# **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:

- 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

- 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  $(1920 \times 1080)$ .

# **Instructions for Digital Poster Presentations**

At JSH2023, only digital Poster Presentation are accepted.

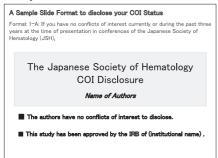
- 1. The standard poster size on PowerPoint slide is 4:3 aspect ratio.
- 2. Presenters are required to submit the data before the meeting. Please note that any late submission at the venue will not be accepted.
- 3. Please be sure to sit at the designated seat for next presenter on the left side at least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



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

