For Chairpersons

Chairpersons for oral presentations should come to the next chairperson seat in the presentation venue 20 minutes prior to the beginning of the session to be chaired.

Chairpersons for poster presentations should come to the poster registration desk near the Poster & Exhibition Hall 10 minutes prior to the beginning of the session you are assigned to facilitate and 5 minutes prior be in place in front of the poster panel you are assigned to.

Guideline for Presentations

1. Time allocation

1) Educational Lecture
Allocated time for Educational Lectures: 30 minutes
(Special Educational Lectures: 40 minutes or 50 minutes)

2) Symposium
Please follow the instructions from chairpersons.

3) Plenary Session
Allocated time for Plenary speakers: 15 minutes
(10 minutes presentation ＋5 minutes discussion)
The speaker will be signaled with a yellow light 1 minute before the allocated time ends, and a red light upon expiration time. Please finish your presentation within the allocated time.

4) Oral Presentation
Allocated time for Oral Presentations: 10 minutes
(7 minutes presentation ＋3 minutes discussion)
The speaker will be signaled with a yellow light 1 minute before the allocated time ends, and a red light upon expiration time. Please finish your presentation within the allocated time.

5) Excellent Case Report
Allocated time for Excellent Case Report: 10 minutes
(5 minutes presentation ＋5 minutes discussion)
The speaker will be signaled with a yellow light 1 minute before the allocated time ends, and a red light upon expiration time. Please finish your presentation within the allocated time.

6) Poster Presentation
Allocated time for Poster Presentation: 5 minutes
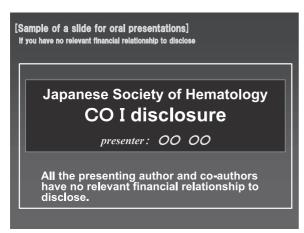(3 minutes presentation ＋2 minutes discussion)
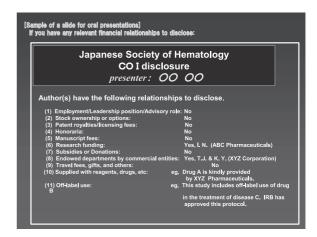Please refer to P. 43 for more details.

2. Conflict of Interest (COI)

The presenting author is required to disclose any COI applicable in the past year by displaying a COI disclosure slide at the beginning of his/her presentation slides (or at the slide after the title of the presentation and the name of presenters), or at the end of a poster using the samples below.
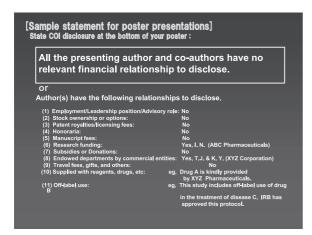
＊Please refer to the website below for details.
http://www.jshem.or.jp/modules/en/index.php?content_id=5

【Sample Slides for oral presentation】

[Sample of a slide for oral presentations]
If you have no relevant financial relationship to disclose

Japanese Society of Hematology
CO I disclosure
presenter : ○○ ○○

All the presenting author and co-authors have no relevant financial relationship to disclose.

[Sample of a slide for oral presentations]
If you have any relevant financial relationships to disclose:

Japanese Society of Hematology
CO I disclosure
presenter : ○○ ○○

Author(s) have the following relationships to disclose.

(1) Employment/Leadership position/Advisory role: No
(2) Stock ownership or options: No
(3) Patent royalties/licensing fees: No
(4) Honoraria: No
(5) Manuscript fees: No
(6) Research funding: Yes, I. N. (ABC Pharmaceuticals)
(7) Subsidies or Donations: No
(8) Endowed departments by commercial entities: Yes, T.J. & K. Y. (XYZ Corporation)
(9) Travel fees, gifts, and others: No
(10) Supplied with reagents, drugs, etc: eg, Drug A is kindly provided by XYZ Pharmaceuticals.
(11) Off-label use: eg, This study includes off-label use of drug B in the treatment of disease C. IRB has approved this protocol.

【Sample Statement for poster presentation】

[Sample statement for poster presentations]
State COI disclosure at the bottom of your poster :

All the presenting author and co-authors have no relevant financial relationship to disclose.

or

Author(s) have the following relationships to disclose.

(1) Employment/Leadership position/Advisory role: No
(2) Stock ownership or options: No
(3) Patent royalties/licensing fees: No
(4) Honoraria: No
(5) Manuscript fees: No
(6) Research funding: Yes, I. N. (ABC Pharmaceuticals)
(7) Subsidies or Donations: No
(8) Endowed departments by commercial entities: Yes, T.J. & K. Y. (XYZ Corporation)
(9) Travel fees, gifts, and others: No
(10) Supplied with reagents, drugs, etc: eg, Drug A is kindly provided by XYZ Pharmaceuticals.
(11) Off-label use: eg, This study includes off-label use of drug B in the treatment of disease C. IRB has approved this protocol.

