

Participant Guidelines

I. Registration

All participants are required to complete the ticketing procedure at the Registration Desk located at the 5th floor of Osaka International Convention Center. Please come to the Overseas Registration Desk. Your name badge, receipt, lunch box tickets (only for invited speakers, non-member from overseas and JSN Overseas Members), and other items will be issued there.

[Registration Desk]

Place : Osaka International Convention Center, 5th floor

Opening Hours :

May 22 (Wed.)	May 23 (Thu.)	May 24 (Fri.)	May 25 (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.
Non-member from overseas or JSN Overseas Member	–	3,000 yen (ca 29USD)
Get Together (May 22)	3,000 yen	3,000 yen (ca 29USD)
Abstract Book *1	4,000 yen	4,000 yen
Pocket Program (Japanese) *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 (English) will be provided to all participants from overseas at the 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. You are kindly requested to complete your presentation (include free discussion for poster presenters) before you receive your financial incentive.

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. Lunch boxes

(For invited speakers, non-member participants of foreign nationality and JSN Overseas Members only)

Lunch boxes will be distributed at lunch box desk on each day during the meeting. Please note that the number of vegetarian lunchboxes is limited and is on a first-come-first-served basis.

【Lunchbox Desk】

Place : Osaka International Convention Center, 6th Floor

Opening Hours :

May 22 (Wed.)	May 23 (Thu.)	May 24 (Fri.)	May 25 (Sat.)
11:00~13:00	11:00~13:00	11:00~13:00	11:00~13:00

*Please bring lunch box tickets for overseas participants along with you.

III. Sponsored Seminar

Sponsored Seminars are conducted in Japanese.

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 : Osaka International Convention Center, 5th floor

	May 22 (Wed.)	May 23 (Thu.)	May 24 (Fri.)	May 25 (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.

IV. Online Presentation Search System

The 60th 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 “NEURO60” 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

■ App Store



<https://confit-sfs.atlas.jp/customer/neuro2019/ios.html>

■ GooglePlay



<https://confit-sfs.atlas.jp/customer/neuro2019/android.html>

○Web version

Please visit the website (<https://confit.atlas.jp/neuro2019?lang=en>) .

*To use this service, internet access is required.

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

○Password

osaka

V. 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 10 (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 Osaka International Convention Center, 5th floor. 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 10 (OS) . Each room is equipped only with Windows 10 (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 and HDMI Type A) 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.

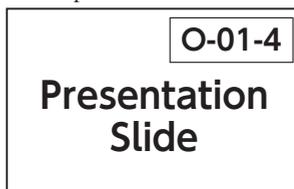
ii) Please refrain from using the subtitle area.

- 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 at 5th floor of Osaka of International Convention Center. 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 located in Osaka International Convention Center, 5th floor 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: Osaka International Convention Center 5th Floor

*Presenters at Room 15~Room 17 (Educational Course) will not have to upload their data at the Speaker Check-in Desk. Please go directly to each room and open the presentation files in a PC on the podium or bring your own computer.

Opening Hours:

May 22 (Wed.)	May 23 (Thu.)	May 24 (Fri.)	May 25 (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 *XI. Conflict of Interest (COI) Disclosures*.

VI. For Poster Presenters

1. Presentation time

Time Allocation: 6 min. (Presentation: 5 min. Q&A: 1 min.) +30min. discussion. 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.

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

COI disclosure is required to every presenter.

3. Schedules for poster presentations are as shown below.

【Poster Presentation Schedule】

	May 22 (Wed.)	May 23 (Thu.)	May 24 (Fri.)	May 25 (Sat.)
Poster Set-up	8:00~12:00	8:00~12:00	8:00~12:00	8:00~12:00
Poster Round	12:00~17:20	12:00~17:50	12:00~16:00	12:00~13:15
Presentation / Discussion	17:20~18:35	17:50~19:05	16:00~17:15	13:15~14:30
Poster Removal	18:35~19:05	19:05~19:35	17:15~17:45	14:30~15:15

4. 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)

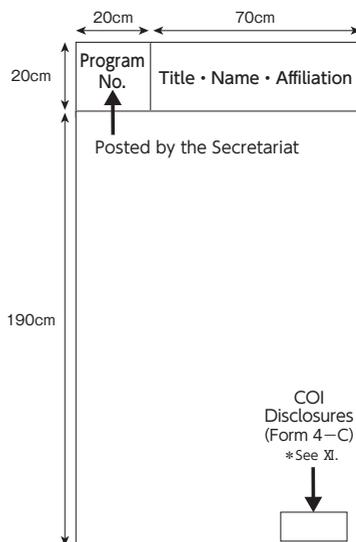
5. The poster panel measures H210 cm by W90 cm. The panel will indicate the program number in the upper left corner. Please write a title, your name and your affiliation in a frame of 20 cm by 70 cm, horizontally. Any label you use must fit within this frame.

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

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

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

9. Posters will be removed every day (except for APe-01 session.) Remaining posters after the removal time will be discarded by the secretariat.



VII. 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 awarded at the following event.

[Get Together]

Date: May 22 (Wed) 19:00~21:00

Venue: RIHGA Royal Hotel Osaka, 3rd Floor, Royal Hall

2. Posters of the Best Poster Presentation Award Nominees will be on display during the entire meeting period.

VIII. 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.

IX. 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.

Place: Osaka International Convention Center 3rd Floor

Opening Hours:

May 22 (Wed.)	May 23 (Thu.)	May 24 (Fri.)	May 25 (Sat.)
15:00~18:45	15:00~19:15	14:00~17:30	11:00~14:45

X. For Invited Speakers at International Sessions and Oral Presentations

1. Please submit and preview your data at the Speaker Check-in Desk located in Osaka International Convention Center, 5th floor 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 presenter.
For more details, refer to *XI. Conflict of Interest (COI) Disclosures*.
4. Refer to 3 and 4 of V. on pages 17~18 for how to create presentation data.

XI. Conflict of Interest (COI) Disclosures

At the 60th 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 20.

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

The slide formats for the disclosures are shown in page 22. 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 : 〇〇〇〇

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 : 〇〇〇〇

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

XII. Abstract Review Results

This year, 1,384 abstracts were submitted and reviewed by the Organizing Committee and the Committee of Reviewers for the 60th Annual Meeting of the Japanese Society of Neurology. A total of 1,379 abstracts are accepted for presentation. The member of the Organizing Committee, Scientific Program Committee and the Committee of Reviewers are listed below.

The Japanese Society of Neurology Organizing Committee

Koji Abe

Yumiko Kaseda

Shun Shimohama

Yoshikazu Ugawa

Nobutaka Hattori

Susumu Kusunoki

Ryosuke Takahashi

Ryuji Kaji

Hidenao Sasaki

Tatsushi Toda