

# Participant Guidelines

## I . Registration

All participants are required to complete the pre-registration through the official website of 61<sup>st</sup> Annual Meeting of the Japanese Society of Neurology.

Please kindly note that on-site registration will not be accepted to prevent the spread of COVID-19 infection.

Category	Pre-registration
Member	15,000 yen
Non-Member	18,000 yen
Medical staff (Member)	3,000 yen
Medical staff (Non-member)	8,000 yen
Junior resident	3,000 yen
Graduate Student	–
Undergraduate student/ International student staying in Japan	–
JSN Overseas Member	3,000 yen (ca 28 USD)
Non-member participants of foreign nationality	5,000 yen (ca 46 USD)
Abstract Book <sup>*1</sup>	–
Pocket Program (English)	–

\*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.

### **For participants who complete pre-registration**

In the middle of August, you will receive an email informing your ID and password as well as URL to the online conference where you will be able to some sessions taking place at the venue.

- Online Conference : Monday, August 31 – Wednesday, September 2, 2020
1. In the online conference, you will be able to watch the sessions streamed live from the venue in accordance with the timetable.  
Please note that you will not be able to watch the sessions after the time has passed.

2. Please sign in the online conference with your ID and password.
3. You will be able to watch the sessions held at the “Web-cast” venues\*.

“Web-cast” venues\*···Room 3,Room 8, Room 10, Room11

For more details, please refer to the timetable at the beginning of this book.

## II. Sponsored Seminar (only for the participants of real-attendance)

-Only for the participants of real-attendance can attend the sponsored seminars (Luncheon / Evening Seminar).

-Please note that sponsored seminars will not be streamed in the online conference.

## III. Online Presentation Search System

The 61st 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 “NEURO61” 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/neuro2020?lang=en>).

\*To use this service, internet access is required.

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

○Password

Okayama

## IV. For Speakers of Oral / Poster Presentation

Please note that all oral / poster presentations on-site are decided to be cancelled. Submitted abstracts will be published in the proceedings of this meeting.

## V. For Invited Speakers at International Sessions and Oral Presentations

1. Please submit and preview your data at the Speaker Check-in Desk 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. 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 (locations are listed on next page). 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 /2019. 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.

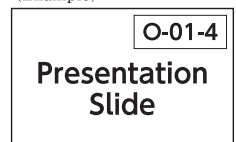
- 5) At least 30 min. prior to your presentation, please submit your data at Speaker Check-in Desk and preview your slides.
- 6) Movies can be played from your computer connected to the projector.

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

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 example below.)

(Example)



## 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 the venue. 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 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】**

\*You may upload and preview your data at any desks in the followings.

Place: ①Lobby, 2F, Okayama Convention Center

②Lobby, 2F, Okayama Prefectural Medical Association Office

③ Front of Room 11, 1F, ANA Crowne Plaza Hotel Okayama

④ Lobby, 2F, Okayama International Center

Opening Hours:

Aug. 31	Sep. 1	Sep. 2
9 : 00-18 : 00	8 : 00-18 : 00	8 : 00-14 : 30

## 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 VII. Conflict of Interest (COI) Disclosures .

## VI. 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.

## VII. Conflict of Interest (COI) Disclosures

At the 61st 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.

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 : ○○○○

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 : ○○○○

Companies, etc. in a relation of conflict of interest requiring disclosure in relation to the presentation:

①Advisor: ○○ Pharmaceutical Industries ②Stock ownership/capital gain: ○○ Pharmaceuticals ③Patent royalties: ○○ Pharmaceutical Industries ④Honoraria: ○○ Pharmaceuticals ⑤Writing fees: ○○ Pharmaceutical Industries ⑥Grants for commissioned/joint research: ○○ Pharmaceutical ⑦Scholarship grants: ○○ Pharmaceuticals ⑧Endowed chair: ○○ Pharmaceutical ⑨Gifts or other forms of compensation: ○○ Pharmaceutical Industries	("Indicate "None" if not applicable.) ○○ Pharmaceutical Industries ○○ Pharmaceuticals ○○ Pharmaceutical Industries ○○ Pharmaceuticals ○○ Pharmaceutical Industries ○○ Pharmaceutical ○○ Pharmaceuticals ○○ Pharmaceutical
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**(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.)

①Advisor: ○○ Pharmaceutical Industries ②Stock ownership/capital gain: ○○ Pharmaceuticals ③Patent royalties: ○○ Pharmaceutical Industries ④Honoraria: ○○ Pharmaceuticals ⑤Writing fees: ○○ Pharmaceutical Industries ⑥Grants for commissioned/joint research: ○○ Pharmaceutical ⑦Scholarship grants: ○○ Pharmaceuticals ⑧Endowed chair: ○○ Pharmaceutical ⑨Gifts or other forms of compensation: ○○ Pharmaceutical Industries	○○ Pharmaceutical Industries ○○ Pharmaceuticals ○○ Pharmaceutical Industries ○○ Pharmaceuticals ○○ Pharmaceutical Industries ○○ Pharmaceutical ○○ Pharmaceuticals ○○ Pharmaceutical
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## **VIII. Award Ceremony for the Best Presentation**

Award Nominees

1. The Best Presentation Award for the International Participants will be presented at the following event.

[Closing Ceremony]

Date: September 2 (Wed.) 15:15 ~

Venue: Room 3 (Convention Hall, 3F, Okayama Convention Center)