

# ***Information for Chairpersons and Presenters***

## **1. Session Time**

<Special Lectures, Symposia, Award Winners' Presentations>

Please confirm with the information letter sent to you in advance.

<Oral Presentation>

Presentation: 8 minutes. (7 minutes after the start: yellow lamp, 8 minutes after the start: red lamp)

Q&A: 4 minutes.

Total: 12 minutes. Presenters are requested to keep strictly to the allotted finishing times.

All presentations must be given in English.

At this Annual Meeting, we have set up a "Best Oral Presentation Award" as an annual chairperson project. Award Selection Committee will select a Best Oral Presentation Award.

From 16:30 on the fourth day (23<sup>rd</sup> Oct.), an award ceremony for Best oral presentation winners with a certificate of merit presented in Room A.

## **2. Proceedings**

<For Presenters>

- ① Please present under the direction of the chairperson.
- ② Please use the designated seat in the front row in the room 10 minutes before the program start.
- ③ An operator performs projection of presentation data during the presentation. The presenter may operate the mouse and keyboard at the podium while viewing the projection screen; however, no computer is provided by the organizers.

<For Chairpersons>

- ① Please come to "Chairperson Registration" at 1st floor 2nd Exhibition Hall B/C, on the day of the session.
- ② Please use the designated seat in the front row in the room 10 minutes before the program start.
- ③ At the signal to start, please proceed to the chairperson seat on the podium and start the session.
- ④ The chairperson is in charge of each of the sessions. Please adhere to the finishing times.

## **3. Equipment and Reception**

<Equipment>

- ① PC presentation (1 screen) only.
- ② No limits for the number of slides, but please adhere to presentation time limits.
- ③ No sound is available.

<Preview Desk>

Hours: 20<sup>th</sup> October (Mon.) 16:30-18:00 (B1F Special Exhibition Hall A)

21<sup>st</sup> October (Tue.) 8:30-17:00 (1F 1st and 2nd Multipurpose Rooms)

22<sup>nd</sup> October (Wed.) 8:00-17:00 (1F 1st and 2nd Multipurpose Rooms)

23<sup>rd</sup> October (Thu.) 8:00-14:00 (1F 1st and 2nd Multipurpose Rooms)

- ① All speakers are required to visit the preview desk at least 30 minutes before their presentation to confirm proper operation.
- ② If you wish to use your own PC, you must submit it to the operator at the session room for a connection check. Please retrieve your PC immediately after the presentation.

#### 4. Presentation Data

##### <If Bringing Data (Windows only)>

- ① Only use the following OS, applications, and movie files:

OS...Windows

Applications...Microsoft PowerPoint

Video files...playable with Windows Media Player

\*Macintosh PowerPoint is unsuitable.

\*Keynote is not available.

- ② In order to prevent abnormalities of balance of screen layout or garbled characters, please use OS standard font.
- ③ Only USB flash memory may be brought.  
\*Do not bring any data other than what will be used for the presentation for the day.
- ④ If your presentation contains linked data (e.g., pictures, animations, graphs), please ensure that all original files are backed up, and test the presentation in advance on a computer other than the one used to create the data.
- ⑤ Please name your file using the presentation number and speaker name as follows:  
example: \*O1-1 Taro Kyoto file → O1-1 Taro Kyoto.ppt
- ⑥ In order to prevent viral infections to the system in the hall, please be sure to perform virus checking of media in advance using updated security software.
- ⑦ In the preview room, virus protection has been updated, and although all possible precautions have been taken, there still remains a risk of virus infection.
- ⑧ Presentation data will be saved to a server in the preview room, and securely deleted after the meeting end.

##### <If Bringing Your Own PC (Windows or Macintosh)>

- ① Please check the output terminal of your PC and bring a standard monitor connector (HDMI) for connection to the monitor.
- ② The resolution of the projector is 1920×1080 pixels. When a change of resolution is required, please set up the resolution on the PC beforehand. It is recommended that PowerPoint slides be prepared in 16: 9 format.
- ③ Even if animations / pictures are displayed correctly on the PC monitor, please note that they may not be output properly to external displays. Please take extra care if you create presentation data on a PC other than the one used for the actual presentation.
- ④ Please disable or adjust screen saver and power-saving settings beforehand.
- ⑤ Please be sure to bring an AC adapter with you. If you rely only on the battery, it may run out during the presentation.
- ⑥ Please be sure to prepare a copy of backup data (a USB flash memory) just in case.

