■ Instruction for Chairs

〈Oral Presentation〉

(1) Please be seated in the "Next Chair's Seat" (right front in the room) at least 15 minutes prior to the start of your chairing session.

(2) Please start the session when the time comes.

(3) Oral presentation time is 7 minutes and discussion time is 3 minutes. A yellow lamp will light up one minute before the end of the presentation time, and a red lamp will light up at the end of the presentation time. To ensure the smooth progress of the program, we ask for your cooperation in punctuality during presentations and discussions.

(4) Please keep the presentation time of each subject at the symposium, workshop, etc. as announced in advance.

*If you cannot participate at the venue (remote support via Zoom webinar), will inform you individually.

〈Poster Presentation (General)〉

(1) Please be seated in the "Next Chair's Seat" (right front in the room) at least 15 minutes prior to the start of your chairing session.

(2) Please start the session when the time comes.

(3) Poster presentation time is 6 minutes and discussion time is 2 minutes. The presentation time will not be timed, and the proceedings will be entrusted to the chairperson. To ensure the smooth progress of the program, we ask for your cooperation in punctuality during presentations and discussions.

〈Poster Presentation (Undergraduate student)〉

(1) Please be seated in the "Next Chair's Seat" (right front in the room) at least 15 minutes prior to the start of your chairing session.

(2) Please start the session when the time comes.

(3) Poster presentation time is 6 minutes and discussion time is 2 minutes. The presentation time will not be timed, and the proceedings will be entrusted to the chairperson. To ensure the smooth progress of the program, we ask for your cooperation in punctuality during presentations and discussions.

(4) After the undergraduate student poster presentations and discussions have been completed, the chairperson promptly scores the best presentations and hands them over to the venue director. The selected excellent abstracts will be awarded at the award ceremony before the closing ceremony.

■ Instruction for Presenters
〈Oral Presentations〉

Please come to the site and make an announcement.

*If you cannot come to the site due to unavoidable circumstances, please contact us separately.

Only Windows PCs are available for use for presentations. If you use a Macintosh, you must bring your own computer with you. Please be aware that you will be unable to use slides, videos, or similar media.

1. Presentation Times

(1) In symposia and workshops, please adhere to the time limits indicated by the chair.

(2) The time allocated for general oral presentations is 7 minutes, with 3 minutes of Q&A.

(3) A yellow lamp will flash 1 minute before the end of the presentation time, and a red lamp will flash at the end of the time. Please adhere strictly to your allotted time.

2. Specifications of the Computers Used at the Venue

OS	Windows10(or Windows11) ※ Resolution：HD (16:9)/XGA (4:3) Software Microsoft Office
Software	PowerPoint 2013/2016/2019/Office365

3. Presentation Data

(1) Please save your data on a USB flash memory stick and check that it works on another computer before bringing it to the meeting. Please name the file in the format of "Presentation Number_Presenter's Name". Please also bring a backup of your presentation data in case of unexpected circumstances. Please save only your presentation data on your memory device. Any data handed over to us will be destroyed after the end of your presentation.

(2) If you wish to use video or audio materials, please bring your own computer with you and inform the person at the PC center of this fact. Video files must be produced so that they are playable with the codec included in the Windows Media Player 11 initial state. (WMV format is recommended for file production.)

(3) HDMI cables are available at the PC center. If you are using other dedicated output terminals (Mac, etc.), you will not be able to output video without a conversion connector, so be sure to bring an external output connector and an AC adapter along with your PC. Please also be sure to bring a mains power cable in case the battery in your computer runs out.

(4) Please be sure to scan for viruses.

(5) If you bring your own PC, please cancel the screen saver and power saving settings in advance.

(6) To ensure that your presentation proceeds smoothly, please do not use presenter tools.

(7) Please unlock any password required by your computer when it wakes up from sleep mode or is restarted.

4. Presentation Data Reception
   (1) The PC Preview Desk is located in Shimonoseki City Lifelong Learning Plaza 2F Lobby and Kaikyo messe Shimonoseki 9F Lobby.
   (2) Please complete the reception procedures and data preview by 60 minutes before your presentation is due to start.

