

# Information for Chairpersons and Presenters

## 1. Session Time

<Distinguished Lectures, President's Lecture, Symposia, Award Winners' Presentations>

Please confirm with the information letter sent to you in advance.

<Oral Presentation>

Presentation: 8 minutes. (7 minutes after the start: yellow lamp, 8 minutes after the start: red lamp)

Q&A: 4 minutes.

Total: 12 minutes. Please adhere to the finishing times.

All presentations must be given in English. For the Q&A, the official language is English with exception to someone wishing to use Japanese with prior notification.

At this year's Annual Meeting, we have set up an "Excellent Oral Presentation Award" as an annual chairperson project. The Excellent Oral Presentation Award Selection Committee will select an Excellent Oral Presentation Award.

From 13:20 on the third day (1<sup>st</sup> Dec.), an award ceremony for excellent oral presentation winners with a certificate of merit and an extra prize presented in Room A (Big Hall).

## 2. Q & A

If you have any questions, please follow the chairperson's direction and approach the microphone in the meeting room. Please express your questions concisely after identifying your affiliation and your name.

## 3. Proceedings

<For Presenters>

- ① Please present under the direction of the chairperson.
- ② Please use the designated seat in the front row in the room 10 minutes before the program start.
- ③ An operator performs projection of presentation data during the presentation. The presenter may operate a mouse / keyboard at the podium, using the projection (there is no computer monitor at the podium)

<For Chairpersons>

- ① Please come to "Chairperson Registration" at Tower Hall Funabori, 5<sup>th</sup> floor main lobby, on the day of the session.
- ② Please use the designated seat in the front row in the room 15 minutes before the program start.
- ③ At the signal to start, please go to the chairperson seat on the podium and start the session.
- ④ The chairperson is in charge of each of the sessions. Please adhere to the finishing times.
- ⑤ For the Q&A, the official language is English with exception to someone wishing to use Japanese with prior notification. The chairperson, however, may decide whether the use of Japanese is acceptable.

## 4. Equipment and Reception

<Equipment>

- ① PC presentation (1 screen) only.
- ② No limits for the number of slides, but please adhere to presentation time limits.
- ③ No sound is available.

<Preview Desk>

Hours: 29<sup>th</sup> November (Wed.) 9:00-17:00

30<sup>th</sup> November (Thu.) 9:00-17:30

1<sup>st</sup> December (Fri.) 9:00-14:00

Location: "Preview Desk" at Tower Hall Funabori, 5<sup>th</sup> floor main lobby.

- ① All speakers must go to the preview desk at least 30 minutes before presentations for checking of operations.
- ② If you wish to use your own PC, you must submit your PC to the operator at the meeting room for a connection check. Please pick up your PC immediately after the presentation.

## 5. Presentation Data

<If Bringing Data (Windows only)>

- ① Only use the following OS, applications, and movie files:
  - OS...Windows10
  - Applications...PowerPoint 2010, or later version
  - Video files...playable with Windows Media Player
  - \*Macintosh PowerPoint is unsuitable.
  - \*Keynote is not available.
- ② In order to prevent abnormalities of balance of screen layout or garbled characters, please use OS standard font.
- ③ Only USB flash memory or CD-R may be brought.
  - \*Please do not have other data than that to be used for the presentation for the day.
- ④ If other data (pictures, animation, graphs, etc.) are linked to the presentation, backup all original data and please check operations in advance with a PC other than the PC which had the data created.
- ⑤ Please input presentation number and speaker name into a file as follows:
  - example: \*O1-1 Taro Funabori file → O1-1 Taro Funabori.ppt
- ⑥ In order to prevent viral infections to the system in the hall, please be sure to perform virus checking of media in advance using updated security software.
- ⑦ In the preview room, we have updated virus security, and although we have taken all possible precautions, virus infection is always a possibility.
- ⑧ Presentation data will be saved to a server in the preview room, and responsibly deleted after the meeting end.

<If Bringing Your Own PC (Windows or Macintosh)>

- ① Please check your PC output terminal and bring the regular monitor terminal (MiniD-Sub15 pin 3-row connector) for connection to the monitor.
- ② The resolution of the projector is XGA (1024x768 pixels).When a change of resolution is required, please set up the resolution on the PC beforehand.
- ③ Even if animation / pictures are displayed correctly on the PC monitor, caution that external output may not actually be carried out. Please be careful, if you create presentation data on a PC which is not used for actual presentations.
- ④ Please cancel/adjust screen saver and power-saving setups beforehand.
- ⑤ Please be sure to bring a PC adapter with you. If you use only battery, it may run out during the presentation.
- ⑥ Please be sure to prepare a copy of backup data (a USB flash memory or CD-R) just in case.