Guidelines for Computer Presentations

Guidelines for Oral Speakers
1. All presentation must be made in the form of PC presentation in English.
2. Speakers are asked to operate the slides during the presentation by themselves.
3. When the presenter ahead of you takes the stage, please be seated in the Next Speaker seat.

Preview Center:
Speakers should bring their presentation data to the PC Preview Desk at least 60 minutes before their sessions start, in order to complete a run-through of the connection and operation. The data can be registered and checked at any time during the opening hours.

Location: Lobby Gallery on B1 floor at Tokyo International Forum Glass Building
Opening Hours:

Date and Time	
Prior Day: October 19 (Thu.)	15：30 – 19：00
Day 1: October 20 (Fri.)	8：00 – 18：00
Day 2: October 21 (Sat.)	7：30 – 17：30
Day 3: October 22 (Sun.)	7：30 – 14：30

Please visit the Preview Center no later than 60 minutes prior to your presentation.
The data can be registered and checked any time during opening hours.

Notes on preparing your presentation data
1. Guideline for Data Registration
1) The room is equipped with a laptop with Windows 7. Even if the user of Windows 8, 10, you will be able to operate with the following version of Power Point.
2) OS and software application for the presentation are Windows 7 and PowerPoint 2007, 2010, and 2013.
3) Prepare your presentation on USB memory or on CD-R. Do not use CD-RW. The file of your presentation data should be entitled "Presentation No.-your name.ppt".
4) Use only the standard fonts provided with Microsoft PowerPoint for Windows. To avoid display problems, use only the standard fonts provided with Microsoft PowerPoint for Windows such as Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, or Georgia.
5) The resolution of the screen will be XGA (1024×768).
6) Virus scanning in advance is desirable.
7) If you would like to make presentation with the data created with Windows Vista or Macintosh, or contain video files, please bring your own laptop. Be sure that your file is compatible with Windows operation system.

2. Guideline for Using Your Own Computer
1) Your computer must be equipped with Mini D-Sub15 pin video output. Thin PCs may not have standard output terminals. Kindly bring your conversion cable if necessary.

D-Sub15 pin (mini)

2）Your PC should be checked the performance of your presentation data at the PC center beforehand, especially in case that the data has been created with the PC which is different from the one you have.

3）All energy-conserving functions such as screen-savers, sleep/power-saving modes should be disabled on PCs to be used in the presentation. Your password also should be inactivated.

4）Be sure to bring your AC adapter. If you use the inner battery it might run out of the power during the presentation.

5）Please make sure you save a backup copy of your data on USB memory or on CD-R for protection in case of problems.

6）Bring your PC yourself to the PC operation desk in the lecture room no later than 30 minutes prior to your presentation. Your computer will be returned to you at the operation desk after the presentation.

3. Use of movie and sound system

1）If the presentation data contains video files, it is safe to bring your own laptop.

2）All data files should be in one folder, including any reference files such as video images.
   ＊Cautions for video files: Any video data should be in a format that can be played using default settings of Windows 7 (OS) and Windows Media Player 10. (WMV format video files are recommended.)

3）If you need to use sound system, please notify to the staff of PC center when you register your data.

Instructions for Poster Presentations

1. The size of the poster is as described below.
   The program number will be provided by the Administration Secretariat. Please prepare the title, name and affiliation by yourself.
   Please briefly write the purpose, method, result and overview of your presentation.
   Text should be larger than 1 cm. (It should be legible from 2 meters away for the audience.)
2. Declaration of Conflict of Interest (COI)
   Please disclose COI applicable in the past year at the end of a poster.
   ＊Refer to the website below for details on COI.
      URL: http://www.jshem.or.jp/modules/en/index.php?content_id=5
3. Posters will be changed each day. Please put the poster up between 8：00 to 11：00 on the day of your session. Pins are available at the Poster & Exhibition Hall.
4. Please stand by your poster during the discussion time (shown below).
5. Posters must be removed during the Poster Removal hours. Any poster remaining after the designated removal period will be discarded by the Administration Secretariat.
6. Abstracts selected for the Best Poster Awards will be re-displayed on Sunday, October 22. The Administration Secretariat will display the award-winning posters, so please leave them on display even after the discussion on Friday, October 20 and Saturday, October 21.
   The Administration Secretariat will take the posters and then re-display them. After your poster has been re-displayed, please take it down yourself. Posters can also be posted to a designated address. If you wish to make use of this service, please notify in advance the person at the desk overseeing the posters. Please note that posters for which no specific arrangements have been made will be taken down and disposed of by the Administration Secretariat. Please also note that the postage service will be available only for the recipients of the Best Poster Awards.

Schedule for Poster Presentations

October 20 (Fri.)	
Poster Mount	8：00 – 11：00
Discussion	17：30 – 18：30
Poster Removal	18：30 – 19：30
October 21 (Sat.)	
Poster Mount	8：00 – 11：00
Discussion	17：10 – 18：10
Poster Removal	18：10 – 18：40
October 22 (Sun.)	
The Best Poster Display	8：00 – 15：30

Poster Layout