

Instructions for Speakers

■ Declaration and disclosure of conflicts of interest (Required only for members of JSHG)

The Japan Society of Human Genetics has stipulated "Medical Research Conflict of Interest Policy" and the policy continuously applies to 59th annual meeting. All speakers must disclose "Conflict of interest (COI)" at the top page of your presentation slides or on the bottom of the poster. Please download the following templates on the bottom parts of the web page below.

<http://www.aeplan.co.jp/jshg59-gene21/abstraction.html>

[Conflict of interest disclosure at Oral presentation]

-If you have not a Conflict of interest-

<p>The 59th Annual Meeting of the Japan Society of Human Genetics The 21st Japanese Society for Gene Diagnosis and Therapy</p> <p>Conflict of interest disclosure Name of the first author's : ○○○○ Affiliation : □□□□□</p> <p>I have no financial relationships to disclose.</p>
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-If you have a Conflict of interest-

<p>The 59th Annual Meeting of the Japan Society of Human Genetics The 21st Japanese Society for Gene Diagnosis and Therapy</p> <p>Conflict of interest disclosure Name of the first author's : ○○○○ Affiliation : □□□□□</p> <p>I have the following financial relationships to disclose, Leadership position/Advisor for : AB pharmaceutical company Stockholder in : CD pharmaceutical corporation Patent royalty from : None Research funding from : EF pharmaceutical company Lecture fee from : GH medical corp. Manuscript fee from : None In my lecture, I presented regarding medical goods △ of AB pharmaceutical company which I have to disclose conflict of interest.</p>

[Conflict of interest disclosure at Poster presentation]

*Please specify either one on the bottom of the poster.

<p>Conflict of interest I have no financial relationships to disclose.</p>
or
<p>Conflict of interest I have the following financial relationships to disclose, Leadership position/Advisor for : AB pharmaceutical company Stockholder in : CD pharmaceutical corporation Patent royalty from : None Research funding from : EF pharmaceutical company Lecture fee from : GH medical corp. Manuscript fee from : None In my lecture, I presented regarding medical goods △ of AB pharmaceutical company which I have to disclose conflict of interest.</p>

■ Oral Presentation

1. Presentation time

Session	Presentation	Discussion
Plenary Lecture · Educational Lecture · Symposium	Follow chair's direction	
Free Paper (oral)	8 min	3 min

2. Registration for your presentation

- a) Please come to the PC center by 45 minutes before the presentation start time (in case of morning session, please come to the PC center by 20 minutes before) and submit and confirm your presentation data.

Note: Opening hour of Tower Hall Funabori is 8:30 am. **It is not available to enter the meeting site before the opening hour.**

- b) PC center

Place: Tower Hall Funabori 5F Foyer

Operation hours: Nov. 20 (Thu) / 21 (Fri) 8:30-18:00, 22 (Sat) 8:30-16:00

- c) Please come to the "Next speaker's seat" by 15 minutes before the presentation start time.

3. Presentation method

- a) Liquid-crystal projector will be equipped at each room.
b) Bring your presentation data on your own laptop or in USB flash memory.
c) Equipped PC for presentation at each room is Windows only.
Macintosh users are required to bring your own laptop.
d) If the motion picture is included in your presentation date, be sure to bring your own laptop.
e) Handle the keyboard on the podium by yourself during the presentation.

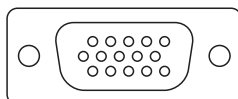
Technical requirements for presentation data by USB flash memory

- a) Equipped PC for presentation at each room
OS: Windows 7 *Japanese ver. onry
Applications: Microsoft PowerPoint2007, 2010, 2013 *Japanese ver. onry
- b) Recommended fonts
Times, Times New Roman, Helvetica, Symbol
- c) Scan your data with antivirus software beforehand.
d) Test your data with PC which is not used for making your presentation.
e) Copied data will be discarded by the secretariat after the meeting.
*Prepare your date with screen resolution 1024 X 768 pixel (XGA).

Technical requirements for your laptop

- 1) Ensure that your laptop is equipped with the proper monitor connector (Mini D-Sub 15 pins) as shown below.
If your laptop does not have this connection, please bring an appropriate converter.

[Mini-D-Sub 15 pins]



- 2) Be sure to bring an AC adaptor.
3) Screen resolution is 1024 x 768 pixel (XGA).
4) Bring your backup date in USB flash memory.

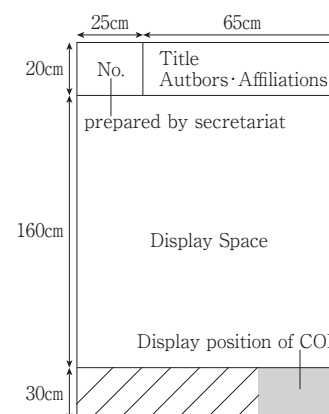
■ Poster Presentation

	Nov. 20 (Thu)	Nov. 21 (Fri)
Posting	8:30 – 17:00	
Presentation & Discussion	18:00 – 19:00	18:10 – 19:10
Removal	19:00 – 19:30	19:10 – 19:30

- 1) Receive pins and a ribbon for the presenter during posting at the poster registration desk.

Poster Registration Desk: Tower Hall Funabori 5F Foyer

- 2) Post the poster on your assigned poster panel.
- 3) Display space in poster panel: 160 cm in height and 90 cm in width.
Poster number (20 cm x 25 cm) will be prepared by the secretariat.
Please prepare the display of Title, Authors, Affiliations (20 cm x 65 cm).
- 4) Please wear the presenter's ribbon and stand in front of your poster by 10 minutes before the presentation start time.
Presentation style is free discussion.
- 5) Any posters remaining on panels after the removal time will be discarded by the secretariat.



Instructions for Chairs

Please come to the "Next chair's seat" by 20 minutes before the session start time.

The chairs are expected to ensure that all presentations start and finish punctually as scheduled.

Note: Opening hour of Tower Hall Funabori is at 8:30 am. It is not available to enter the meeting site before the opening hour.