

Information for Moderators, Chairpersons, and Speakers

1. Moderators and Chairpersons

The oral session chairperson should inform his or her arrival to the facilitator staff at the front right of the room and be seated at the “next chairperson’s seat” no later than 20 minutes before the individual’s session starts.

The poster-session chairperson should receive a pointer, a stopwatch, and a ribbon at the poster reception desk of the poster session room and be standing by in front of his or her session’s poster no later than 20 minutes before the individual’s session starts.

You have full discretion over the proceedings, but please be punctual.

2. Oral Presentation Speakers

Disclosure of conflict of interest

Any conflicts of interest (COI) concerning the lead and all co-presenters from the past three years with companies or commercial organizations related to the presentation content must be disclosed at the time of the presentation, and are required to be stated on the presentation slides. You are required to state “no COI,” even if none exists. For guidelines on COI and the format for disclosure at the time of the presentation, see “COI Disclosure” on the Meeting’s website.

Proceedings

See “Information on Proceedings.” For the Q&A and discussion, follow the chairperson’s instructions.

Presentation data

- (1) After completing your registration, please go to the PC Center and submit your presentation data.
- (2) Please be sure to stop by, as we will check your presentation data and your screen as well if you plan to bring in your computer.
 - *The morning of the Meeting’s first day will be very crowded. Registrations will basically be made on a first-come first-served basis, but please be advised that we may have to prioritize earlier presenters.
- (3) Please arrive at the presentation room no later than 20 minutes before the time the session starts. Once the prior presenter’s presentation starts, please be seated in the “next presenter’s seat” at the front left of the room.
- (4) We can only accept PowerPoint presentations. Please use the mouse and keyboard available on the podium.
- (5) The presentation data should be prepared using Windows PowerPoint 2016 or later versions. The computer at the room features Microsoft 365.
- (6) You cannot use presenter view. (Please bring your printed notes.)
- (7) Please bring your presentation data on media (e.g., USB flash drive) or the computer itself.

If you bring your own media (e.g., USB flash drive)

- (1) The screen in the room features a 16:9 ratio. It can project slides prepared in a 4:3 screen ratio as well.
- (2) Please make sure to check the operation of your media in advance on a computer other than the one used to prepare the data.
- (3) We recommend the following fonts to prevent garbled characters and layout errors: MS Gothic, MSP Gothic, Meiryo, Yu Gothic, MS Mincho, MSP Mincho, Yu Mincho, Arial, Century, Century Gothic, Times New Roman
- (4) After your presentation, the Congress Secretariat of the 66th Annual Meeting of the Japan Lung Cancer Society will delete your presentation data responsibly.

If you bring in your own computer

- (1) If your presentation data was prepared on macOS or contains video data, please be sure to bring your own computer.
- (2) Please make sure to bring your own AC adapter and external output conversion cable. The PC cable connector type provided at the room is HDMI. If your computer does not have an HDMI port, please bring an external conversion adapter.
- (3) Please deactivate your screen saver and power-saving settings in advance. (Please disable password protection for both startup and resumption from sleep mode.)
- (4) Please bring backup data (USB flash drive) along with your computer.
- (5) After going through an operation check at the PC Center, please bring your computer to the operator seat at the front left corner of the room on your own, no later than 20 minutes before your presentation.
- (6) After your presentation, your computer will be returned at the room's PC operator desk.

3. Posters

- (1) The schedule for posting, presenting, and removing posters is as follows. Please put up your poster on the designated panel in the poster room (Hall E, B2F). *See P.19–24.

Date	Session	Post	Present	Remove
Nov. 6 (Thu)	Poster presentation (i)	8:00–9:30	11:10–12:10	17:00–18:00
	Poster presentation (ii)	8:00–9:30	15:10–16:10	17:00–18:00
Nov. 7 (Fri)	Poster presentation (iii)	8:00–9:30	10:40–11:40	15:40–16:40
	Poster presentation (iv)	8:00–9:30	14:40–15:40	15:40–16:40
Nov. 8 (Sat)	Poster presentation (v)	8:00–9:30	10:40–11:40	15:40–16:10
	Poster presentation (vi)	8:00–9:30	13:00–14:00	15:40–16:10

*The posters will be replaced on each presentation day.

*We will dispose of posters that remain beyond their removal time.

- (2) Please prepare the following material:

- Poster (1800 mm long x 900 mm wide)

*The Congress Secretariat will prepare the speech number on the top left of the panel (200 mm long x 200 mm wide)

*The equipment necessary in attaching the poster will be prepared at the poster room.

*The Congress Secretariat will dispose of posters that remain unremoved after their set timeframe.

*If your poster is not put up by the time of your presentation, your speech will be retracted.

*The Congress Secretariat will prepare pins for putting up your poster. Please be advised that Scotch tape and glue cannot be used.

*For the disclosure of COI, make sure you make a COI self-report and show it at the lowermost part of your poster.

*The poster size is as follows:

