General Information for Participants

1. The Meeting Format
The 86th Annual Meeting of the Japanese Society of Hematology will be held in mainly on site (some programs to be streamed live and on-demand at a later date)

2. How to participate
[In Person]
- Upon your registration and complete payment, registration confirmation email will be sent.
- Please keep your QR Code indicated in the email since you will need the code to receive your name tag at the venue.
- Please print out the QR code or display it on the screen of your smartphone or tablet to scan it on-site at the reception machine. Your name card will be issued.
  Please wear your name card at the conference venue.

Reception time/place

Open Time		Reception desk
October 11 (Fri)	7 : 30 – 18 : 30	Kyoto International Conference Center Event Hall Robby
October 12 (Sat)	7 : 00 – 19 : 00	
October 13 (Sun)	7 : 30 – 15 : 00	

[Web participation]
- The meeting can be 'live-streamed' or 'viewed' as on-demand. You can participate virtually under a stable internet connection.
  ＊Google Chrome is recommended as a browser.
- Please log in 'live streaming' on the top page of the 86th Annual Meeting of the Japanese Society of Hematology.
- For virtual participation, Registration ID (Email address) and Password are required to log in.
- If you have question during live-streamed program, please use Q&A function instead of using microphone.

3. Registering for online participation
Registration is available online only. (Cash payment on site is not accepted.)
[Registration period for online participation]
- Early registration: September 13 (Fri) – September 30 (Mon), 2024 (Japan time UTC+9)
- Registration: October 1 (Tue) – November 30 (Sat), 2024 (Japan time UTC+9)

[Participation 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	Certificate required
Reception (Members)	JPY 3,000	JPY 3,000	12th (Sat) 19 : 15~ Kyoto International Conference Center
Reception (Non-Members)	JPY 3,000	JPY 5,000	

4. Certificate of participation / Receipt
[In person / Web participation]
- Certificate of attendance
  It is available to download from the online distribution platform by November 30, 11 : 59pm (Japan time UTC+9). Only digital certificate of participation is issued.
- Receipt for Participation Fee
  It is available to download from the service counter by November 30, 11 : 59pm (Japan time UTC+9). Only digital certificate of participation is issued.

5. Corporate seminars
During the meeting, corporate seminars such as morning/luncheon/evening seminars, industry or online seminars will be held with corporate partners.

6. Pharmaceutical and medical device exhibitions, exhibition rooms
During the meeting, corporate partners can hold exhibitions to introduce products in designated area of the venue.

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For Chairperson

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Chairpersons for oral presentations should come to the next chairperson seat in the presentation venue 15 minutes prior to the beginning of the session to be chaired.

Instruction for Oral Presentations

Guidelines for Oral Speakers
1. All presentation must be made in the form of PC presentation in English or Japanese.
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.
▪ Speakers' Preview Room:
  Speakers should bring their presentation data to Speakers' Preview Room at least 30 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: Preview Room1: Kyoto International Conference Center, Room104
          Preview Room2: The Prince Kyoto Takaragaike, Gold room Robby
▪ Opening Hours

Location			October 11 (Fri)	October 12 (Sat)	October 13 (Sun)
Preview Desk1	Room 1-15	Kyoto International Conference Center, Room104	7 : 30 – 16 : 30	7 : 00 – 17 : 30	7 : 30 – 15 : 40
Preview Desk2	Room 16-18	The Prince Kyoto Takaragaike, Gold room Robby			

Please ensure that you can accept in a specific room.

Notes on preparing your presentation data
1. Guideline for Data Registration
   1) The room is equipped with a laptop with Windows 10 and PowerPoint 2021.
   2) Prepare your presentation on USB memory. Do not use CD-R and CD-RW. The file of your 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).
   5) Virus scanning in advance is desirable.
   6) 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 and computer charger. Be sure that your file is compatible with Windows operation system.
2. Guideline for Using Your Own Computer
   1) We can provide only HDMI for connect. Kindly bring your conversion cable if necessary.
   2) Your PC should be checked for performance of your presentation data at the PC room beforehand, especially in case the data has been created with a PC which is different from the one you have.
   3) All energy-conserving functions such as screensavers, 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 for protection in case of problems.

6) Bring your PC to the PC 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, for safety please bring your own laptop.

2) The video should be inserted into the PowerPoint data. The file must be saved with the extension ".pptx" or the video will not be inserted.
If you link to the video, please also bring the video by itself.
It may not work depending on the encoded codec.

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

Instructions for Poster Presentations

1. The size of the poster is as described the following right.
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.
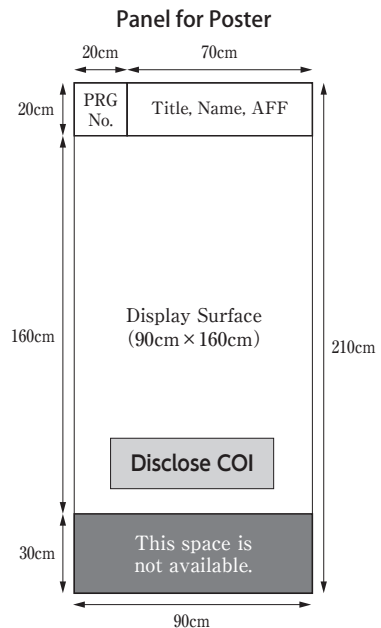Text should be larger than 1 cm. (It should be legible from 2 meters away for the audience.)

2. Declaration of Conflict of Interest (COI)
Please disclose COI applicable in the past year at the end of the poster.
  ＊Refer to the website below for details on COI.
   URL: http://www.jshem.or.jp/modules/en/index.php?content_id=5

3. Please stand by your poster during the discussion time (shown below).

4. Posters must be removed during the Poster Removal hours. Any poster remaining after the designated removal period will be discarded by the Administration Secretariat.

Panel for Poster

20cm	70cm
PRG No.	Title, Name, AFF

20cm (left height of header)

Display Surface (90cm × 160cm)
160cm

Disclose COI

30cm — This space is not available.

210cm

90cm

Schedule for Poster Presentations

Date	Poster Mounting	Discussion	Poster Removal
October 11（Fri.）	8 : 00 − 11 : 00	17 : 20 − 18 : 15	18 : 15 − 18 : 30
October 12（Sat.）	8 : 00 − 11 : 00	18 : 10 − 19 : 05	19 : 05 − 19 : 30
October 13（Sun.）	8 : 00 − 11 : 00	13 : 30 − 14 : 25	14 : 25 − 15 : 00

Disclosure of conflict of interest（COI）

Refer to the format on the Japanese Society of Hematology website.
For oral presentations, make the COI disclosure on the beginning slide（or right after the subject/presenter introductory slide）; for poster presentations, make it at the end of the poster.

［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(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, 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 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(s) have the following COI to disclose.

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

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