## 5. Poster Presentation

<Venue, set-up, display, discussion and removal time>

Depending on the subject number, please check the list below.

Poster Number	BP-01~21 Best Poster Award Final Competition	P-001~132 Odd Numbers	P-001~132 Even Numbers
Venue	Poster Session Room 1F 2nd Exhibition Hall B/C		
Set-Up Time	21 <sup>st</sup> October (Tue.) 9:00-11:00		
Display Time	21 <sup>st</sup> October (Tue.) 11:00-17:00 22 <sup>nd</sup> October (Wed.) 8:30-17:10 23 <sup>rd</sup> October (Thu.) 8:30-15:30		
Interview	21 <sup>st</sup> October (Tue.) 11:45-12:45	—	
Presentation	Odd: 21 <sup>st</sup> Oct. 17:00-18:00 Even: 22 <sup>nd</sup> Oct. 17:10-18:10	21 <sup>st</sup> October (Tue.) 17:00-18:00	22 <sup>nd</sup> October (Wed.) 17:10-18:10
Removal	23 <sup>rd</sup> October (Thu.) 15:30-16:00		

- This meeting has introduced the "Best Poster Award."

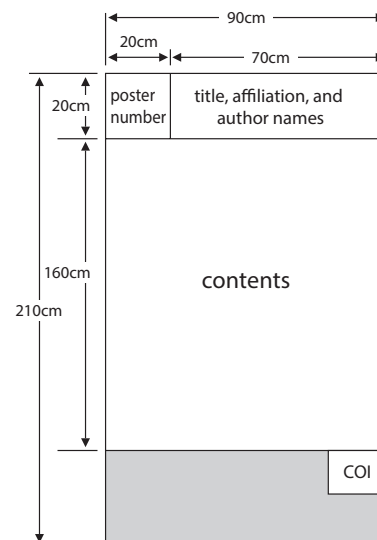
A best-poster award selection committee will choose the finalists for the final selection from the general presentations (poster presentations).

- The selection committee will interview the finalists from 11:45 on October 21, and select the top 5 Posters for the Best Poster Awards. Viewing posters during the interview is not permitted.

- From 16:30 on the last day (23<sup>rd</sup> Oct.), the award ceremony for Best Poster Award winners will be held in Room A, where certificates of merit will be presented.

### <Poster Exhibition Guidelines>

- ① All posters must be prepared in English.
  - ② The size of the poster panel is 90 cm (W) x 210 cm (H).
  - ③ The poster number (20 cm x 20 cm) will be prepared by the secretariat and posted at the upper left corner of the poster board.
  - ④ Please prepare the title section, including the affiliation and author names (with the presenter clearly indicated), to fit within 20 cm by 70 cm, and the poster contents to fit within 90 cm (W) x 160 cm (H). (Refer to the right figure)
  - ⑤ Thumbtacks (Drawing pins) will be prepared by the secretariat. Please use them to affix your poster securely.
- ※ Please, do not use tape or nails.



**<Poster Presentation>**

- The presenter needs to stand by in front of his/her poster during presentation times while wearing presenter ribbon.
- There will be no session chaired by a chairperson.
- Presentations can also be given in Japanese.

**<Poster Removal>**

- Please be sure to remove all materials.
- The secretariat office will dispose of all posters and remaining materials after the designated time.

**<Change of presentation title and/or presenter>**

- Change of title is not permitted. If withdrawal or presenter change occurs, please notify the secretariat without delay.

**6. Disclosure of COI**

Speakers should disclose any conflicts of interest (COI) in their presentation slides or posters, in compliance with the detailed rules of the Japanese Society for the Study of Xenobiotics. For details on disclosure titles and criteria, please refer to the Annual Meeting website.

**<Disclosure method>**

- In case of oral presentation  
Please display the disclosure information on the second slide of your presentation (immediately after the title slide).  
The format of the disclosure slide is available on the annual meeting website.
- In case of poster presentation  
Please publish the disclosure information as in the case of oral presentation in the lower right corner of the poster.