

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.

Instruction for Presenters

1. Time allocation

1) Educational Lecture

Allocated time for Educational Lectures: 40 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) Poster Presentation

Allocated time for Poster Presentation: 5 minutes

(3 minutes presentation + 2 minutes discussion)

Please refer to P. 40 for more details.

2. Conflict of Interest (COI)

The presenting author is required to disclose any COI applicable over the past three years 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】

A Sample Slide Format to disclose your COI Status

Format 1-A: If you have no conflicts of interest currently or during the past three years at the time of presentation in conferences of the Japanese Society of Hematology (JSH).

The Japanese Society of Hematology COI Disclosure

Name of Authors

- The authors have no conflicts of interest to disclose.
- This study has been approved by the IRB of (institutional name) .

A Sample Slide Format to disclose your COI Status

Format 1-B: If you have any conflicts of interest currently or during the past three years at the time of presentation in conferences of the Japanese Society of Hematology (JSH).

The Japanese Society of Hematology COI Disclosure *Name of Authors*

■ Author(s) have the following COI 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, IXL (ABO 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. |

- This study has been approved by the IRB of (institutional name) .

【Sample Slides for poster presentation】

A Sample Slide Format to disclose your COI Status

Format 1-C: If you have any conflicts of interest currently or during the past three years at the time of presentation in conferences of the Japanese Society of Hematology (JSH).

The Japanese Society of Hematology COI Disclosure *Name of Authors*

■ Author(s) have the following COI to disclose.

- | | |
|--------------------------|---|
| (1) ABC Pharmaceuticals: | Research funding (J.N. T.J. & K.Y.) |
| (2) XYZ Corporation: | Supplied with reagents, drugs, etc (J.M. U.K. & L.Z.) |
| . | Research funding (J.N. T.J. & K.Y.) |
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- This study has been approved by the IRB of (institutional name) .