
Guidelines for Chairs and Speakers

A. Presentation Content and Conflict of Interest

- (1) Content that may infringe upon a patient's personal information should be presented only after obtaining the informed consent of the patient or their representative, with due care taken to ensure that the patient's personal information cannot be identified. Presentations containing identifiable personal information are prohibited.
- (2) Disclosure of Conflict of Interest (COI) : Please disclose any COIs or no COI over the past three years on the second slide of the presentation.

B. Presentation Format

B-1 [Live Streaming Program Speakers]

- Please be advised that all speakers are asked to submit presentation video data in advance.
The video submitted will be used for the following purposes :
 - ① To be played in your session on-site.
 - ② To be broadcasted live on the exclusive viewing site.
 - ③ To be distributed on demand after the Annual Meeting.
 - On the day of your session, discussions in the live streaming programs will be held on ZOOM Webinar.
Please download the ZOOM app on your PC beforehand. (<https://ZOOM.us/jp-jpmeetings.html>)
- *For stable connection, a wired network is highly recommended.
- *The URL for connecting to the ZOOM meeting room will be sent to you by email about 2 or 3 days before the session.
- Please make sure that you can use the webcam, speakers, and headset with microphones connected to your PC.
 - Session content will be made available on the exclusive viewing site.

B-2 [Video Submission]

Subject : All invited speakers

Video format : MP4 format

Video recording software : PowerPoint, Keynote, or Zoom

- For details on how to prepare video data, please refer to the Video Creation Manual.
- Please make sure the length of the video does not exceed the time assigned.

B-3 [Testing ZOOM Connection in Advance]

- (1) Connection environment
- ZOOM requires an Internet broadband wired or wireless (3G or 4G/LTE) connection.
- * **We strongly recommend that you connect to a wired network** so that your connection is stable.
- If you are using Wi-Fi, your connection may be interrupted during the session due to an unstable communication environment.
 - To avoid noise, please join the session from a quiet place.
 - Supported OS and Internet browsers : Please check the official ZOOM website below for information on supported OS and Internet browsers.

<https://support.ZOOM.us/hc/en-us/articles/201362023>

(2) Notes on connecting to ZOOM

- When entering a room, please set the screen name to the full name of the speaker .
- Please refrain from using virtual backgrounds, audio in video, presenter tools, and external monitors, which may cause communication problems during the presentation, interfere with the Secretariat's settings, or degrade video quality.
- If you join the same session from the same location as another speaker, there may be feedback. Please avoid to use your PC's built-in speakers and microphone if possible. **Please use earphones with built-in microphones or a headset with microphone**

whenever possible.

- Please be sure to connect your PC to a power supply. The built-in battery in your PC may run out of power during the session.
- In some cases, applications using the microphone or camera (Skype, etc.) may be running in the background. Please be sure to close all other applications before using ZOOM.

(3) Testing your connection

- Please perform a meeting test beforehand using the following URL in the actual location and connection environment with the computer that you will use on the day of the session.
 - When testing, please check to see if your Internet connection is stable. The communication environment may vary depending on the time of a day. Please be sure to test the communication environment beforehand in the same time slot as your presentation to make sure that there are no problems.
 - Be sure to check the connection of the microphone and camera using the test connection.
- * If you will be using an institutional LAN or facility PC, you may not be able to connect to the session using ZOOM due to institutional restrictions. Please be sure to conduct a meeting test with ZOOM beforehand.

《ZOOM Meeting Test》

<https://ZOOM.us/test>

- * Please be sure to check your microphone and speakers beforehand.

B-4 【Meeting Day Timeline】 (Important)

- Please be sure to join your ZOOM session **at least 40 minutes** before the start time (the ZOOM room will be open 45 minutes before the start time). An orientation explaining the ZOOM operation and confirming the flow of the session will be given.

(1) Pre-meetings before the start of sessions

- A live stream and discussions will take place at the time listed on the schedule. Please check the schedule on the website.
- 40 minutes before the start time, the online cast director will contact you.
- We will spend some time on testing your webcam and microphone, giving you instruction for ZOOM operation, and confirming the flow of the session.
- We shall confirm the connection stability and fine tune voice quality during the connection test before the session.

(2) Facilitating a live session

- As a general rule, live sessions will proceed as follows. Details will be informed individually by email.

① Opening remarks by the chairperson(s) of the session and introduction of presenters : Live streaming

② Delivery of presentation videos : Live streaming

*Videos submitted in advance will be played in the session.

*Do not leave the ZOOM session room when the presentation video is played.

③ Q&A (only for sessions with live Q & A) : Live streaming

*After the speakers' presentation (broadcast of pre-recorded videos), Live Q&A will be held.

(*Repeat ② and ③ depending on the number of speakers)

④ General discussion (only for sessions with live discussion) : Live streaming

(3) Discussion format

- General discussion will be held on the ZOOM Webinar. When you join the Q&A and discussion, please turn your webcam and microphone on.
- Questions will be accepted from attendees via the Q&A (chat) on the exclusive viewing site. Questions will be openly displayed to all attendees.
- The Chair should check and introduce the attendees' questions sent through the Q&A function on the webinar, and use them for discussion.