

# Information for Presenters

## 1. Information for the speakers of the Lecture, Symposium, and Oral presentation of General category

### (1) COI Disclosure Information

All the presenters are requested to disclose any Conflict of Interest (COI) information related to the presentation. Please refer to the COI guidelines issued by PSJ (<http://physiology.jp/society/download/>).

### (2) Language for presentation

The official language for all presentations is English. At chairperson's discretion, Japanese may be allowed during the discussion session. In the educational programs and some symposia with special reason, the presentations will be held in Japanese (Please refer to the Timetables for which session will be held in Japanese).

### (3) Presentation time

For the oral presentation of general category, the presentation and the Q&A times are 9 minutes and 3 minutes, respectively. All speakers are kindly requested to strictly observe the allotted presentation time. For presentation in symposium, please follow the instructions by the chairpersons.

### (4) Notes for the presentation data

- All presentations are the PC presentation. No tablet, such as iPad are allowed.
- Windows is the only operating system available on the PC in the presentations room. The Macintosh user must bring his/her own PC.
- Windows users are recommended to use the PC in the presentation room. If your presentation data contain movies or sounds, please use your own PC for presentation.
- Notes for preparing presentation data  
Please prepare the presentation data following the guidelines below. The 97th Annual Meeting of the Physiological Society of Japan will not be responsible for any troubles caused by the operation or actions that do not follow the guidelines.

#### Recommended application software

Microsoft Office Power Point /2007/2010/2013/2016

#### Monitor Size

The projection image is 4:3. When preparing the presentation with Power Point, please set the slide size to standard "4:3". The wide image at "16:9" may appear small.

#### Recommended Fonts

The use of the following standard fonts is highly recommended.

#### File Name

Please name the data file as follows:

"Your Program number\_ Speaker's name.ppt (x)"

#### Notes for the presentation containing movies

Please be sure to bring your own PC, if you have movies or sounds in your presentation. The movies is recommended to be prepared with Windows Media Player (WMV format is recommended) for Windows users. No data exceeding 30 MB is acceptable.

#### Notes for the data link

Please make sure that the link to the outer data embedded in the presentation functions properly. It is recommended to confirm that the embedded link works properly under multiple PC conditions in advance.

(5) **Registration of the presentation data at the PC preview desk**

- Please note that all oral presenters should register at PC preview desk no longer than 30 minutes before the start of the session.

**Users of the PC in the presentation room**

Please be sure to register your presentation data at the PC preview desk. You are requested to confirm that your data are properly projected.

**The presenters with his/her own PC**

You are requested to confirm that your PC works properly at the PC preview desk.

- The PC preview desk is located at 1F Entrance Hall.

Service hours are as follows:

8:00 ~ 17:00, March 17

8:00 ~ 17:00, March 18

8:00 ~ 16:00, March 19

Be sure to complete the registration of the presentation data at the PC preview desk no later than 30 min before the session starts. In order to reduce the expected confusions at the PC preview desk in the morning, the presenters of the morning session on the 2nd and 3rd days are recommended to register in the afternoon on the day before the presentation.

(6) **Notes for presenters who use PC in the presentation room**

- **Registration of the presentation data at the PC preview desk**

Save your presentation data on a USB flash drive and register it at the PC preview desk. You must scan your USB flash drive for any computer virus in advance with the latest version of the security software.

- **Registration at the presentation room**

After completing the registration of your presentation data at the PC Preview Desk, be sure to arrive at the presentation room 10 minutes before the session starts. Please notify our staff about your arrival and be seated on the Next Speaker Seat just before your presentation.

- **How to do your presentation**

Please use a keyboard, a mouse and a laser pointer provided on the podium for presentation. The Presenter tool function of Power Point is not operable.

- **Data Deletion**

All presentation data will be completely deleted from the PC systems of the meeting after the meeting is closed.

(7) **Notes for presenters who use his/her own PC for presentation**

- **Notes for use of your own PC**

- Please bring an AC adapter.
- Only VGA D-sub 15-pin male connectors is available for the connection of the PC to a projector. For the PC with no VGA D-sub 15-pin female output, an appropriate connector converter must be carried in.
- Be sure to disable a screensaver and a power-saving mode prior to your presentation.

