

Information for Speakers

The 66 th Annual Meeting of the Japanese Society of Nuclear Medicine and the 46 th Annual Meeting of the Japanese Society of Nuclear Medicine Technology will be held in a hybrid format with on-site and online components. (Please note that no programs will be live-streamed)

Speakers are generally expected to present on-site.

Please note that on-demand streaming of oral presentations will not be available.

Oral Presenters

- Presentation time length are as follows.

Designated Program: Presentation time length will be informed individually from the congress secretariat.

Oral Presentations: Total 10 min (7 min. presentation and 3 min. discussion.)

- * There is no limit to the number of slides for your presentation, but please adhere to the time length limit.
- The presentation language and the language used for presentation slides will be announced individually by the conference secretariat.
- * Please note that some sessions require presentations to be given in English and/or presentation slides to be prepared in English. Some sessions also require slides to be provided in both Japanese and English.
- The recommended presentation slide aspect ratio is 16:9.
- The presentation will be delivered on-site.
- Please come to the PC Center at least 45 minutes before your presentation time.
Presentation data will be checked using the preview computer before the session.
- Your presentation data can be brought to the PC Preview at any time during the conference period.
- Please register your data at the PC Center located below.

Opening Hours: Thursday, November 19 7:45–17:15

Friday, November 20 7:45–17:30

Saturday, November 21 7:45–13:20

Location: 2F, Foyer Grand Hall, Small Hall Arcreea HIMEJI

◆ Presentation Data Storage Options

1. If you are using a Mac, please make sure to bring your own computer.
Presentations cannot be given using an iPad
 2. Video files should be in a format that can be played with Windows Media Player on a standard Windows 11 system, and should be linked to your PowerPoint presentation. We also recommend that you bring the video files separately as a backup, in case of any issues with embedded videos.
- * Please note, only PC presentations will be allowed. Slide film, OHP, VTR, etc. will not be allowed.
- * If your presentation slide data includes video, please be sure to bring your own computer.

◆ Presenters who will be bringing their presentation data via USB flash drives

1. Please come to the PC Center at least 45 minutes before your scheduled presentation time.
2. Use a USB flash drive to store your presentation data.
Use the latest virus removal software to ensure your USB flash drive is virus-free.
3. The maximum data size will be 640 MB.
4. The following OS and software applications will be used on the venue computers.
 - OS: Windows 11
 - Software Application: Windows PowerPoint Microsoft Office365
5. Use fonts that come standard with Windows 11. The following fonts are recommended.
 - Japanese: MS Gothic, MSP Gothic, MS Mincho, MSP Mincho, Yu Mincho, Yu Gothic, Meiryo, etc.
 - English: Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, etc.
6. Rename your presentation data as “session name_presenter name”.
Example: Symposium1_JohnDoe
7. Please inform the operator in PC Center if you wish to use video or audio.
8. Store any related video data in the same folder.
 - * Note on slide videos:
Ensure your video files are compatible with OS Windows 10 codec pack and Windows Media Player 12. WMV format is recommended for video files. In case of any technical difficulties, please bring your own PC.
9. After creating your presentation data, please use another computer to test the presentation playback is working properly.
10. Presentation data cannot be modified at the session rooms.
11. Once your presentation preview has been completed, the data will be transferred via LAN line to the presentation room.
12. When it is time for your presentation, the first slide of your presentation will be projected

on the screen. Use the podium mouse and keyboard to proceed with your slides (the PowerPoint presenter's tool will not be in use).

13. Your presentation data will be temporarily stored and will be disposed by the Secretariat after the conference.

◆ **Presenters who will be using their own lap top**

1. Please come to the PC Center at least 45 minutes before your scheduled presentation time.
2. Please check the cable connection using the preview monitor. Only devices equipped with an HDMI connector are supported. Please note that HDMI adapters will not be provided.
3. There are no restrictions on the operating system of your computer, but please be sure to bring the AC adapter that comes with your device.
4. To prevent unexpected problems, please make sure to bring backup data as well.
5. Create a shortcut to your presentation data in an easily recognizable location on your desktop and rename your presentation data as "session name_presenter name".

Example: Symposium1_JohnDoe

6. If you have video or audio in your presentation, please inform the operator in PC Center.
7. Deactivate your computer screen saver and power saving settings in advance.
8. Temporally deactivate your computer startup passwords.
9. Power outlets will be available at the venue, so please be sure to bring your AC adapter.
10. Bring your own computer to the operator's seat at the front left side of the venue at least 30 minutes before your presentation time.
11. Use the monitor, mouse, keyboard, and laser pointer provided on the podium during your presentation. (the PowerPoint presenter's tool will not in use).
12. To prepare for any unforeseen circumstances, please be sure to bring a backup copy of your data.
13. Presentation data cannot be modified at the session rooms.
14. Your computer will be returned for pickup at the operator's seat when you complete your presentation.

◆ COI (Conflict of Interest)

- All speakers are required to disclose any conflicts of interest at the beginning of their presentation.
- Please include a COI disclosure slide immediately after the title slide.
- Examples of COI disclosure slides are available on the official meeting website.

https://www.c-linkage.co.jp/jsnm-jsnmt2026/coi_66th.php

■ The 66th JSNM (English) sample PowerPoint COI slides.

Annual Meeting of the Japanese Society of Nuclear Medicine Disclosure of Conflict of Interest <i>Name of first author :</i> ○○ ○○ Matters requiring disclosure of COI with regard to our presentation are as follows; Research founding : ○○ Pharma Co. Limit. Acceptance of Researchers : ○○ Pharma Inc.	Annual Meeting of the Japanese Society of Nuclear Medicine Disclosure of Conflict of Interest <i>Name of first author :</i> ○○ ○○ I have no COI with regard to our presentation.
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■ The 46th JSNMT (English) sample PowerPoint COI slides

The Annual Meeting of the Japanese Society of Nuclear Medicine Technology ■ The author has no conflict of interest to disclose with respect to this presentation.	The Annual Meeting of the Japanese Society of Nuclear Medicine Technology ■ The author has conflict of interest to disclose with respect to this presentation. Company / Organization
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Information for Chairs

◆ To the Chairs of Various Lectures and Sessions

- Chairs are requested to facilitate onsite.
- Please take the “Next Chair’s Seat” on the front right side of the room at least 15 minutes before your session.
- You will be in charge of the progression of the session, and we ask you to allocate time for meaningful discussion.