

Session	Presentation Format	Presentation Time	Data Check in on the day of your presentation
All Oral Sessions	Presenting onsite	Informed individually	Submit the presentation slide to the Speaker Ready Room by 45 min. prior to your session start. If your session is the very first session of the day, by 30 min. before the session starts.
	Presenting remotely: either 1) Live presentation, or Pre-recorded presentation with live Q&A		Access the designated ZOOM URL 45 min. before the session start for technical check and briefing.
	2) Pre-recorded only (No Q&A)		NA
Poster Presentation	Onsite	3 min. presentation + 1 min Q&A	Posting schedule is announced below.
	Virtual (PDF) + 3 min. audio file(MP3)	3 min. presentation	

All sessions except for sponsored sessions will be available in the form of VODs until November 30, 2022.
(VOD period may be extended)

*VOD: Video on Demand

1. Oral Presentation: Onsite

Those who make oral presentations onsite, please check the following information.

On-site presenters

1.1 Preparing for your on-site presentation

- Screen ratio is 16:9. Slides formatted in 4:3 ratio will be streamed in letterbox format with black bands on the both sides of the slides.
- OS-standard fonts are recommended such as; Century Gothic, Courier, Times New Roman.
- Windows PowerPoint 2010, 2013, 2016, 2019 and PowerPoint for Microsoft 365 are supported for the presentation on-site.
- If your presentation slides include any movie or audio files, please save those files in one folder.
- Presenters should disclose any conflict of interest after the title slide.

1.2 On your presentation day

By 45 min. before the session starts

- Please visit the Speaker Ready Room (PC center) to submit your presentation file. You will receive a short technical instruction.
- If you bring your own PC:
 - The Secretariat will prepare a Mini D-sub 15 pin PC cable connector. If your PC is not compatible with this cable connector, please bring an adaptor to connect your PC to the Mini D-sub 15 pin PC cable connector.
 - Please notify the operator in advance if you will be using videos or audio in your presentation.
 - Your presentation data file should be named as <Session Number> <Name> .ppt. and saved on your desktop.
 - Please disable screensaver, power-saving feature on your PC.
 - Please bring your AC adapter and converter with you.
 - Please bring a backup data in case of unexpected accidents on CD-R, DVD-R or USB flash memory.
 - After your presentation, please receive your computer from the operator at the venue.
 - During your presentation, please use the AC adapter included with your computer, not a mini-AC adapter.

By 10 min. before the session starts

- Please make sure to come to the session room and take the speakers' seat at the left front side of the room.
- Your session will be recorded and made available for VOD after the ISH2022 until November 30 2022. (VOD period may be extended)

1.3 After the congress

- Your submitted data will be discarded after the congress.

Even you are planning to present onsite, you are highly recommended to prepare pre-recorded presentation video in case of any unexpected situation happens.

2. Oral presentation: Online

If you are not available onsite to present, you are asked to make a presentation virtually using Zoom.

1.1 Preparing for your online presentation

- Screen ratio is 16:9. Slides formatted in 4:3 ratio will be streamed in letterbox format with black bands on the both sides of the slides.
- Presenters should disclose any conflict of interest after the title slide.
- We ask all online presenters to prepare their pre-recorded video in a **MP4 format**.
- Prepare your pre-recorded video to fit in the allotted time.

1.2 Submitting your pre-recorded video

- When you check your pre-recorded video and ready to submit, please access the URL below and create “New account” with your e-mail address (the one you used to submit your abstract). The file should be submitted to the submission system no later than September 25, 2022.

<https://fsys.jp/ish2022/>

- You can edit or resubmit the uploaded data until the submission deadline. After the deadline, no changes can be accepted through the system.

1.3 Preparing for online presentation

- Download the latest Zoom app on your PC beforehand. (<https://zoom.us/jp-jpmeetings.html>)
- Join the session from an environment with a good and stable internet connection: a wired network connection is highly recommended.
- Make sure that you can use the webcam, a speaker, and a headset with a microphone connected to your PC.

1.4 Zoom URL Information dispatched 2-3 days before the session scheduled.

- The URL for connecting to the Zoom will be sent to you by email about 2 or 3 days before the session.

1.5 On the day of your session

- No pre-session briefing with speakers/chairs are scheduled.
- Please access the Zoom link **45 min. before the session starts**, and receive a briefing from the technical staff.

