

Guidelines for Oral Session Speakers

Conflict of Interest Disclosure (COI)

First and all co-authors must disclose at the beginning of their presentations whether or not there are any conflicts of interest (COI) engaging with companies/organization(s) commercially in regards to the content of the presentation in the past three years. This must be mentioned clearly in the presentation. “Yes” if there are any conflicts concerning the above details or “None” if there are no conflicts to report.

Data for Presentations

(1) After completing your registration, please come to the PC Center and submit your presentation data. Your data will be checked. If you are going to use your own PC, we will check that the presentation can be viewed.

*The morning of the first day will be very crowded. Basically, we will accept registration on a first-come-first-served basis, but please note that we may have to give priority to those with earlier presentations.

(2) Please arrive at the session room at least 20 minutes before the session start time. After the presentation before yours starts, please be seated in the “next presenter's seat” at the front left of the room.

(3) Presentations must be made by PC (PowerPoint) only. Please use the mouse and keyboard on the podium.

(4) Presentation data should be prepared using the Windows PowerPoint 2019 (2016) or 2021 version.

(5) Presenter view is not allowed. (Please bring your printed notes if necessary.)

(6) Please bring your presentation data on media (USB flash memory, etc.) or the PC itself.

If you bring your own media (USB flash memory, etc.)

(1) The screen size will be 16:9.

(2) Please make sure to check the operation of your media in advance on a computer other than the one used to create the presentation.

(3) The following fonts are recommended to prevent garbled characters and layout collapse. MS Gothic, MSP Gothic, MS Mincho, MSP Mincho, Arial, Century, Century Gothic, Times New Roman

4) After the presentation, the secretariat of the 65th Annual Meeting of the Japan Lung Cancer Association will be responsible for deleting the presentation data.

If you bring your own PC

- (1) If your presentation data was created on a Macintosh or includes video data, please be sure to bring your own PC.
- (2) Please make sure to bring your own AC adapter and external output conversion cable. The PC cable connector that will be provided at the venue is HDMI. If your PC does not have an HDMI terminal, please bring an external conversion adapter.
- (3) Please deactivate the screensaver and power-saving settings in advance. (Please remove the password for resuming from sleep mode and when starting up the PC.)
- (4) Please make sure to bring backup data (USB flash memory).
- (5) After checking the operation of your PC at the PC Center, please bring your PC to the operator's seat in the front left corner of the venue at least 20 minutes before your presentation.
- (6) After your presentation, your PC will be returned to you at the PC Operator's Desk in the venue.