

Information for Chairpersons and Presenters

1. Session Time

<Plenary lectures, JSSX New President's Lecture, Award Winners' Presentations, Symposia, Selected Oral Presentation 2>

Please confirm with the information letter sent to you in advance.

<Selected Oral Presentation 1>

Presentation: 10 minutes. (9 minutes after the start: yellow lamp, 10 minutes after the start: red lamp)

Q&A: 5 minutes.

Total: 15 minutes. Please adhere to the finishing times.

All presentations must be given in English.

2. Proceedings

<For Presenters>

- ① Please come to the 1st floor entrance hall "Reception for Chairs & Speakers" at least 30 minutes before the start of your session.
- ② Please use the designated seat in the front row in the room 10 minutes before the program start.
- ③ Please present under the direction of the chairperson.
- ④ An operator performs projection of presentation data during the presentation. The presenter may operate a mouse/ keyboard at the podium, using the projection (there is no PC at the podium)

<For Chairpersons>

- ① Please come to the 1st floor entrance hall "Reception for Chairs & Speakers" at least 30 minutes before the start of your session.
- ② Please use the designated seat in the front row in the room 10 minutes before the program start.
- ③ At the signal to start, please go to the chairperson seat on the podium and start the session.
- ④ The chairperson is in charge of each of the sessions. Please adhere to the finishing times.

3. Equipment and Reception

<Equipment>

- ① PC presentation (1 screen) only.
- ② No limits for the number of slides, but please adhere to presentation time limits.
- ③ No sound is available.

<Preview Desk>

Hours: 25th September (Mon.) 17:00-18:00

26th September (Tue.) 8:15-16:00

27th September (Wed.) 8:15-13:45

28th September (Thu.) 8:15-15:30

29th September (Fri.) 8:15-13:45

Location: 1F Entrance hall

- ① All speakers must go to the preview desk at least 30 minutes before presentations for checking of operations.
- ② If you wish to use your own PC, you must submit your PC to the operator at the meeting room for a connection check. Please pick up your PC immediately after the presentation.

4. Presentation Data

<If Bringing Data (Windows only)>

① Only use the following OS, applications, and movie files:

OS...Windows10

Applications...PowerPoint 2010, or later version

Video files...playable with Windows Media Player

*Macintosh PowerPoint is unsuitable.

*Keynote is not available.

② In order to prevent abnormalities of balance of screen layout or garbled characters, please use OS standard font.

③ Only USB flash memory may be brought.

*Please do not have other data than that to be used for the presentation for the day.

④ If other data (pictures, animation, graphs, etc.) are linked to the presentation, backup all original data and please check operations in advance with a PC other than the PC which had the data created.

⑤ Please input presentation number and speaker name into a file as follows:

example: File name of S01-1 Taro Shizuoka → O1-1 Taro Shizuoka.ppt

⑥ In order to prevent viral infections to the system in the hall, please be sure to perform virus checking of media in advance using updated security software.

⑦ In the preview room, we have updated virus security, and although we have taken all possible precautions, virus infection is always a possibility.

⑧ Presentation data will be saved to a server in the preview desk, and is responsibly deleted after the meeting.

<If Bringing Your Own PC (Windows or Macintosh)>

① Please check your PC output terminal and bring the regular monitor terminal (MiniD-Sub15 pin 3-row connecter or HDMI) for connection to the monitor.

② The default resolution of the projector is 1920×1080 pixels. If you need other resolution please set up the resolution on the PC beforehand. The recommended slide size for PowerPoint is 16 : 9.

③ Even if animation / pictures are displayed correctly on the PC monitor, caution that external output may not actually be carried out. Please be careful, if you create presentation data on a PC which is not used for actual presentations.

④ Please cancel/adjust screen saver and power-saving setups beforehand.

⑤ Please be sure to bring a AC adapter with you. If you use only battery, it may run out during the presentation.

⑥ Please bring your backup data (USB flash memory) in case of an accident.

5. Poster Presentation

<Venue, set-up, display, discussion and removal time>

Depending on the subject number, please check the list below.

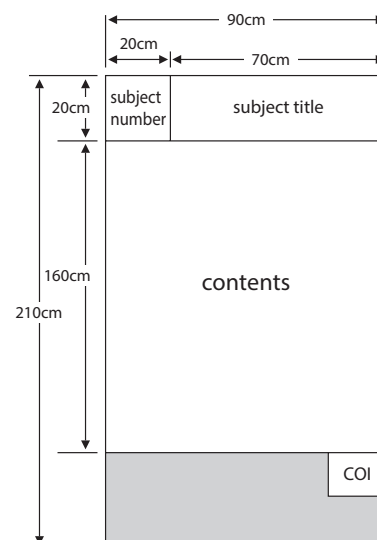
Poster Number	1P-XXX	2P-XXX	3P-XXX
Venue	Room F 1F Main Hall - Ocean		
Set-Up Time	26 th September (Tue.) 9:00-11:00		
Display Time	26 th September (Tue.) 11:00-18:00 27 th September (Wed.) 9:00-16:00 28 th September (Thu.) 9:00-18:00 29 th September (Fri.) 9:00-15:45		
Presentation	26 th September (Tue.) 11:15-12:15	27 th September (Wed.) 12:30-13:30	28 th September (Thu.) 11:15-12:15
Removal	29 th September (Fri.) 15:45-16:20		

<Finalists for the JSSX Best Poster Award>

- At this meeting, we have established the "JSSX Best Poster Award". The finalists were selected by the best poster selection committee.
- Abstracts with a "J" at the end of the poster number are finalists.
- The finalists will be interviewed by the Best Poster Award Selection Committee from 12:30 on 26th September (Tue.). So please have an interview in front of your poster.
- * Viewing posters during the interview is not permitted.
- Best Poster Award winners will be announced at the entrance of Room F on 28th September.
- From 16:00 on the last day (29th Sep.), an award ceremony for best poster winners with a certificate of merit in 1F Room A.

<Poster Exhibition Guidelines>

- ① Please draw up all poster notice manuscripts in English.
- ② The size of the poster panel is 90 cm (W) x 210 cm (H).
- ③ A subject number (20 cm x 20 cm) is prepared by the secretariat, and is affixed on the upper left end of the poster board.
- ④ Please prepare subject title, including affiliation, author names (presenter name) and the contents to fit 20 cm by 70 cm, and the contents to fit 90 cm (W) x 160 cm (H). (Refer to right figure)
- ⑤ Please disclose your COI at the bottom right of your poster.
- ⑥ Please use the tape provided to attach the posters.



<Poster Presentation>

- Presenters should stand in front of their poster board during the presentation time and answer questions from the participants. Please wear a yellow ribbon on your chest.
- There is no announcement of the chairperson's approach.
- Please give your presentation in English.

<Poster Removal>

- Please be sure to remove everything.
- The secretariat office will dispose of all posters and related leftovers after an appointed time.

<Change of subject name and/or presenter>

- Change of subject is not permitted. If withdrawal or presenter change arises, please contact the secretariat promptly.

6. Disclosure of COI

Speakers should disclose the situation of conflicts of interest (COI) based on the detailed rules of The Japanese Society for the Study of Xenobiotics in the slide or poster on the day of presentation. Please check the Annual Home Page for disclosure subjects and criteria.

<Disclosure method>

- In case of oral presentation

Please display it on the second slide of the presentation slide (next to the title slide).

The format of the disclosure slide is posted on the annual meeting website.

- In case of poster presentation

Please publish the same content as in the case of oral presentation in the lower right corner of the poster.