

Participant Guidelines

I. Registration

All participants are required to complete the ticketing procedure at the Registration Desk located at the 1st floor of Royton Sapporo. Please come to the Overseas Registration Desk. Your name badge, receipt and other items will be issued there.

[Registration Desk]

Place : Royton Sapporo, 1st Floor

Opening Hours :

May 23 (Wed.)	May 24 (Thu.)	May 25 (Fri.)	May 26 (Sat.)
8:00~18:00	7:15~18:30	7:15~17:00	7:15~15:00

[Registration Fee]

Category	Advance Registration	On-site Registration
Member	15,000 yen	18,000 yen
Non-member	18,000 yen	21,000 yen
Medical staff	8,000 yen	8,000 yen
Junior resident	3,000 yen	3,000 yen
Graduate Student	–	3,000 yen
Undergraduate student / International student staying in Japan	–	Free of charge *Please bring your student ID card with you.
Participant from abroad	–	3,000 yen (ca 29USD)
Travel Grant recipient	–	3,000 yen (ca 29USD)
Get Together (May 23)	3,000 yen	3,000 yen (ca 29USD)
Abstract Book *1	4,000 yen	4,000 yen
Pocket Program *2	–	1,000 yen

*1 This is not included in the registration fee. Please be reminded that the number of books for sale during the meeting will be limited.

*2 Pocket Program will be provided to all participants from abroad at the Overseas Registration Desk.

1. For invited guests
Please visit the Overseas Registration Desk and pick up your name badge.
2. For Travel Grant recipients
Please visit the Overseas Registration Desk and complete the on-site registration.
3. For On-site registration participants
Please fill in the on-site registration form prepared at the venue and come to the Overseas Registration Desk.

【Notice】

- Please wear your meeting name badge all the time while you are in the venue.
- Payment is available either by cash or credit card (VISA, Master Card, JCB, AMEX and Diners).

II. Sponsored Seminar

Participants who wish to attend the Sponsored Seminars (Luncheon Seminars & Evening Seminars) are requested to come to the Seminar Ticket Desk after completing the on-site registration. Seminar tickets will be distributed day by day. Please note that the number of seats is limited and is on a first-come-first-served basis. If there are additional tickets remaining after the distribution period ends, they will be available in front of their respective session rooms.

【Sponsored Seminar Ticket Desk】

Place : Royton Sapporo, 1st Floor

Opening Hours :

	May 23 (Wed.)	May 24 (Thu.)	May 25 (Fri.)	May 26 (Sat.)
Luncheon Seminar	8:00~11:30	7:15~11:15	7:15~11:30	7:15~11:15
Evening Seminar	—	14:00~18:30	14:00~16:30	—

○How to enter the room

Please give your seminar ticket to the staff at the entrance. If there are seats available 10 minutes after a seminar has started, participants without tickets may be allowed to enter.

○Expiration

Seminar tickets will become invalid 10 minutes after the session has started. Please make sure to arrive at the session room in time.

III. Online Presentation Search System

The 59th Annual Meeting of the Japanese Society of Neurology will offer the official application, which will allow participants to search presentations and register their own schedules.

It is available on iOS, Android as well as on the internet.

How to download

Please find “NEURO59” through search on the App Store or the Google Play to download.

Usage fee

Free of charge.

(Packet communications charges may apply while downloading the app.)

Compatible devices: iPhone, iPad and Android

Web version

Please visit the website (<https://confit.atlas.jp/guide/event/neuro2018/recommend?lang=en>).

*To use this service, internet access is required.

*Registered schedules will be synchronized between the app and the web system.

Password

sapporo

IV. For Speakers of Oral Presentation

1. Please observe the presentation schedule in accordance with the chairperson’s directions.

Time Allocation: 15 min. (Presentation: 10 min. Q&A: 5 min.)

2. How to read a program number:

【Example】 “O-01-4”

O: Oral Presentation

01: Session No.

4: 4th presentation (of the session)

3. Please prepare your presentation in accordance with the details below:

1) Windows 7 (OS) is prepared in each room.

2) Store your data in a USB memory stick or CD-R (RW is unavailable) and bring it to the Speaker Check-in Desk located in each building. In order to

avoid the copying errors, please confirm that your USB memory stick or CD-R is functional with another PC.

- 3) Compatible application is Windows PowerPoint 2010 / 2013 / 2016. If you create your data on a Macintosh computer, please bring your own computer, or bring the data which was checked to be played on Windows 7 (OS) . Each room is equipped only with Windows 7 (OS) PC. Each speaker is required to operate the computer by himself/herself during their presentation.

- 4) If you use a Macintosh computer for your presentation, please bring your own computer to the room instead of bringing the data.

In doing so, please also bring your own AC adapter. A VGA cable (mini D-sub 15 pin) will be provided to connect your laptop to the projector.

The resolution of the projector is XGA (1024 × 768) .

*For Macintosh users please follow the instructions below.

