

Instruction for Oral Presentations

Guidelines for Oral Speakers

1. All presentation must be made in the form of PC presentation in English or Japanese.
2. Speakers are asked to operate the slides during the presentation by themselves.
3. When the presenter ahead of you takes the stage, please be seated in the Next Speaker seat.
4. Presentation time: 8 minutes, Q&A: 4 minutes

In person

Speakers' Preview Room:

Speakers should bring their presentation data to Speakers' Preview Room at least 30 minutes before their sessions start, in order to complete a run-through of the connection and operation.

The data can be registered and checked at any time during the opening hours.

Location: Nagoya Congress Center Bldg.1 2F Century Hall Foyer

Opening Hours:

Date and Times	
Day 1: February 10 (Fri.)	12 : 30 ~ 18 : 00
Day 2: February 11 (Sat.)	8 : 30 ~ 18 : 30
Day 3: February 12 (Sun.)	7 : 30 ~ 14 : 00

Notes on preparing your presentation data

Guideline for Data Registration

1. OS and software application for the presentation are Windows 10 and PowerPoint 2013·2021.
2. Prepare your presentation on USB memory and CD-R. The file of your presentation data should be entitled "Presentation No.-your name.ppt".
3. Please make sure you have backup data in case of any issues.
4. If you bring your data in USB flash memory stick, please allow operator to download/copy to server. The secretariat will take responsibility to delete the data after the meeting. If video file is included in your presentation, we highly recommend you to use your own laptop for presentation
5. Please be sure to check your data with Virus Scanner in advance.
6. The resolution of the screen is full HD (1920×1080).

Web participation

Please prepare a video file (e.g. mp4) with audio and submit it in advance.

On the day of presentation, files with audio will be played back at the Meeting.

Please participate in the Q&A session online (Zoom).

The Zoom URL for online participation will be provided just prior to the conference.

If the size of presentation data is large, please send it via data storage service.

Before the session starts

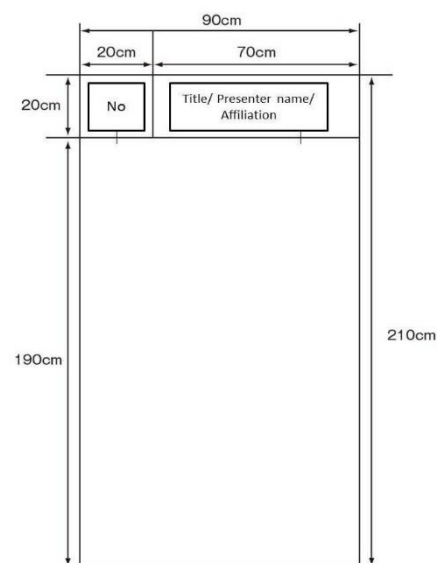
1. Log in at least 30 minutes prior to the session's start time.

During the session

1. You will be introduced by the chairperson after the previous presenter finishes their presentation. Un-mute your voice and greet the audience.
2. After your greeting, files with audio will be played.
3. If there are any questions, on-site participants will ask questions using the microphone in the lecture room.

Instructions for Poster Presentations

1. The size of the poster is as described the following right. The program number will be provided by the Administration Secretariat. Please prepare the title, name and affiliation by yourself. Please briefly write the purpose, method, result and overview of your presentation. Text should be larger than 1 cm. (It should be legible from 2 meters away for the audience.)
2. Declaration of Conflict of Interest (COI) Please disclose COI applicable in the past year at the end of the poster. Please stand by your poster during the discussion time (shown below).
3. Posters must be removed during the Poster Removal hours. Any poster remaining after the designated removal period will be discarded by the Administration Secretariat.



Schedule for Poster Presentations

Date	Poster Mounting	Poster Viewing	Poster Presentation	Poster Removal
February 11 (Sat.)	8:30 - 10:00	10:00 - 18:00	12:10 - 13:00	—
February 12 (Sun.)	—	8:30 - 12:30	12:30 - 13:20	13:20 - 14:20

Disclosure of conflict of interest (COI)

Refer to the format on the Japanese Society of Hematology website. For oral presentations, make the COI disclosure on the beginning slide (or right after the subject/presenter introductory slide); for poster presentations, make it at the end of the poster.