

## Guidelines for Poster 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.

### Poster Session Information

(1) The schedule for set-up, presentation, and removal of posters is as follows.

Please set up your poster on the board assigned to you in the Poster Room (1F).

	Set up	Presentation	Removal
October 31 (Thu)	8:00 - 9:30	17:20 - 18:20	18:20 - 19:20
November 1 (Fri)	7:30 - 8:30	17:05 - 18:05	18:05 - 19:05
November 2 (Sat)	7:30 - 8:30	10:50 - 11:50	15:30 - 16:30

\*Posters will be changed every day.

\*We will remove and discard posters that are still displayed after the removal time.

(2) Poster Preparation

• The poster size is (900mm (H) x 1800mm (W)).

\*The abstract number (200mm x 200mm) in the upper left corner of the panel will be provided by the organizing office.

\*Equipment necessary for mounting your poster will be provided at the poster room.

\*The secretariat will dispose of posters that are not removed after the presentation time.

\*If your poster has not been set up by the time of your presentation, your poster session will be withdrawn.

\*The secretariat will provide pins for mounting the posters. Please note that cellophane tape and glue cannot be used.

\*\*Please make sure to fill out the Conflict of Interest Self-Declaration Form and put it at the bottom of your poster.

The size of the poster is shown in the figure below.