- i) Use something other than "Helvetica" for English fonts.
 - ii) Please refrain from using the subtitle area.
- 5) At least 30 min. prior to your presentation, please submit your data at Speaker Check-in Desk and preview your slides.
 - 6) Movies can be played from your computer connected to the projector.

*If your slides include movies, please bring your own computer.

(Example)

4. Please make sure the followings when creating your data.

- 1) Put a program number on the upper right corner of all presentation slides.

(See the sample below.)

- 2) Movies

If your presentation contains any movies, please make sure to bring a file that can be played by the default codec included in Windows Media Player. WMV format (less than 10Mbps bit rate) is recommended for moving image files. In order to maintain a link with PowerPoint, store all the movie data and your presentation (PowerPoint) file in the same folder.

- 3) Images

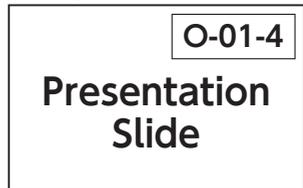
When pasting images to PowerPoint, please use JPEG/TIFF/BMP formats. Please refrain from using the PICT format which is a Macintosh standard.

- 4) Graphs

When making graphs, please use the standard functions of PowerPoint or Excel. If you make a graph using other types of software, please convert the graph data into an image format according to procedure 3) above, and paste it to PowerPoint.

- 5) Computer viruses

To prevent computer virus infections via media, please make sure to check the data with the latest antivirus software.



6) Data

Please submit your presentation data at the Speaker Check-in Desk. The data will be temporarily stored on the server of the desk and on a computer in your presentation room. After the meeting, it will be deleted permanently.

7) Presenter View mode

Please refrain from using the “Presenter View” mode in PowerPoint.

If you need manuscripts for your presentation, please print them out in advance and bring them.

Open hours of the Speaker Check-in Desk

Please upload and preview your data at the Speaker Check-in Desk at the building of your presentation room at least 30 minutes before your presentation time.

Presentation data for the next day could be submitted the previous day. The desk is expected to be crowded in the morning, and it would be relatively less crowded in the afternoon. It is recommended to submit your data as early as possible.

【Speaker Check-in Desk】

Place: ①Room 1

Nitori Culture Hall 1st Floor

②Room 2~Room 6

Sapporo Education and Culture Hall 3rd Floor

③Room 7~Room 14

Royton Sapporo 2nd Floor

*Presenters at Room 15~Room 22 (Educational Course) will not have to upload their data at the Speaker Check-in Desk. Please go straight to each room and open the presentation files in a PC on the podium or bring your own computer.

Opening Hours:

May 23 (Wed.)	May 24 (Thu.)	May 25 (Fri.)	May 26 (Sat.)
8:00~18:00	7:15~18:30	7:15~17:00	7:15~15:00

5. Conflict of Interest (COI) disclosure

On the first page of your slide, please insert a slide to disclose whether or not there is a state of conflict of interest. COI disclosure is required to every presenters.

For more details, refer to *X. Conflict of Interest (COI) Disclosures.*

V. For Poster Presenters

1. Presentation time

Presentation : 5min.

Discussion : 1min.

After the presentation time, please stand in front of your poster and continue discussing with the chair, commentator and audiences until the end of the session. Please be punctual, and follow the chairperson’s instructions.

- Please make sure to indicate potential conflicts of interest at the bottom of your poster board. (See the illustration below.)

COI disclosure is required to every presenters.

- Schedules for poster presentations are as shown below.

【Poster Presentation Schedule】

	May 23 (Wed.)	May 24 (Thu.)	May 25 (Fri.)	May 26 (Sat.)
Poster Set-up	8:00~12:00	8:00~12:00	8:00~12:00	8:00~10:40
Poster Round	12:00~17:40	12:00~17:35	12:00~16:00	10:40~13:15
Presentation / Free Discussion	17:40~18:46	17:35~18:50	16:00~17:12	13:15~14:45
Poster Removal	18:46~19:15	18:50~19:20	17:12~17:40	14:45~15:15

- How to read a program number:

【Example】 “Pe-21-5”

P: Poster presentation (AP: Nominees for the best presentation)

e: Presentation in English (“j” for presentations in Japanese)

21: Session No.

5: 5th presentation (of the session)

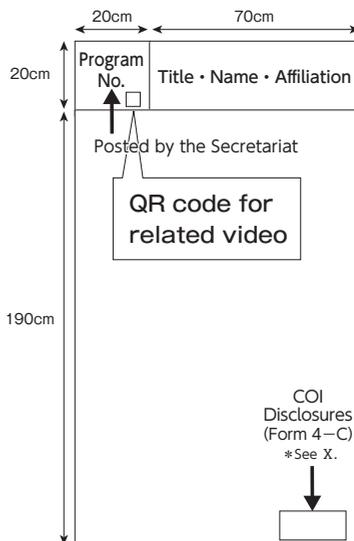
- The poster panel measures H210 cm by W90 cm. The panel will indicate the program number in the upper left corner. Please write a title, your name and your affiliation in a frame of 20 cm by 70 cm, horizontally.

