

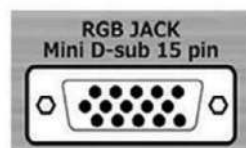
Instructions for Chairpersons

1. Please come to your session room 15 minutes before your session starts. The seat for next chairperson will be in the front row on the right.
2. Please proceed with the session per the following time allocation.

Instructions for Presentation

I. Oral Presentation

1. The time allotted for each presentation is scheduled as follows:
 - Symposium Details will be sent via email
 - Oral Session (Original Paper) 8 mins + 2 mins Q&A
 - Oral Session (Case Reports) 5 mins + 2 mins Q&A
 - Poster 3 mins + 1 mins (Q&A)
2. All presentations will be done on PC.
3. PCs with Windows 10 and PowerPoint 2013, 2016 are to be used onsite. Macintosh users: Please bring your own computer for your presentation.
4. Please bring your own PC or presentation data (PPT) saved in a storage device. Acceptable storage devices are CD-R and USB Flash memory only.
5. Audio, video, and animation are playable on the PCs used onsite. If you are bringing your presentation data in storage devices, please make sure that the data is compatible with Media Players for Windows.
6. Please use the following settings in PowerPoint for your presentation slides:
 - Standard PC fonts for Windows
 - 16:9 slide size
 - Refrain from using Presenter View
7. If you are using your own PC, please make sure to bring an AC adaptor (standard 2-pin type) to charge your PC. For projector output purposes, a VGA cable or HDMI cable will be provided. Please confirm whether your PC is equipped with a VGA port (mini D-sub 15 pin type) or HDMI port. If you use a different type of port to connect to an external monitor, please bring a converter with you. Please turn off your screen saver and power saving settings in advance, especially if your presentation includes video and sound.
8. Please bring your PC or presentation data to the PC Preview Desk at least 30 minutes prior to your presentation to register and submit it for testing the connection and viewing your file.

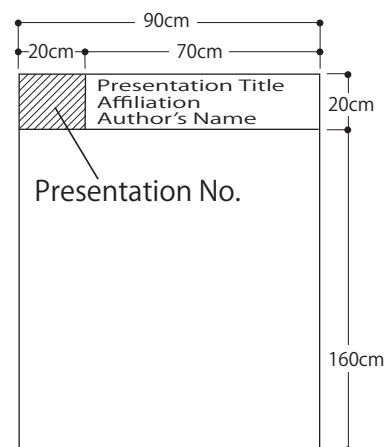


9. The PC Preview Desk will be located on the 4th floor near the Registration and will open during the following hours:

Nov. 8 (Fri)	15:00 ~ 17:00
Nov. 9 (Sat)	08:20 ~ 17:00
Nov. 10 (Sun)	08:30 ~ 10:30
10. Please use the mouse or keypad on the podium for your presentation. You are required to handle your data yourself by using the mouse or keypad.
11. The copied data for your presentation will be deleted by the secretariat after the congress.

II. Poster Presentation

1. Free discussion
2. At least one author must attend and be available during the poster session of the following hours:
Poster No. P-01 ~ P-17 Nov. 9 (Sat) 15:00 ~ 15:45 5F Room 502 +503
3. Poster board: 90cm wide x 180cm high
4. Presentation number will be provided by the secretariat and will be posted on your assigned board. Your poster can be attached to the board using push pins which will be provided on site.
5. Presenters are requested to follow the schedule below when mounting your poster on the assigned board and removing your poster materials from the board.



Poster set-up and removal schedule:

Poster No.	Set-up	Discussion	Removal
P01 ~ 17	Nov. 8 (Fri) 15:00 ~ 17:30	Nov. 9 (Sat) 15:00 ~ 15:45	Nov. 10 (Sun) 9:10 ~ 11:00

Note: All posters must be removed during the removal time.

Posters not removed will be discarded by the secretariat.

Disclosure of Conflicts of Interest (COI)

Disclosure in slides

All presenters must declare their COI status on the first presentation slide (or immediately after the title and presenters) as shown in the example below.

e.g.1)

<p style="text-align: center;">16th YHKNSJM COI Declaration</p> <p style="text-align: center;">Affiliation Name (all presenters)</p> <p>The presenter has no conflict of interest with any corporate organizations relating to this presentation.</p>

e.g.2)

<p style="text-align: center;">16th YHKNSJM COI Declaration</p> <p style="text-align: center;">Affiliation Name (all presenters)</p> <p>The presenter has potential conflicts of interest with the corporate organizations below:</p> <p style="text-align: center;">Name of organizations</p>
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Disclosure in posters

Print either “The author has no conflict of interest with any corporate organizations relating to this presentation.” or “The author has conflicts of interest with the following corporate organization(s). Names of corporate organization(s)” in an appropriate position (e.g. after the Summary or before or after Acknowledgements).