Participant Guidelines

Ⅰ. Registration for Participation

1. Request for Early Bird Registration

The 64th Annual Meeting of the Japanese Society of Neurology (JSN2023) employs the same online registration system for "Early Bird Registration" and "Regular and Onsite Registration". In order to prevent crowding at reception, **please register to participate through the online registration system on the JSN2023 website in advance if possible.**

【Registration Period】

Early Bird Registration:
12:00, Friday, September 30, 2022 (JST) ~17:00, Monday, April 17, 2023 (JST) (Closed)

Regular and Onsite Registration:
13:00, Monday, April 24, 2023 (JST) ~ 15:00, Saturday, June 3, 2023 (JST)

※ Please note that the online registration system will close at 15:00 on Saturday, June 3 for both onsite and online participation. Even if you are already in the middle of the registration process on the registration page, the system will automatically close at 15:00, and no new registrations will be accepted.

※ Credit card payment only.

【Registration Fees】

Category	Regular and Onsite Registration Fees 13:00 April 24 - 15:00 June 3, 2023(JST)
JSN Overseas Membership	4,000 yen (ca. 36USD)
Non-member participants of foreign nationality	6,000 yen (ca. 53USD)
Get Together (May 31) ＊On-site Only	3,000 yen (ca. 27USD)
Abstract book*1	4,000 yen

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

*For international students staying in Japan

If you are not an awardee of the JSN Travel Grant and you conducted early bird registration for JSN 2023, your early bird registration fee will be refunded at the Registration Desk. If you are not an awardee of the JSN Travel Grant and did not conduct early bird registration, you will be able to register onsite for free. Please bring your registration ID (if you have pre-registered) and your student ID card with you.

Ⅱ．How to Participate

1. For Chairs and Invited Speakers

The secretariat will inform you of the online meeting ID and password in advance.

2. For Travel Grant Recipients (domestic residents only)

Please visit the JSN2023 Secretariat Office (Room202/5F International Conference Hall, Makuhari Messe) to receive your Travel Grant after completing your presentation (including poster discussion).

3. For Onsite Participants

JSN2023 employs the same online registration system for "Early Bird Registration" and "Regular and Onsite Registration". In order to prevent crowding at reception, please register through the online registration system on the JSN2023 website in advance if possible.

【Reception Place, Dates, and Times】

Place: 1F, Lobby, Makuhari Messe International Conference Hall
　　　 2F, Lobby (In front of Room12), Tokyo Bay Makuhari Hall

Opening Hours:

May 31 (Wed.)	June 1 (Thu.)	June 2 (Fri.)	June 3 (Sat.)
8:00〜18:00	7:00〜17:00	7:00〜17:00	7:00〜15:00

* These are the hours when the onsite participant reception desk will be open.
　Registration using the online participant registration system can be conducted until 15:00, Saturday, June 3.

【Ticketing Procedures】

Ticketing procedures at the registration reception desk (1F, International Conference Hall, Makuhari Messe) for things such as a name card are required for all onsite participants (early bird registration, regular and onsite registration). Crowding at the ticketing place is expected for the time period before the morning programs begin, so please come and finish the procedures early.

【Method of Ticketing】

The "Registration Confirmation" QR code will be required for the ticketing procedures at the venue. Please print the "Registration Confirmation" and have it with you, or save the QR code image on your mobile phone for onsite ticketing. Please show your "Registration Confirmation" QR code at the "Advance Registration Desk" to have the following items issuance machines.
・Registration Confirmation (Name cards)
・Get Together tickets

【To the Participants Who Have Not Registered by Online Registration System】
Computers connected to the registration system will be available at the venue during the 64th Annual Meeting. Since the number of computers is limited, it is recommended that you register through the online registration system on the JSN2023 website in advance. Please note that the payment method is credit card only.

【Attention】
・Please note that participants without a name card cannot enter the venue.
・Payment for additional application at the onsite reception desk (Get Together, Abstract book) can be made in cash only.

4. For Online Participants
【About sessions that can be watched】
1)Live streaming:

At this meeting, programs have been put together on the premise of onsite participation, in principle.

It is planned that there will be streaming for four venues per day, for designated program sessions such as symposia consisting mainly of sessions in English. Please note that there is no plan for live streaming of oral presentations for general programs, medical staff programs, and student and intern programs, or for poster sessions.

For details about the sessions for which live streaming will be conducted, please check the JSN2023 website.

2) On-demand streaming:

During an approximately one-month period from after the meeting until the end of June, lecture videos for on-demand streaming that have been submitted by speakers will be released on a site for online viewing.

At this meeting there will be no on-demand streaming of general programs (oral presentations and posters), medical staff programs, or student and intern programs.

