Information for Chairpersons/ Symposium Organizers

Please take a seat at the Next Chairperson's seat (located in front of the right side of the stage) by 10 minutes before the beginning of your session.
You will be entrusted to determine a period of time for presentation/discussion for each presenter and how to handle the session unless there is a designated time table for the session. Please note that the time limit for the whole session should be kept.

Notice for Speakers

■ Notice to Lecturer/Symposium Speakers

- The style of presentation is limited to PC presentation.
- Please submit your presentation data at the Data Registration Desk by 60 minutes before the start of your session (30 minutes before the start of the session in the morning) and take a seat at the Next Speaker's seat (located in front of the left side of the stage) by 15 minutes before the beginning of your presentation.
- Presentation time would vary depending on sessions. Please follow instructions from the chairperson/symposium organizer about how to proceed the session and discussion.
- The presenting Author is kindly requested to present or disclose information on the COI (Conflict of Interest) status in an appropriate manner in accordance with the COI guidelines of the Association or Society to which the author belongs.

〈 Notice for PC presentation data 〉

1) Submission of PC presentation data at the Data Registrations Desk

For Windows: Please bring a USB memory storing PC presentation data or your own PC.
For Macintosh: Please bring your own PC for submission of data (no USB memory will be acceptable).
Please refrain from using a tablet such as iPad for your presentation.
The Data Registration Desk will be located at the entrance hall, 3F, Kobe International Conference Center. Opening hours are as below.

March 21st (Sat)	7:30〜18:00
March 22nd (Sun)	8:00〜18:30
March 23rd (Mon)	8:00〜16:30

2) Submission of data stored in a USB memory

- Please create a new folder with a name including your presentation number and your name in a USB memory. The folder should contain a copy of all data including presentation data and linked data (e.g., still images and graphs). If your data include movie, it is recommended to bring your own PC (if you would like to include movie, please bring original data.)
  OS and Software application for presentation are Windows 7 and PowerPoint 2007, 2010, and 2013.
- Please bring backup data just in case.
- Presentation data will be checked and copied at the Data Registration Desk and your storage medium will be returned on site.

- During your presentation, please keep the medium for backup data. You will not be asked to submit the medium, however, if any data-related problem arises during presentation, you might be asked to submit the medium.
- All data copied for presentation will be deleted immediately after the end of the annual meeting.
    - Note 1) It is recommended to use standard Windows fonts such as Times New Roman, Arial, Century, and Century Gothic in order to prevent distortion of image layout.
    - Note 2) Only data that can be displayed by Windows Media Player (the WMV format is recommended) will be acceptable as moving image data. MPEG2 data will not be displayed depending on the compression format in some cases. For this reason, it is recommended to use the WMV format. Please be informed that movie with a size of 30MB or more will not be accepted in order to facilitate smooth progress of the session.

3) Submission of data in your own PC

- Please bring your own PC with an external output port.
- The cable connector type used in the venue is the mini D-sub 15 pin type. Please bring a PC available for this type. If you need a connector for conversion to this type, please bring a dedicated connector.
- Please bring a dedicated AC adaptor for your own PC.
- Please set your PC in advance to a mode other than the screen saver mode or power-saving mode.
- Please create a new folder with a name including your presentation number and your name on the desktop. The folder should contain a copy of all data including presentation data and linked data (e.g., still images, moving images, and graphs).
- Please bring backup data copied in a USB memory, in addition to your own PC.
- At the Data Registration Desk, data and the establishment of connection will be checked and then a data submission card will be given to you. Please bring this data submission card and your own PC to your presentation room and hand your PC over to the PC operator desk located in the lecture room.
- After your presentation, please show your data submission card at the PC operator desk and receive your PC.
- Presenter's tools will not be available during presentation.

4) Presentation Style

Please use a pad and a mouse placed on the speech table during your presentation. You will be explained how to handle equipment on the speech table at the Data Registration Desk.

■ Notice for Poster Presentations

- Please prepare a poster in English
- The presenting Author is kindly requested to present or disclose information on the COI (Conflict of Interest) status in an appropriate manner in accordance with the COI guidelines of the Association or Society to which the author belongs.

〈 Poster Layout 〉

- The size of poster will be 120 cm in width × 180 cm in length.
- The presentation number plate (20 cm × 20 cm) will be provided by the secretariat.

⟨ Time Schedule for Poster Presentation ⟩

	Posting	Presentation	Removal
21st (Sat)	7:30～8:30	12:45～14:00	17:00～18:00
22nd (Sun)	8:00～9:00	12:45～14:00	17:00～18:00
23rd (Mon)	8:00～9:00	12:15～13:30	16:00～17:00

※ Poster presentations will be changed on a daily basis.

　※ Please use thumbtacks for display and a ribbon tag for a presenter provided to each panel.

　※ After the session, please remove your poster within the period of time designated above.

　※ In case your poster will not be removed during the period, the secretariat will properly dispose of the poster.

■ Authors and Affiliations in the Program Book

As a matter of convenient size, the Book shows only first author and his/her one affiliation even though two or more affiliations are registered. All authors and their affiliations are completely shown in the application for electronic devices and the JPS Abstract Book.
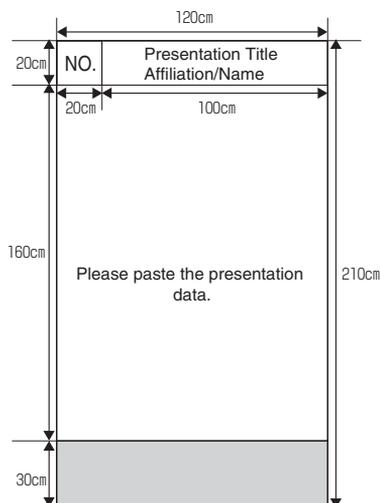
■ Notice for use of color in presentation materials

It is said that about 5% of Japanese males (about 3,000,000) and about 8% of Caucasian males have a visual feature that causes them to tend less likely to recognize a color difference in a specific color combination of red and green. Please consider the following points when preparing presentation materials. We highly appreciate your understanding and cooperation.

1) Display an image of double staining and DNA chip with a combination of green and a violet-red color (magenta) other than a combination of green and red.

2) Display double (or more) staining with a combination of green and a violet-red color not only for superimposition of all colors but also for a combination of important two colors (or display channels with different colors).

3) Directly write texts in graphs and explanatory drawings without indicating individual items by color-coded texts and legends because it is very difficult to match colors at two separate points. It is preferable to differentiate the items by line types, symbols, and hatching, as well as colors.

4) Use a color other than red for each text character against a dark background because red would not be visually recognized as a vivid and bright color. Preferred colors are white, yellow, orange, and the like against a dark background because thin text characters written in blue are unreadable regardless of color vision.

Please check detailed information at http://www.nig.ac.jp/color/.