

# Information on Speakers

## Information on Lecturers and Symposium presenters

**1. The language to be used in presentations is English.** However, speakers may be asked to use Japanese in case of a specially designated symposium, due to the nature of the theme (ask the organizer). Japanese may be used in question-and-answer sessions at the chairperson's judgement.

The style of presentation is limited to PC presentations.

Please register your presentation data by 60 minutes before the start of the session (30 minutes in case of morning sessions), and take the next speaker's seat at the front of the venue by 15 minutes before the presentation.

Presentation times depend on the session. Please follow the instructions of the chairperson/organizer of the symposium on how to proceed with the session and discussion.

The head speaker is kindly requested to report and disclose information on the conflict of interest (COI) status in an appropriate manner in accordance with the COI guidelines.

## 2. Information on Presentation Data

### 1) Registration of PC Presentation Data

Windows: A USB drive or the presenter's laptop will be accepted as the data storage medium.

Macintosh: Only the presenter's laptop is accepted.

It is not possible to use a tablet such as iPad for the presentation.

A PC Preview Desk will be established at the PC Center (Main Hall AB) of Sapporo Convention Center. Registration times are as follows.

March 22 (Tue.) 8:30 - 17:00

March 23 (Wed.) 8:00 - 17:00

March 24 (Thu.) 8:00 - 16:00

### 2) Acceptance of Data Stored in a USB drive

Please create a new folder labeled with the presentation number and your name in the USB drive. The folder should contain a copy of all the data including the presentation data and linked data (e.g., still images and graphs). If you have video data, it is recommended to bring your own PC (be sure to bring the original video data).

The Administrative Secretariat will prepare Windows 7 PCs with PowerPoint 2007, 2010 and 2013.

Please bring backup data without fail, in case of any problems.

Presentation data will be checked and copied at the PC Preview Desk, and your storage medium will be returned on site.

During your presentation, please keep the medium with you as backup data. It is not necessary to submit the medium, but you may be asked to submit it if there are any problems with the data during the presentation.

The Administrative Secretariat will erase all copied data after the meeting.

Note 1) It is recommended to use standard Windows fonts such as MS Gothic, MSP Gothic, MS Mincho, MSP Mincho, Times New Roman, Arial, Century and Century Gothic to prevent distortion of the image layout.

Note 2) Only data that can be displayed by Windows Media Player (WMV format is recommended) will be acceptable as video data. Since it may not be possible to display MPEG2 data depending on the compression format, it is recommended to use the WMV format. Please note that video data larger than 30 MB will not be accepted, to assure smooth session proceedings.

### **3) Acceptance and Return of Data Stored in Your Own Laptop**

Please bring a laptop with an external output port.

The type of cable connector to be used at the venue is mini D-sub 15 pin. Please bring a laptop that fits this type. If you need a connector for conversion to this type, please bring a dedicated connector.

Please be sure to bring an AC adapter for your laptop.

Please preconfigure the settings to prevent start-up of a screen saver or power saving mode during your presentation.

Please create a new folder labeled with the presentation number and your name on the desktop. Put all presentation data and linked data (e.g., still images, video images and graphs) in the folder.

Please bring backup data copied in a USB drive in addition to your laptop.

At the PC Preview Desk, the data and PC connection will be checked, and then you will receive a data registration card. Please bring this card and your laptop to the PC Operator Desk at the front left of the presentation venue.

After your presentation, present the data registration card at the PC Operator Desk to pick up your laptop.

Presenter tools cannot be used during the presentation.

### **4) Presentation Procedure**

Please use the pad, mouse and laser pointer on the podium to make a presentation. Use of the equipment on the podium will be explained at the PC Preview Desk.

## Information on Poster Presentations

1. All general presentations (including student sessions) will be made using posters.

Basically, prepare a poster in English. The use of Japanese is not prohibited, but the outline of the poster presentation must be given in English.

The head speaker is kindly requested to report and disclose information on the conflict of interest (COI) status in an appropriate manner in accordance with the COI guidelines.

### 1) Poster Hall

Sapporo Convention Center Main Hall AB

### 2) Poster Registration

Please register at the entrance of the hall by 9:00 on the day of the poster presentation before displaying your poster.

### 3) Poster Display/Removal

The display and removal times are as follows:

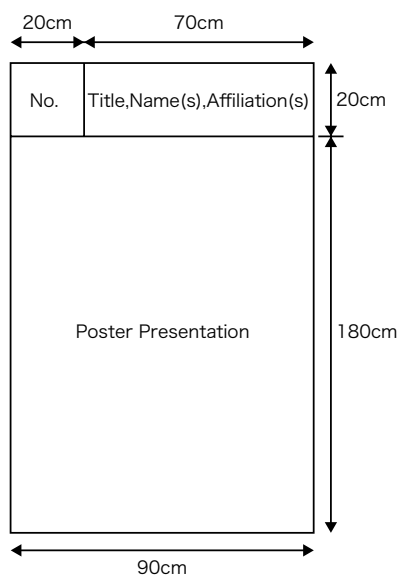
	Display	Removal
March 22 (Tue.)	8:30 - 9:00	16:00 - 17:00
March 23 (Wed.)	8:30 - 9:00	16:00 - 17:00
March 24 (Thu.)	8:30 - 9:00	16:00 - 17:00

Posters on general subjects will be displayed and removed on a daily basis.

Posters that are still displayed after the removal time will be disposed of by the Secretariat.

### 4) Poster Preparation

Please indicate the presentation number in the left upper corner (20 cm wide × 20 cm high) of the panel, and the title, your name and your affiliation in the right upper corner part (70 cm wide × 20 cm high) with the main text in the part below (90 cm wide × 180 cm high). The title, your name and your affiliation should be indicated both in English and Japanese, and the main text should be written in English.



## 5) Poster Discussions and Outstanding Poster Awards

Discussion times

March 22 (Tue.) 13:00 – 14:00

March 23 (Wed.) 13:00 – 14:00

March 24 (Thu.) 13:00 – 14:00

Please use the thumbtacks and presenter's ribbon tag provided with each panel.

### Student Poster Award

At the 93rd Annual Meeting of the Physiological Society of Japan, Program Committee members will serve as judges to select outstanding presentations from Student Poster Award entries. Presentations will be judged on March 22 (Tue.)

### Announcement of Student Poster Award winners

Student Poster Awards will be given to 15 entrants (planned), and the awarding ceremony will be held in Room A from 11:30 on March 23 (Wed.). The names of the winners will be displayed at the General Registration Desk (Sapporo Convention Center) and on the meeting website from a later date. The names of the winners and the titles of the presentations will be announced in the Journal of the Physiological Society of Japan.

\*The winning posters of the Promotion Award of the Physiological Society of Japan for Young Scientists, the Hiroshi and Aya Irisawa Memorial Promotion Award for Young Physiologists, the Hiroshi and Aya Irisawa Memorial Award for Excellent Papers on Research in Circulation in the Journal of Physiological Sciences and the Aya Irisawa Memorial Promotion Award for Excellence by Women Physiologists will remain unchanged for the duration of the meeting.