1.6 Discussion/Q&A at the session

- When you join the Q&A and discussion, please turn your webcam and microphone on.
- Questions will be accepted from on-site attendees and online audiences via chat or comments from the floor. Please answer questions
- Make sure that you can use the webcam, a speaker, and a headset with a microphone connected to your PC.

For the presenters who have difficulties in presenting live or on-site due to time differences or other reasons, pre-recorded presentations will be streamed at the designated date and time in the designated session room for on-site attendees.

3. Poster Presentation

All the poster presenters are asked to submit their poster PDF for on-demand viewing.

The poster should contain the COI disclosure statement.

-If there is any COI, the poster presenter should disclose the names of companies and/or associations in question at the bottom area of the poster. If there is no COI, the presenter should indicate ‘I have no

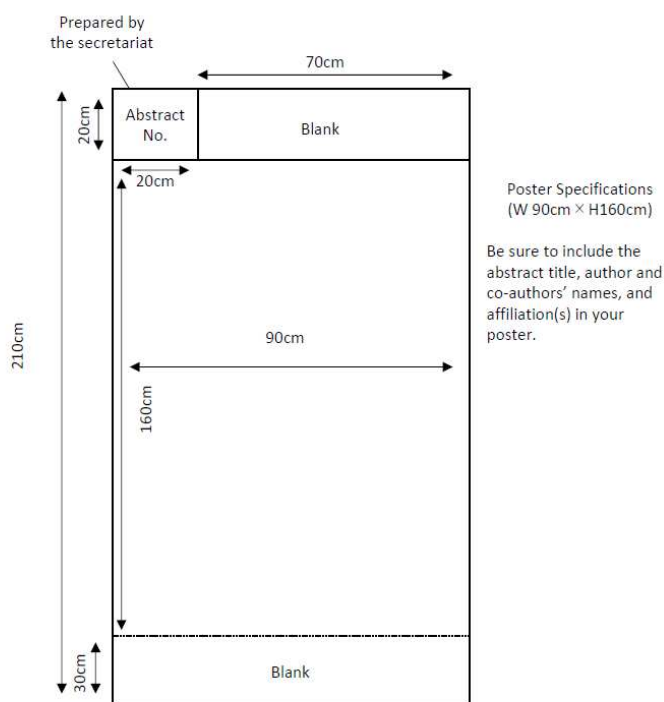
financial relationships to disclose.’ as such on the sample slide.

On-site poster presenters

For the onsite poster presentations, presenters are grouped based on the category or keywords, and moderated by chairperson(s).

To present your poster onsite, please follow the steps below:

- 1 Submit your poster in PDF format (*Audio file is optional for those who present onsite). Check the instruction (see “How to prepare your e-poster data” section).
- 2 Be sure to include the abstract title, author and coauthor names, and the affiliation (s)
- 3 Prepare our poster to fit in the poster board (W90cm x H210cm). Recommended posting area is W90cm×H160cm.



- 4 Bring your poster with you to the Event Hall of Kyoto International Conference Center on the day of your poster presentation.

[Poster set up/remove time]

Presentation Date	Set up time	Remove time*
October 13	8:30-10:00	15:30-16:30
October 14	8:30-10:00	16:30-17:30
October 15	8:30-10:30	16:00-17:00
October 16	8:00-9:00	13:30-14:30

* Those postered left unremoved will be removed and discarded by the secretariat office after the congress.

Those who have several posters to present, please check your presentation schedule to make sure that the right poster is presented at the right time.

E-poster presenters (online poster presentation)

E-poster presentations are only for on-demand viewing. No live presentations are required for this presentation category.

How to prepare your e-poster data:

- 1 Prepare your poster data in PDF (check the template), and record your presentation in MP3 format.
 - The E-Poster must be 1 page. Additional pages will not be accepted.
 - All Posters should be in PORTRAIT (vertical) format. There are no required dimensions due to the virtual nature of the Poster Gallery.
 - Poster data must not exceed 600 MB. Please note the larger the file, the longer it will take to download and load for viewing.
 - Participants will be able to download your poster and zoom in/out for optimal viewing.
 - Each file must be submitted as a PDF.
 - Name your files (both PDF and MP3 files) with your abstract number and your name (e.g., ISH2022-0001_Dr.XXX.pdf or ISH2022-0001_Dr.XXX.mp3)
 - Hyperlinks, animated images, animations and embedded videos are not accepted.
 - QR Codes may be included.
 - Include the disclose of your COI
- 2 All poster files and audio files should be submitted to the submission system no later than September 25, 2022. Please access the URL below and create “New account” with your e-mail address (the one you used to submit your abstract).

