For Session Chairs and Speakers

〈For Chairs〉

For the chairs for the oral presentations: Please be seated at a "Next chair" seat located in the top right corner of the session room at least 15 min. before the session starts.

For poster presentation chairs:
Please stop by at Poster Chairs' Desk infront of The Exhibition 1・2・3 from 18:00 until 18:10

〈For Speakers〉

1. Allocated Time

Special Lecture	60 min. including discussion
Educational Lecture	25-min presentation and 5-min Q&A
Symposium	16-min presentation and 4-min Q&A
Special Program	25-min presentation and 5-min Q&A
Special Lectures on Pathological Diagnosis	60 min. including discussion and award ceremony
Lecture A	30-min presentation and 10-min Q&A
Lecture B	15-min presentation and 5-min Q&A
Poster Session	5-min presentation and 3-min discussion

Award Ceremony for Lecture A and B is scheduled as shown below;
Date & Time: 12:50 〜 13:20, November 10 (Fri.)
Room: Hall 1 (2F The Kurume City Plaza The Grand Hall)

2. For Speakers of Oral Presentation

【PC Preview Desk】
Please finish your registration at "PC Preview" in the Foyer, 2F The Kurume City Plaza The Grand Hall at least 30 minutes before your presentation and be seated on "the following speaker's seat" at least 15 minutes before it starts.
Place: Foyer, 2F, The Kurume City Plaza The Grand Hall
Opening Hours: 8:00 〜 18:00, November 9 (Thu)
8:00 〜 16:30, November 10 (Fri.)

【Presentation Format】
- Only presentations using a PC are acceptable.
- Using own laptop for presentation is also acceptable. If you use a Macintosh computer to make your presentation, please bring your own laptop with your presentation data.
- Using own tablet device is not acceptable.
- You can use video and audio.

【PC specifications】
- Windows10
- Software : PowerPoint 2013 / 2021

【If you are bringing your data with a USB flash drive】

- Please bring your presentation data on a USB flash memory to the PC Preview Desk.
- Please make sure to check the files with latest anti-virus software before your submission to the Preview Desk.
- If you use video and/or sound, you are recommended to bring your own laptop as a backup data. Video should be played with Windows Media Player.
- Only the standard fonts with Windows 10 (OS) (e.g., Helvetica, Arial, Times New Roman) are accepted for your presentation file, and unusual fonts may not be displayed properly on the computers in session rooms.
- Recommended slide size is 16:9. Screen size in the session room is widescreen.
- We will take responsibility for deleting data presented after the meeting.
- The Japanese Society of Pathology requires all poster presenters to declare their Conflict of Interest (COI) when making presentation.

【If you are bringing your own laptop】

- All speakers (including those who use their own PC) are requested to stop by at the PC Preview Desk to check their presentation data.
- Speakers using their own laptops MUST HAVE an AC adapter, a HDMI female output. Special video output cable is required for some laptops to use HDMI to connect to external monitors and data projectors. Please note that we are not equipped with that special cable and you must bring it in case it is necessary.
- Please turn off the screen-saver and energy saving mode beforehand.
- After checking your computer at the PC Preview Desk, please bring your PC to the operation desk in your session room. Please make sure to receive your laptop back from the operation desk after your presentation.
- You are requested to have your data backed up in case of computer trouble.

【Equipment on the podium】

- A monitor and a mouse are provided on the podium.
- Speakers are requested to operate the devices by themselves to move forward/backward the presentation data.

3．**For Speakers of Poster Presentation**

〈Set-up〉 9:00 ～ 12:00, November 9 (Thu.)

〈Presentation〉 18:10 ～ 19:00, November 9 (Thu.)

〈Removal〉 12:00 ～ 14:00, November 10 (Fri.)

- No speakers' check-in for poster presentations. Please be ready in front of your poster panel 5 minutes prior to the session starts wearing a ribbon.
- The anticipated size of poster panels is 180 cm tall × 90 cm wide.
- Please put a mark " ○ " before the first author's name.
- The presentation number, push pins and ribbons for presenters are prepared on each panel.
- Please note all remaining posters after the removal time will be discarded by the secretariat.
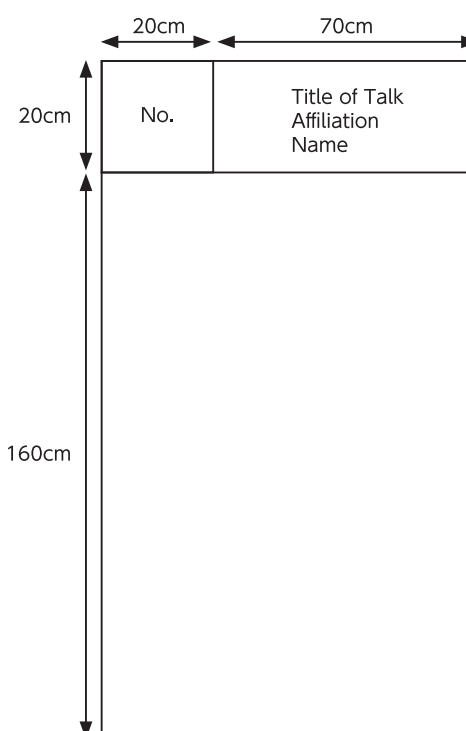
4．Conflict of Interest（COI）Disclosures

Research carried out in collaboration with industry may not only benefit society at large (public interest) by means of the results obtained from fulfilling academic and ethical responsibilities; benefits such as money, status, and rights (private interests) may also arise as a result of industrial collaboration. A situation in which these two interests both arise in an individual researcher is known as a conflict of interest (COI).

The Japanese Society of Pathology requires all presenters to declare their COI when making presentation. The slide formats of the disclosures are as follows.

For more detailed information, please refer to the Guideline for "Conflict of Interest Management for Medical Research and Related Reference Materials" at JSP website (https://pathology.or.jp/side/coi-m.html).

No conflicts of interest to disclose

The 69th Autumn Annual Meeting of
The Japanese Society of Pathology
Name of First Author: ○○ ○○

The author has no conflict of interest to disclose with respect to this presentation.

With conflicts of interest to disclose

The 69th Autumn Annual Meeting of
The Japanese Society of Pathology
COI Disclosure
Name of First Author: ○○ ○○

The author has the following financial conflict of interest to disclose with respect to this presentation

①Consultation fees:	None
②Stock ownership / profit:	None
③Patent fees:	None
④Remuneration for lecture:	None
⑤Manuscript fees:	Pharmaceutical company
⑥Trust research / Joint research funds:	Pharmaceutical company
⑦Scholarship fund:	Pharmaceutical company