Any label you use must fit within this frame.

- Do not write or paste letters or figures directly on the panel.

- Pushpins to help attach your poster to the panel will be prepared on your panel.

- Please come and wait in front of your poster before the free discussion starts.



9. Posters will be removed every day. Remaining posters after the removal time will be discarded by the secretariat.
10. QR code will be put below the poster number if the poster presenter has uploaded a video as supporting presentation material. Please access the video with the QR code scanner on your smartphone.

VI. Award Ceremony and Poster Exhibition for the Best Presentation Award Nominees

1. The Best Presentation Award of the International Participants, the Best Oral Presentation Award (Clinical study / Basic research), and the Best Poster Presentation Award (Clinical study / Basic research) will be presented at the following event.
[Get Together]
Date: May 23 (Wed.) 19:20~21:20
Venue: Sapporo Prince Hotel International Convention Center PAMIR
[Banquet Hall] 3rd Floor
2. Posters of the Best Poster Presentation Award Nominees will be on display during the entire meeting period.

VII. For Chairs of International Sessions and Oral Presentations

Please be seated in the Next chair's seats located at the front right of your session room at least 15 min. prior to the session starts.

VIII. For Chairs of Each Poster Presentation Session

Please come to the Poster Check-in Desk of the Poster Presentation venue at least 15 minutes before the start of your session.

IX. For Invited Speakers at International Sessions and Oral Presentations

1. Please submit and preview your data at the Speaker Check-in Desk located at the building of your session room at least 30 min. before your presentation.
2. How to read a presentation number:
【Example】“S-1-2”
S : Symposium
1 : Session No.
2 : 2nd presentation (of the session)

3. On the first page of your slide, please insert a slide to disclose whether or not there is a state of conflict of interest. COI disclosure is required to every presenters.

For more details, refer to X. *Conflict of Interest (COI) Disclosures*.

4. Refer to 3 and 4 of IV on pages 11~13 for how to create presentation data.

X. Conflict of Interest (COI) Disclosures

At the 59th Annual Meeting of the Japanese Society of Neurology, all oral presenters including invited speakers are required to show a slide whether or not there is a state of conflict of interest on the first page of their slides.

Presenters at the poster sessions must indicate conflicts of interest by following the directions given in page 14.

Please remember that presentations without this disclosure will not be allowed.

The slide formats for the disclosures are shown below. For details and format templates, refer to the meeting website.

(Form4-A) If there is no state of conflict of interest requiring disclosure

**The Japanese Society of Neurology (JSN)
COI Disclosure**

Name of Lead Presenter: OOOO

There are no companies, etc. in a relation of conflict of interest requiring disclosure in relation to the presentation.

(Form4-B) If there is a state of conflict of interest requiring disclosure

**The Japanese Society of Neurology (JSN)
COI Disclosure**

Name of Lead Presenter: OOOO

Companies, etc. in a relation of conflict of interest requiring disclosure in relation to the presentation: (Indicate "None" if not applicable.)

<input type="checkbox"/> Advisor:	<input type="checkbox"/> Pharmaceutical Industries
<input type="checkbox"/> Stock ownership/capital gain:	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Patent royalties:	<input type="checkbox"/> Pharmaceutical Industries
<input type="checkbox"/> Honoraria:	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Writing fees:	<input type="checkbox"/> Pharmaceutical Industries
<input type="checkbox"/> Grants for commissioned/joint research:	<input type="checkbox"/> Pharmaceutical
<input type="checkbox"/> Scholarship grants:	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Endowed chair:	<input type="checkbox"/> Pharmaceutical
<input type="checkbox"/> Gifts or other forms of compensation:	<input type="checkbox"/> Pharmaceutical Industries

(Form 4-C) Disclosure of the state of conflict of interest at the end of a poster at a poster session

Lead presenter: There are no companies, etc. in a relation of conflict of interest requiring disclosure in relation to the presentation.

or

Disclosure of conflict of interest by the lead presenter
(Indicate "None" if not applicable.)

<input type="checkbox"/> Advisor:	<input type="checkbox"/> Pharmaceutical Industries
<input type="checkbox"/> Stock ownership/capital gain:	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Patent royalties:	<input type="checkbox"/> Pharmaceutical Industries
<input type="checkbox"/> Honoraria:	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Writing fees:	<input type="checkbox"/> Pharmaceutical Industries
<input type="checkbox"/> Grants for commissioned/joint research:	<input type="checkbox"/> Pharmaceutical
<input type="checkbox"/> Scholarship grants:	<input type="checkbox"/> Pharmaceuticals
<input type="checkbox"/> Endowed chair:	<input type="checkbox"/> Pharmaceutical
<input type="checkbox"/> Gifts or other forms of compensation:	<input type="checkbox"/> Pharmaceutical Industries