Presentation Guidelines
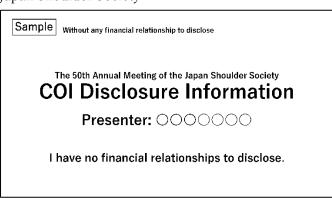
For Speakers

< Conflict of Interest (COI) >

All speakers are required to declare a Conflict of Interest to give a presentation at the 50th JSS meeting.

Regardless of whether or not you have a conflict of interest, speakers must clearly state at the beginning of the presentation slides whether you have a COI and disclose the details of the COI. Please see below for sample slides, etc., and disclose your conflict-of-interest status. Sample slides can be downloaded from the website.

[Without any financial relationship to disclose]

Japan Shoulder Society

| Sample | Without any financial relationship to disclose |

The 50th Annual Meeting of the Japan Shoulder Society
COI Disclosure Information
Presenter: ○○○○○○○

I have no financial relationships to disclose.

[With any financial relationship to desclose]

Japan Shoulder Society

| Sample | With any financial relationship to disclose |

The 50th Annual Meeting of the Japan Shoulder Society
COI Disclosure Information
Presenter: ○○○○○○○

I have no financial relationships to disclose.

Advisor:　No
Stock Ownership/Profits:　None
Royalties:　None
Lecture Fees:　○○○Inc.
Manuscript Fees:　None
Consigned/Joint Research Expenses:　○○○Inc.
Scholarship Donations:　○○○Inc.
Course Affiliation:　Yes(○○○Inc.)
Gifts & Other Remuneration:　None

<Presentation number>

Presentation numbers are assigned according to the following rules.

Congress – Dates – Venue number – Session name – Presentation order

Ex) 50-2-1-O3-8

→The 50th Annual Meeting of Japan Shoulder Society – Day2 (October 14) – Venue1 – Oral presentation 3 – 8th

<For Oral presenters>

　　You are required to make a presentation at on-site.

1. **Presentation time, details of presentation**

　　The 50th Annual Meeting of Japan Shoulder Society

Session	Presentation	Q&A	Presentation Materials	Language
Topic	6 minutes	3 minutes	English	English
Oral	5 minutes	2 minutes	English	English
Oral (Case reports)	3 minutes	2 minutes	English	English
Poster	4 minutes	2 minutes	English	English

　　* Please note that Japanese speakers will present in Japanese. Language interpretation is not available.

　　Please note that warning signals, yellow light one minute prior to the ending and red light when the time is over, will turn on. We appreciate your cooperation in being punctual.

　　Please ensure that you are seated in the next speaker seat in the front left side of the room after the previous speaker gets on the stage.

　　(1) Only PC presentations are acceptable.

　　(2) Slides must be operated by the presenter using the keypad or mouse on the podium.

2. **Audio Visual Equipment**

　　[For the speakers who bring presentation data]

　　(1) Presentation data must be created with PowerPoint 2010 or later version.

　　(2) Presentation data must be brought on a USB flash memory.

　　　　Name your file "Lecture Number _ Speaker's Name"

　　　　Ex) 50-1-1-O1-8-Taro Tokyo

　　(3) Use the Windows10 or later system's standard fonts such as MSP gothic, MS gothic, MSP mincho, Times New Roman, Calibri, Arial. Other fonts are not acceptable.

　　　　This may cause problems such as garbled texts and layout shifts.

　　(4) Slides have an aspect ratio of 16:9 (wide screen).

　　(5) Please make sure that all presentation data and USB flash memory brought in are virus-free by using the latest virus-checking software in advance.

(6) Please bring your own PC and AC power cable if you use Macintosh data or your presentation includes movie files.

[For the speakers who bring their own laptop]

(1) Please make sure that your laptop is equipped with HDMI or a mini D-sub 15 pins connector. If your laptop does not have this connection, please bring an appropriate converter.

(2) Please check the operation of your own laptop at the PC preview center in advance. Please be careful if the laptop you created your presentation data is different from the laptop you brought with you.

(3) Deactivate the screensaver and power-saving mode of your laptop.

(4) Be sure to bring an AC power cable. Please note that if you present with the built-in battery, it may run out during your presentation.

(5) Be sure to bring backup data (USB flash memory) in case you cannot connect to the projector provided at the venue.

(6) Presenter's tools in PowerPoint cannot be used.

3. Video/Audio

(1) If you use video file, please bring your own laptop in case problems happen.

(2) All movie data should be playable by Windows Media Player 12 (WMV and MP4 formats are recommended)

(3) All reference files such as video data should be saved in the same folder as the PowerPoint file. Also, please make sure that the file can be played using another laptop other than the one it was created.

(4) If you have audio files, please notify us at the PC preview center.

4. PC Registration

Visit the PC preview center at least 30 minutes prior to your session to preview and register your presentation data. If it is crowded on the morning of the first day of the congress, speakers presenting in the morning will be given priority.

Open hours: October 13 (Fri.), 6：30 – 17：40
　　　　　　　October 14 (Sat.), 6：30 – 15：40
Venue: Foyer (PC Preview Center), 4th Floor of South Building
　　　　Concord Ballroom Foyer (PC Preview Center), 5th Floor of Main Building

Regardless of where you present, you can submit your presentation data at either of the two PC Preview Center.

\<For Poster presenters\>

You are required to make a presentation at on-site. E-poster is not available.

1. **Poster set-up and removal**

   (1) Registration, Set-up, and Removal times

   Please cooperate in setting up and removing your posters within the designated time.

   Any posters left after the scheduled removal time will be disposed of by the Secretariat.

   *Posters will be replaced each day.

Date	Set-up	Presentation	Removal
October 13 (Fri)	8:10 -10:00	16:40-17:40	17:40-19:00
October 14 (Sat)	19:00-20:00 (October 13) 7:00 - 9:00 (October 14)	11:00-12:00	15:40-16:40

   (2) Panel size will be 90cm (W) ×210cm (H).
   The size of the presentation abstract should be 90cm (W) ×180cm (H).

   (3) Presentation numbers (20 cm (W) × 20 cm (H)) will be prepared by the Secretariat.
   Abstract title, name, affiliation (70 cm (W) x 20 cm (H)) and text (90 cm (W) x 160 cm (H)) must be prepared by each presenter.

   (4) Pushpins will be provided by the Secretariat.

2. **Presentation time**

   You have 4 minutes for presentation and 2 minutes for Q&A. You are requested to be in front of your poster 10 minutes before the scheduled start of the session.