the session. Please log in using the specified URL to check the stability of your connection and audio.

－As a general rule, there will be no pre-meetings between the Chairperson and presenters. However, if your session's Co-Chairperson is participating from the venue, pre-meetings will be held as necessary.