

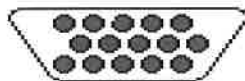
# Instructions for Presentations in Symposia, Overview Talk, JSI Luncheon Lecture and International Immunology Luncheon Seminar (for invited speakers)

- We are on ENGLISH Only Policy (International Immunology Luncheon Seminar and a part of the Overview Talk will be presented in Japanese.) .
- **Conflict of Interest (COI) Disclosure Policy**

You should disclose any financial relationships in English on your second slide (the slide following the title slide) in line with the provided Conflict of Interest (COI) disclosure example. If you have no financial relationships to disclose according to the COI criteria listed below, you should write “I have no financial relationships to disclose” or something similar. If you do have financial relationships to disclose, write the type of relationship and company name.

If you belong to a company, you should clearly state the company’s name on the first slide. In such cases, COI disclosure on the second slide is unnecessary as long as you do not have financial relationships with any other companies. If you do have such relationships with other companies, disclose them on the second slide.

Specifically, please refer to a homepage for the 45th annual meeting of the JSI.
- JSI 2016 has 12 international symposia.
- Each symposium has two and half hours.
- Allocated times for presentations are administrated by each chairpersons.
- ALL speakers must prepare the computer-based presentation, must NOT film slides.
- ALL speakers are requested pre-loading and/or operation check of your presentation at your presentation place.
- Pre-loading and/or operation checking of your presentation file into Speaker Center 1 or 2 until 40 minutes before your presentation schedule. If your presentation is in the morning sessions, one day before is preferred.
  - **Speaker Center-1** for presenting at OCC: Exhibition Hall at OCC  
Opening time: December 5-7 7:30~16:30
  - **Speaker Center-2** for presenting at LGH: Banquet room “Takasago” (2nd floor) at LGH  
Opening time: December 5-7 7:30~12:00
- Operate your presentation by yourselves with TFT monitor, keyboard, and mouse. In addition, you cannot use “presenter view”.
- Operation staff is in each conference room. Ask them freely about your operation.
- Monitor screens’ resolution is XGA (1024×768). If your setting is higher than XGA, picture will not display fully.
- File data carrier:
  - Laptop computer, CD-R (formatted with hybrid ISO9660, must NOT packet written disk), and USB flash media drive are available.
  - Tablet devises like iPhone/iPad/Android are not available.
  - Please prior confirm if your presentation is also operated without hitch on another computer.
- **LAPTOP COMPUTER:**
  - Both Windows PCs and Mac are available.
  - Operation checking and monitor connecting test are requested in above Speaker Center until 40 minutes before your presentation.
  - Offer your computer, which has been checked in Speaker Center, to operation staff in each conference room until 20 minutes before your presentation.
  - Your computer returns from operation staff after your presentation.
  - We recommend using your own computer if you have any sound/movie files on your presentation.
  - Our monitor connection cables are HDMI/D-sub15 pin (mini) MALE (see below).



- Your computer must have HDMI or D-sub 15 pin FEMALE port.
- Prepare extra connection cables as necessary.
- Deactivate functions of screen-saver, power-saving and password etc.
- Bring your AC adapters. Power supplies are equipped in each conference room.

● PRE-LOADING:

- We are sure to delete the loaded file data after JSI 2016 is over.
- You are not able to modify your data in Speakers Center.
- Available Applications as follows:
  - ◇For Windows PC: PowerPoint 2007, 2010, 2013, 2016
  - ◇For Macintosh: PowerPoint 2011, 2016
- OS-standard fonts should be used in presentation.
- Sounds and Movies should be playable with
  - ◇Windows media player (ver10 or later) on Windows PC (recommendation format: WMV or MPEG4 WITHOUT special codec)
  - ◇QuikTime without plug-in on Macintosh (recommendation format: mov or MPEG4 WITHOUT special codec)
- Data files must be named including Presentation Number and Presenter's Name before pre-loading in Speakers Center.