## 6. Poster Presentation

<Venue, set-up, display, discussion and removal time>

Depending on the subject number, please check the list below.

Poster Number	BP-01~21 Best Poster Award Final Competition	1P-01~34	1P-35~74	2P-01~34	2P-35~73
Venue	Room G 4F Training Room	Room H 4F Rehearsal Room	Room I 1F Exhibition Hall	Room H 4F Rehearsal Room	Room I 1F Exhibition Room
Set-Up Time	29 <sup>th</sup> November (Wed.) 9:15-10:30			30 <sup>th</sup> November (Thu.) 9:15-10:30	
Display Time	29 <sup>th</sup> November (Wed.) 10:30-18:10 30 <sup>th</sup> November (Thu.) 9:15-17:40	29 <sup>th</sup> November (Wed.) 10:30-17:10		30 <sup>th</sup> November (Thu.) 10:30-17:40	
Interview	29 <sup>th</sup> November (Wed.) 12:45-13:45	—			
Presentation	30 <sup>th</sup> November (Thu.) 17:40-18:40	29 <sup>th</sup> November (Wed.) 17:10-18:10		30 <sup>th</sup> November (Thu.) 17:40-18:40	
Removal	30 <sup>th</sup> November (Thu.) 18:40-19:00	29 <sup>th</sup> November (Wed.) 18:10-18:30		30 <sup>th</sup> November (Thu.) 18:40-19:00	

-At this meeting, we have established the "Best Poster Award."

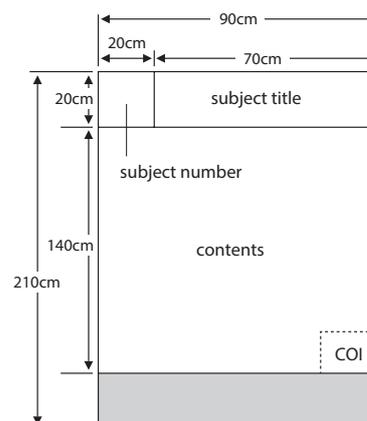
A best-poster award selection committee selects the subjects (Finalists) for the final selection from the general presentations (poster presentations).

-The selection committee will interview the finalists from 12:45 on the first day (29th Nov.), and elect the top 5 subjects for the best poster prizes. Entering the room / viewing posters of participants during the interview is not permitted.

-From 13:20 on the third day (1<sup>st</sup> Dec.), an award ceremony for best poster winners with a certificate of merit and an extra prize presented in Room A (Big Hall).

### <Poster Exhibition Guidelines>

- ① Please draw up all poster notice manuscripts in English.
- ② The size of the poster panel is 90 cm (W) x 210 cm (H).
- ③ A subject number (20 cm x 20 cm) is prepared by the secretariat, and is affixed on the upper left end of the poster board.
- ④ Please prepare subject title, including affiliation, author names (presenter name) and the contents to fit 20 cm by 70 cm, and the contents to fit 90 cm (W) x 140 cm (H). (Refer to right figure)
- ⑤ Thumbtacks (Drawing pins) will be prepared by the secretariat. The affixing should use thumbtacks (drawing pins) and should be secured firmly.  
※ Please, do not use tape or nails.



#### <Poster Presentation>

- ①The presenter needs to stand by in front of his/her poster during presentation times while wearing presenter ribbon.
- ②There is no announcement of the chairperson's approach.
- ③Presentations can also be done in Japanese.

#### <Poster Removal>

- Please be sure to remove everything.
- The secretariat office will dispose of all posters and related leftovers after an appointed time.

#### <Change of subject name and/or presenter>

- Change of subject is not permitted. If withdrawal or presenter change arises, please contact the secretariat promptly.

### 7. Disclosure of COI

Speakers should disclose the situation of conflicts of interest (COI) based on the detailed rules of The Japanese Society for the Study of Xenobiotics in the slide or poster on the day of presentation. Please check the Annual Home Page for disclosure subjects and criteria.

#### <Disclosure method>

- In case of oral presentation  
Please display it on the second slide of the presentation slide (next to the title slide).  
The format of the disclosure slide is posted on the annual meeting website.
- In case of poster presentation  
Please publish the same content as in the case of oral presentation in the lower right corner of the poster.