   Presentation Data Reception

April 13 (Thu.)	8:00-18:00
April 14 (Fri.)	8:00-18:30
April 15 (Sat.)	8:00-16:00

   (3) If you are bringing your own computer, please give it by yourself to the operator on the computer operator's desk in the presentation venue (at the front left of the room) 30 minutes before your presentation is due to start, so that the operator can display your presentation data. It will be returned to you at the computer operator's desk immediately after the end of your presentation.

5. Devices for Use During Presentations
   (1) Please use the keyboard and mouse that are set up on the podium during your presentation.
   (2) The monitor screen on the podium will be set on standby with your presentation data already open in PowerPoint.

6. Conflicts of Interest
   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 that all authors of presentations given at the Annual Meeting disclose any conflicts of interest they may have.
   All presenters are requested to include a slide on conflicts of interest (see example below) as the second of their presentation slides (immediately following the title page), or to include it at the bottom in the case of a poster presentation. Please see the links to the Japanese Society of Pathology below for further details.
   https://pathology.or.jp/side/coi-m.html

The 112th Annual Meeting of the Japanese Society of Pathology	The 112th Annual Meeting of the Japanese Society of Pathology
Name of first Author：○○　○○	Name of first Author：○○　○○
The author has no conflict of interest to disclose with respect to this presentation.	The author has the following financial conflict of interest to Disclose with respect to this presentation. 1. Consultation fees: none 2. Stock ownership/profit: none 3. Patent fees: none 4. Remuneration for lecture: none 5. Manuscript fees: ●●● pharmaceutical company 6. Trust research/joint research funds: ●●● pharmaceutical company 7. Scholarship fund: ●●● pharmaceutical company

〈Poster Presentations〉

    1) Presentation format

       There is no poster presenter registration.

       Please come to the poster room directly and display your poster(s) on the panels.

       Pin and ribbon for presenters are prepared on each panel.

    2) Presentation Time:

   ＜Poster Presentations (General)＞

       Please follow the guidance of poster chairs. The time allocated for presentations is 6 minutes, with 2 minutes for Q&A. We recommended that you prepare posters in English. Presentation should be delivered in Japanese or English.

       ＜Poster Presentations (Undergraduate students)＞

       Please follow the guidance of poster chairs. On the 3rd day (April 15th), the presentation will start at 14:50 at the poster venue (Kaikyo Messe Shimonoseki 1F Exhibition Hall). The time allocated for presentations is 6 minutes, with 2 minutes for Q&A. Please help us to be punctual.

       After the presentation and discussion, the best abstracts will be selected and awarded at the awards ceremony before the closing ceremony.
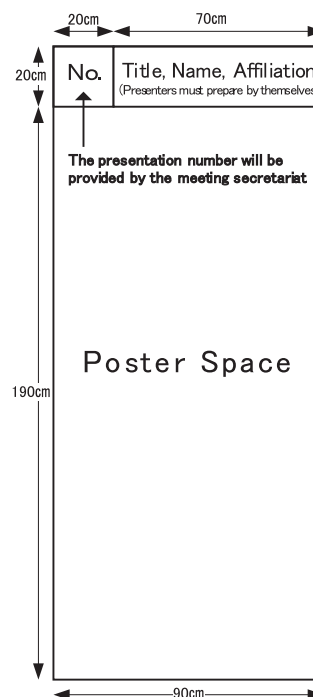
3) Times for Display, Discussion, and Removal

	Poster Mounting	Poster Discussion	Poster Removal
April 13 (Thu.)	8:00-10:00	17:00-17:50	17:50-20:00
April 14 (Fri.)	8:00-10:00	16:20-17:10	17:10-20:00
April 15 (Sta.)	8:00-10:00	14:50-15:40	15:40-17:00

    4) Conflicts of Interest

       In the same way as for oral presentations, all presenters must indicate any conflicts of interest at the bottom of their posters.

    5) Important notice

       Any displays left after removal time will be removed by the secretariat. They will be kept in the secretariat office during the meeting, however, please note that they will be discarded after the meeting.