Details of eligible sessions and the on-demand streaming period will be announced on the conference website at a later date.

 * The videos that will be released are not recorded data from during the meeting.
 * On-demand streaming can be viewed by people who have conducted participant registration.
 * Please note that a specialist unit will not be granted for only viewing on-demand streaming.

【Online participation certificate】
For only people for whom a history on the online viewing site during the meeting has been confirmed, it will be possible to download a participation certificate from their "My Page" within the online viewing site, beginning approximately two weeks

after the meeting. Please be sure to download the PDF of the certificate yourself by Thursday, June 30 and keep it in a safe place.

Ⅲ．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：1F, International Conference Hall, Makuhari Messe

Opening Hours:

May 31 (Wed.)	June 1 (Thu.)	June 2 (Fri.)	June 3 (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.

Ⅳ. Sponsored Seminar

1. For Onsite Participants

No tickets are required to participate in Luncheon and Evening Seminars. Admission is on a first-come, first-served basis. Please visit the session room directly if you want to participate.

2. For Online Participants

Some of the sponsored seminars will be live-streamed.
Please refer to the JSN2023 website for details.

Ⅴ. Abstract App・Online Abstract Search System

The 64th Annual Meeting of the Japanese Society of Neurology has a free app for mobile phones, that makes it possible for participants to search for and access abstracts and register their own schedules.

・Release date: Mid-May 2023

○App-version

・Name of the App: NEURO 64

・How to download the app

　Please search for "NEURO64" and download it from the App Store or Google Play, or use the following QR code to download.

・Usage fee: free

（Packet communications charges may be applied while downloading the app.）

・Compatible devices：iPhone, iPad, and Android smartphones

○Web-version

Please visit the JSN2023 website (https://neurology-jp.org/neuro2023/en/)

*Internet access is required to use this service.

*Registered schedules can be synchronized between the app and the web system by using "setting" on the app version.

> Password for browsing abstracts:
> chiba

Ⅵ. For Chairs of International Sessions and Oral Presentations

Please be seated in the "Next Chair" seat located in the front of right corner of your session room at least 15 minutes before the session starts.

Ⅶ. For Invited Speakers in International Sessions and Oral Presentations

1. All speakers (including participants who use their own PC) are requested to stop by the PC Reception Desk to check their presentation data at least 60 min. prior to your presentation. If you will make a presentation at a morning session on the second day or afterward, please complete data registration by the previous day if possioble.

2. How to Read a Program Number
   【Example】"S-01-2"
   > S: Symposium
   > 01: Session No.1
   > 2: 2nd presentation in the session

Ⅷ. For Oral Presentation Chairs of a General Program or a Student and Intern Session

Please be seated in the "Next Chair" seat located in your session room at least 15 minutes before the session starts.

Ⅸ. For Oral Presentation Speakers

1. Time Allocation

Please follow the session chairs' instructions and keep to the time limit.
O, AO, MSO: 15 minutes (Presentation: 10 min, Q&A: 5 min.)
StO: 7 minutes (Presentation: 5 min, Q&A: 2 min.）

2. How to Read a Program Number

【Example】"O-01-4"
                    O: Oral Presentation
                    01: Session No.1
                     4: 4th presentation in the session

Ⅹ. About Creation and Check-In of Presentation Data

1. PC Projectors Will be Used for Presentations. Please see the details below.

1) Only computers with Windows 10 OS are provided at the presentation venue.
2) Please bring your presentation data on a USB flash drive to the PC Reception Desk. As a precautionary measure, we recommend that you double-check if the data stored on the USB drive works properly on a different PC beforehand.
3) A monitor, mouse, and clicker are provided on the lectern. Speakers should operate the peripheral devices for Power Point by themselves.
4) If you use a Macintosh computer to make your presentation, please bring your own laptop with your presentation data, or check if the data works properly on a Windows 10-based PC prior to the meeting to prevent any technical issues that may arise between Windows and Macintosh. It is recommended that speakers who include video or sound files in their presentations bring and use their own laptops.
5) Please stop by the PC Reception Desk to register and check your presentation data at least 60 min. prior to your presentation.
6) Presentations should adhere to the Code of Research Conduct and Research Ethics and rules on protecting personal information.
7) PowerPoint Presenter View cannot be used during the presentation. If you need a script for your presentation, please print it out and bring it with you to the venue. No printers are available for note printing in the venue.

2. Things to Keep in Mind When Creating Presentation Slides.

1) Monitor screen size: Wide XGA (16:9)
2) Please include the program number on the upperright of every slide in your presentation. (See thepicture on the right.)
   ※You can confirm your program number on the JSN2023 website.
3) Please do not use any company logos or product logos on the presentation slides.
4) Please make your presentation data in English.

