

General Information for Participants

1. The Meeting Format

The 85th Annual Meeting of the Japanese Society of Hematology will be held in a hybrid format that enables participation both in-person and virtual. Part of programs will be viewable on live-streaming and later on-demand.

2. How to participate

[In Person]

Upon your registration and complete payment, registration confirmation email will be sent.

Please keep your QR Code attached on the email to issue your name tag at the venue.

[Virtual]

- The meeting will be partly live-streamed and later viewable on-demand program. To view the program a stable internet connection will be required.

- * Google Chrome is recommended as a browser.

- Please access 'Live Streaming' on top page of the 85th Annual Meeting of the Japanese Society of Hematology.

- To view the program, ID (Email address) and Password you set upon the registration are required.

If you have any questions during live-streaming, please use Q&A function instead of using microphone.

3. Online Registration

[Registration period]

Early Registration: September 1, 2023 – September 30, 2023 (Japan time UTC+9)

Regular Registration: October 1, 2023 – November 30, 2023 (Japan time UTC+9)

[Registration Fee]

Category	Early Registration	Registration	Remarks
JSH International Members	JPY 12,000	JPY 15,000	Tax exempt
Whom Applying for JSH International Membership	JPY 12,000	JPY 15,000	Tax exempt
Non-Members	JPY 20,000	JPY 30,000	Tax included
Junior Residents Graduate Students (except M.D.) Undergraduate Students International Students	Exempt	Exempt	Identification / Certificate required

[Welcome Reception Ticket]

Welcome Reception will be held at Rose, 3F, Tokyo Kaikan from 18:15 on October 13, 2023.

Reception Ticket	Early Registration	Registration
JSH Members	JPY 3,000	JPY 3,000
JSH Non-Members	JPY 3,000	JPY 5,000

4. Certificate of participation / Receipt

- Certificate of Participation

The Certificate is available to download from Service counter on the website by November 30, 11:59pm (Japan time UTC+9.)

- Receipt for Registration Fee

Receipt is available to download from Service counter on the website by November 30, 11:59pm (Japan time UTC+9.)

5. Corporate sponsored seminars

Corporate seminars such as morning, luncheon, evening, online seminars, or industry seminars will be scheduled during the meeting.

6. Corporate sponsored exhibitions

Corporate sponsored exhibitions to introduce pharmaceutical or medical device products will be scheduled in the designated area at the venue.

.....

Instruction for Session Chairs

.....

The Chairs are requested to be seated at the designated seat preferably 15 minutes before the session starts.

.....

Instruction for Oral Presentations

.....

Guidelines for Oral Speakers:

1. All presentation shall be written in English or Japanese in accordance with the session guidelines. Speakers are required to check designated language per session.
2. PowerPoint slide with 16:9 (widescreen) ratio is recommended.
3. Speakers are required to operate presentation slide.
4. While the speaker ahead of you presenting, please be seated at the next speaker seat.

Speakers' Preview Desk:

1. Speakers are required to check in PC Preview Desk to bring the presentation data at least 30 minutes prior to the sessions starts to ensure a smooth presentation.
2. The data can be registered during the opening hours of PC Preview Desk at the venue as below.

Location: Tokyo International Forum at Foyer, Hall B on 5th Floor.

Opening Hours

Date	Operating Hours
Day 1: October 13(Fri.)	8 : 00 – 16 : 30
Day 2: October 14(Sat.)	7 : 30 – 17 : 30
Day 3: October 15(Sun.)	7 : 30 – 15 : 00

Notes on preparing your presentation data

Guideline for Presentation

- 1) Meeting rooms will be equipped with Windows 10 to operate with the PowerPoint 2021.
- 2) Please be sure to bring the data saved on USB memory, instead of CD-R and CD-RW. The presentation data should be entitled "Presentation No.-your name.ppt".
- 3) To avoid display problems, use only the standard fonts provided with Microsoft PowerPoint for Windows such as Times New Roman, Arial, Century, Century Gothic, Symbol.
- 4) The resolution of the screen is full HD (1920×1080).

Instructions for Digital Poster Presentations

At JSH2023, only digital Poster Presentation are accepted.

1. The standard poster size on PowerPoint slide is 4:3 aspect ratio.
2. Presenters are required to submit the data before the meeting. Please note that any late submission at the venue will not be accepted.
3. Please be sure to sit at the designated seat for next presenter on the left side at least 10 minutes prior to the presentation time.

Disclosure of conflict of interest (COI)

For Oral presentations, the COI declaration is required on the title slide followed by Presentation title and presenter's name. For Digital-poster presentations, COI declaration should be made on the final slide. Please refer to 'Conflict of Interest Policy' at the Japanese Society of Hematology website for detailed information on COI.

[Example of slide and poster disclosures]

1) If you have no conflicts of interest (COI) to declare

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) .

2) If you have conflicts of interest (COI) to declare

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(a) 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, LN. (ABO Pharmaceuticals)
(7) Subsidies or Donations:	No
(8) Endowed departments by commercial entities:	Yes, T.J. & K.Y. OYZ 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 O.

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

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(a) have the following COI to disclose.

(1) ABO Pharmaceuticals:	Research funding (LN, T.J., & KY)
	Supplied with reagents, drugs, etc (J.M, U.K, & L.Z)
(2) XYZ Corporation:	Research funding (N, T.J., & KY)
.	.
.	.

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