- **Preparation of the backup data**

It is recommended to prepare a backup copy of your presentation data on a USB flash drive. You may do presentation using a backup file on the PC in the presentation room, in case of accident.

- **Registration at the presentation room**

After confirming the proper operation of your PC at the PC preview room, be sure to arrive at the presentation room 20 minutes before the session starts. Please notify our staff about your arrival and present your PC to the staff. PC staff will set your PC for presentation.

- **How to do presentation**

No monitor nor your PC are set on the speaker's podium. Please use a keyboard, a mouse and a laser pointer provided on the podium for presentation. The Presenter tool function of Power Point is not operable.

- After the session is closed, claim your PC as soon as possible.

## 2. Information for the Poster Presentation

### (1) Disclosure of Conflict of Interest (COI)

All the presenters are requested to disclose any Conflict of Interest (COI) relevant to the presentation. Please refer to the COI guidelines issued by PSJ (<http://physiology.jp/society/download/>) for the details.

### (2) Language for presentation

Prepare the poster in English. Japanese may be used; however, please make your presentation understandable only in English.

### (3) Room for poster Presentation

B-Con Plaza, 1F Convention Hall

### (4) Registration, Display, Free discussion and Removal for the poster presentation

	Display	Free discussion	Removal
March 17 (Tue.)	8:00~9:00	14:20~15:20	16:10~17:10
March 18 (Wed.)	8:00~9:00	14:20~15:20	16:10~17:10
March 19 (Thu.)	8:00~9:00	13:10~14:10	15:00~16:00

Posters are replaced daily.

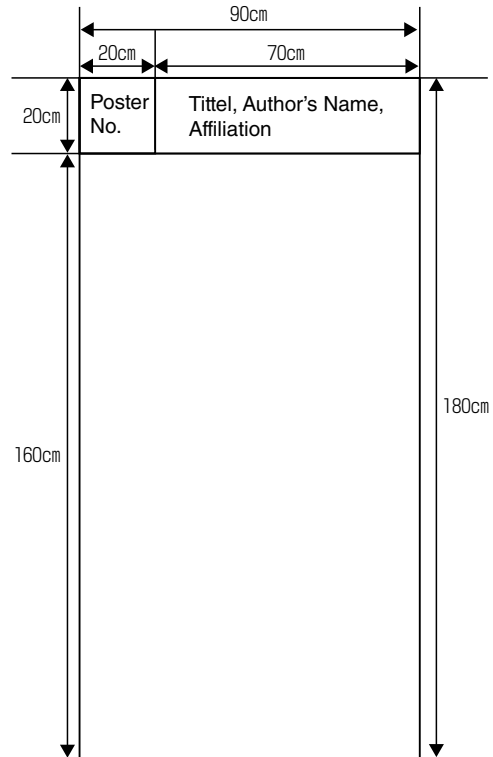
Award-posters will be displayed for three consecutive days.

Posters remaining after the removal time will be disposed by the staff.

(5) Guideline for the preparation of poster presentation

Each poster panel is tagged with the Poster number on the left upper corner (20 cm wide x 20 cm high) of the panel. Display your poster on the panel with your Poster number. Please refer to the right figure for the area to show the title, authors, affiliations and the body of the presentation. Please show the title, authors and affiliations in both English and Japanese, if applicable.

Please use the thumbtacks for placing your poster and put on a presenter's ribbon tag provided at each panel.



(6) PSJ Award Poster Presentations

PSJ Award winners (Promotion Award of the Physiological Society of Japan for Young Scientists, Hiroshi and Aya Irisawa Memorial Promotion Awards for Young Physiologists, Hiroshi and Aya Irisawa Memorial Award for Excellent Papers in The Journal of Physiological Sciences, Hiroshi and Aya Irisawa Memorial Award for Excellent Papers on Research in Circulation in The Journal of Physiological Sciences, and the Aya Irisawa Memorial Promotion Award for

Excellent by Women Physiologists) are asked to present the relevant works at the special section of the poster presentation for the entire 3-day period of the meeting.

The free discussion is scheduled at 14:20-15:20 on March 18. The awardees may also participate the free discussion on day 1 and day 3 at their own discretion.