<https://fsys.jp/ish2022/>

- 3 You can edit or resubmit the uploaded data until the submission deadline. After the deadline, no changes can be accepted through the system.

Tips to create the audio file to your poster

Please, read the following instructions before recording the audio file to your poster:

Content

The audio file should have the following content:

1. Title of your abstract/poster presentation
2. Your name
3. Your presentation

Length

We request a length of no more than 3 minutes for your audio presentation.

Quality

We recommend recording your audio file with your smartphone.

Please record in a quiet environment.

Speak clear and precise.

Recording

We recommend recording your audio file with the voice memo-app on your iPhone or Android. If it is not pre-installed on your phone you can download it for free in your app-store.

If you want to record your audio file with your computer there are several free voice recorders available online or already pre-installed on your PC. You may choose to use a headset.

For help:

iPhone, iPad: <https://support.apple.com/en-us/HT206775>

Android: https://play.google.com/store/apps/details?id=vr.audio.voicerecorder&hl=en_US

- Record the content of your audio presentation outlined above in one or several audio files.
- Check the quality of the audio file(s) after each record. If it is not sufficient, you may record it again.
- Transmit the audio file from your smartphone to your computer by using the “share”-function in the app to send it to your own email address.
- As a last step please convert it into mp3-file for the upload.

Disclosure of COI (Conflict of Interest)

All the presenters are required to disclose any financial relationship (within the past 3years) with a biotechnology manufacturer, a pharmaceutical company, or any other commercial entity that has an interest in the subject matter or discussed materials.

- If you, your spouse, or any other immediate family member has any of the listed relationships with a commercial entity that has an interest in the subject matter, please refer to the definition for a potential conflict of interest, which must be disclosed.
- Annual value of remuneration received from a single company or for-profit organization as an officer or an advisor (including consultant, etc.) is 1,000,000 yen or more
- Annual profit from shares (or latent profit from stock options) of a single company is 1,000,000 yen or more or the proportion of shares owned in the company is 5% or more
- Total annual value of patent royalties or transfer gains received from a single company or for-profit organization is 1,000,000 yen or more
- Total annual value of lecture fees, honoraria, or other fees paid by a single company or for-profit organization for the time or labor of a researcher engaged for conference attendance (as a lecturer, chairperson, ad hoc advisor, etc.) is 500,000 yen or more
- Total annual value of manuscript fees for a pamphlet, etc. paid by a single company or for-profit organization is 500,000 yen or more
- Total annual value of research funds (joint research funds, contract research funds, clinical trial funds, etc.) provided directly under contracts by a single company or for-profit organization, or by a non-profit organization funded by the Company, etc. is 1,000,000 yen or more (direct cost)

- Total annual value of scholarship (incentive) endowments provided directly from a single company or for-profit organization, or research grants provided directly from a private academic support organization, is 1,000,000 yen or more
 - The declarer belongs to an endowed chair etc. funded by a company or for-profit organization, or has accepted a researcher, etc. from a company or for-profit organization where the declarer is a research facility representative
 - (a declaration is required regardless of whether or not employment costs are incurred)
 - Annual remuneration received from a single company or for-profit organization (Travel expenses, gifts, etc., that are not directly related to research) is 50,000 yen or more
- * Please refer to the current currency exchange rate for Japanese yen at <http://www.x-rates.com/d/JPY/table.html>

How to disclose your COI

▶ Oral presenters:

If there is any COI, the presenter should use the disclosure slide to present COI after the title slide, in order to clarify the names of companies and/or associations in question. If there is no COI, the presenter should indicate 'I have no financial relationships to disclose.' as such on the sample slide.

▶ Poster presenters:

-If there is any COI, the poster presenter should disclose the names of companies and/or associations in question at the bottom area of the poster. If there is no COI, the presenter should indicate 'I have no financial relationships to disclose.' as such on the sample slide.