

# Information for Speakers

## Notice for Oral Presenters

- You should be seated at the next speaker's seat in the left front of the presentation room 15 mins. before your session.
- For the designated sessions - The allotted time for other presentations will be guided by the moderator.
- Length of Presentation  
<General Sessions>

**Oral presentation: 7 minutes, Discussion: 3 minutes**

**Total: 10 minutes**

- Please keep your time, although the number of the slides is not set for each presentation.
- Slide language should be in English or Japanese. \*For some sessions, official language is limited in English.

## ◆ Presentation Data

	Windows	Macintosh
Bring your PC	○	○
USB Memory	○	×
Applications	PowerPoint 2010/2013/2016/2019	—
Movie Soft	Windows Media Player	—

\* Photographic films or OHP/VTR systems are not available.

\* If you intend to use a movie data, please bring your own laptop.

## ◆ For presenters who bring data with a mobile media

1. Please check your presentation data at the "PC Preview" no later than 45 mins. prior to your presentation.  
 Opening Hours:    November 12 (Thu.)        8:30–16:30  
                          November 13 (Fri.)        7:00–16:30  
                          November 14 (Sat.)        7:00–13:30
2. Bring your presentation slides with a Windows-readable USB flash memory.  
 Confirm the absence of viruses in your media in advance through any security application in which the virus definition is up-to-date.
3. The size of your data must be equal to or less than 640MB.
4. The following OS and applications will be provided:  
 \*OS - Windows10

\*Applications – PowerPoint 2010 / 2013 / 2016 / 2019 for Windows

5. Only fonts installed as OS (Windows10) standard are available.
6. Please inform an operating staff at the “PC Preview” if you use video and/or sound for your presentation.
7. Store your file name with “ Your Session Title\_Your Name.pptx”.
8. Store all reference files (e.g., video files) in the same folder.

\*Precautions for video files:

For Windows, use any video format in which the default codec of Windows 10 (OS) and Windows Media Player 12 or later can be decoded.

(WMV format is recommended)

9. After preparing your presentation data, check whether it operates in other computers.
10. You cannot edit your data in the presentation room.
11. When you finish the preview, your data will be forwarded to the presentation room through the LAN line.
12. At the beginning of your presentation, the first slide is displayed on the screen as a slide show. Use the mouse and keyboard on the stage to flip your presentation. A laser pointer is provided on the stage. Not available to use a function of presentation tools in Power Point.
13. Your presentation data will be temporarily stored in the server of “PC Preview”, and in the computer at the venue. Congress secretariat is responsible for the deletion of the data after the conference.

### ◆ For presenters who bring their own laptops

1. Please check your presentation data at the “PC Preview” no later than 45 mins. of your presentation.
2. Check the cable connection to the preview monitor located at the “PC Preview”.  
VGA connector cable is available at the “PC Preview”.  
Different connectors are required for some laptop computers. Please be sure to bring your own connector in case your laptop computer requires a specific one.



VGA connector



ex.) Connector for Mac computers

3. Check for the display of data on the laptop in the external display.  
The setup methods depend on the individual configurations of your computer or OS, so confirm the setup in advance.
4. Create a shortcut (alias) of your data on the desktop. Store your file name with “Your Session Title\_Your Name.pptx”.
5. If you use any video and / or sound, please inform this when you register your data.
6. XGA (1024x768) is recommended as the display resolution.  
Any other sizes (smaller or larger) lead to the degradation of image quality.
7. Remove the screensaver and the energy-saving configuration in advance.
8. If you set up a password, remove it in advance.
9. A power supply is available in the presentation room. Carry your AC adaptor.
10. By at least 30 mins. before your presentation time (regardless of during other presentations), you should be at the operator’s seat near the speech table in the left front of the presentation room, where you should hand over your laptop. The staff will connect the cables and check the external output for you.
11. Use the monitor, the mouse, the keyboard, and the laser pointer located on the stage.  
Not available to use a function of presentation tools in Power Point.
12. Bring backup data, just for precaution.
13. You cannot edit your data in the presentation room.
14. Your laptop will be returned at the operator’s seat - the same place where you handed it over. Please pick up your laptop at your earliest convenience after your presentation, as the operator's space is limited.

## Notice for Poster Presenters

### ◆ Poster display schedule:

<b>Posting:</b>	<b>60thJSNM</b>	November 12 (Thu.)	9:00–17:00
	<b>40thJSNMT</b>	November 12 (Thu.)	9:00–13:00
<b>Removal</b>		November 13 (Fri.)	16:45–17:30,
		November 14 (Sat.)	9:00–12:00

All posters left displayed after 12:00 on the November 14 will be disposed of by the secretariat.

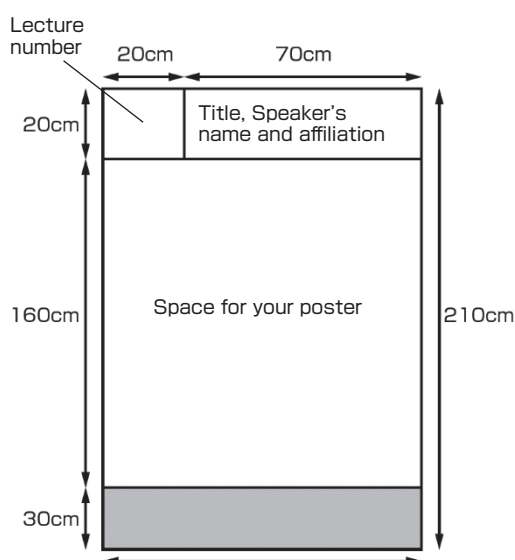
### ◆ Poster Presentation

**Presentation: 4 minutes for speech and 3 minutes for discussion**

**Total: 7 minutes**

### ◆ Preparing posters

1. Official languages are Japanese and English for JSNM
2. The session numbers will be prepared on the upper left side of the panel by the secretariat.
3. Present a label showing the title, institution, and the presenter name with the size of 20 cm (H) x 20 cm (W).
4. There is panel measuring 210 cm (H) x 90 cm (W) in each poster booth. Prepare your poster(s) so that they fit into these panels.
5. Velcro for setting up posters are provided by the secretariat.



## ◆ Financial Disclosure

All presenters are obliged to disclose any relevant financial interest or other relationships with commercial companies or organizations as conflict of interest. Please download a Power point slide for conflict of interest from the “Information for Speakers and Chairs” of the below websites and use it as the second slide followed by the title slide in your oral presentation. In poster presentation, conflict of interest should be disclosed at the end of your poster.

The 60th Annual Scientific Meeting of the Japanese Society of Nuclear Medicine

<https://site2.convention.co.jp/jsnm-jsnmt2020/english/presenters/> (English)

<https://site2.convention.co.jp/jsnm-jsnmt2020/speaker/> (Japanese)

### <Slide Samples>

#### No conflict of interest slide

Annual Meeting of the Japanese Society of Nuclear Medicine
<b>Disclosure of Conflict of Interest</b>
Name of first author: ○○ ○○
I have no COI with regard to our presentation.

#### Conflicts of interest disclosure slide

Annual Meeting of the Japanese Society of Nuclear Medicine
<b>Disclosure of Conflict of Interest</b>
Name of first author: ○○ ○○
Matters requiring disclosure of COI with regard to our presentation are as follows;
Research funding: ○○ Pharma Co. Limit. Acceptance of Researchers: ○○ Pharma Inc.

### Notice for the Chairpersons of Oral Sessions

- Seat yourself at “Next chair’s seat” by at least 15 minutes before your session begins.
- The progress of the event is entrusted to the chairperson. You can discuss topics separately or together, as this is completely at your discretion. Please take care regarding the progress, in order to achieve a fruitful discussion within the predefined period.

### Notice for Chairpersons of Poster Sessions

- Visit the poster session desk by at least 15 minutes before the session starts.
- There is no timekeeper for these sessions. The progress is entirely entrusted to the chairperson. You can discuss topics separately or together, as this is completely at your discretion. Please take care regarding the progress, in order to achieve a fruitful discussion within the predefined period.