（Example）

> **O-01-4**
>
> **Presentation Slide**
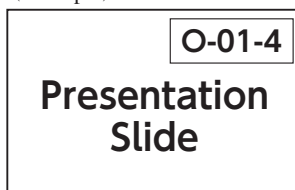
3. Conflict of Interest (COI) disclosure

・At the 64th Annual Meeting of the Japanese Society of Neurology all speakers are requested to disclose all conflicts of interest (COI) on the first slide before the presentation slides.

・Whether or not a speaker has any conflicts of interest (COI), they must include a COI disclosure slide on the first page of their presentation.

・Please note that the presentations without the COI disclosure will not be allowed. The slide formats for the slides and posters that will be presented are as follows.

・For more detailed policies and template, please visit the Japanese Society of Neurology 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: (*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

（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

4. Check-in of your data

[If you are bringing your data on a USB flash drive]

・Please ensure that your presentation will display correctly on systems with the following specifications;

OS: Windows 10
Software: PowerPoint 2013/2019
Monitor screen size: Wide XGA (16:9)

1) Fonts

Please use standard fonts that come with Windows 10 (OS) (e.g., Helvetica, Arial, Times New Roman) on your presentation slides, as unusual fonts may not be correctly displayed on the computers in session rooms.

2) Movies

If you will use a video in PowerPoint, please bring a movie file that can be played on a codec included in Windows Media Player's initial state. We recommend MP4 format for video files. In order to maintain the link with PowerPoint, please save the video data that will be used in the same folder as your presentation data.

3) Images

If you need to include any images in your presentation data, please add the data in JPEG/TIFF/BMP format. If using Macintosh, please do not use PICT files.

4) Graphs

If you add graphs in your presentation data, please make them with PowerPoint standard function or use graphs made with Microsoft Excel.

5) Computer viruses

Please make sure to check the files with the latest anti-virus software before your submission to the PC Reception Desk.

6) Data

All speakers are requested to submit their presentation data to the PC Reception Desk and check the data. It will be deleted after the 64th Annual Meeting.

[If you are bringing your own laptop]

1) Speakers using their own laptops MUST HAVE an AC adapter.
2) Speakers using their own laptops MUST HAVE a VGA D-sub 15pin female output or HDMI. Some laptops require a particular video output cable to use the D-sub 15pin to connect to external monitors and data projectors. Please note that we are not equipped with that specific cable, and you must bring one if it is needed.
3) Please turn off modes that will hinder presentation, such as the screen-saver and energy-saving mode, beforehand.

4) You should have your data backed up in case of computer trouble.

5) After checking your computer at the PC Reception Desk, please bring your PC to the operation desk placed near the "Next Chair" seat in your session room no later than 15 minutes before your presentation. Mirroring will be conducted at the operation desk, so please use the monitor, mouse, and clicker on the lectern that the Secretariat provides to operate your slides. Please make sure to receive your laptop back from the operation desk after your presentation.

6) Please make sure to check your laptop with anti-virus software before your submission to the PC Reception Desk.

5. PC Reception Desk Hours

All speakers are requested to come to the PC Reception Desk at least 60 minutes before their sessions start.

Presentation data for the next day is accepted from 13:00 each day, so if your data is ready early, please submit it the day before your session if possible.

【PC Reception Desk】

Place: 2F, Lobby (in front of Room1), Makuhari Messe International conference Hall
   2F, Lobby (in front of Room12), Tokyo Bay Makuhari Hall

Opening Hours:

May 31 (Wed.)	June 1 (Thu.)	June 2 (Fri.)	June 3 (Sat.)
8:00〜17:00	7:00〜19:30	7:00〜18:00	7:00〜15:00

6. On-Demand Streaming

There will be no On-Demad streaming of Free Papers presentation.

Ⅺ. For Poster Presentation Speakers

1. Time Allocation

Time Allocation: 7 min.（Presentation: 5 min. Q&A: 2 min.）
          30min.（General discussion）*General Discussion is as stated below.

After your presentation, please remain in front of your poster and wait until discussion time. When all presentations have finished, each person's discussion will start. General Discussion is considered part of your presentation, so please participate in the General Discussion without fail. Please follow the chairs' instructions and adhere to presentation time.

* Please note that the method of presentation and/or discussion may be changed depending on the situation from now on.

2. Schedules for Poster Presentations
【Poster Presentation Schedule】
（Pe, Pj, AP, APe）

|	May 31（Wed.）	June 1（Thu.）	June 2（Fri.）	June 3（Sat.）
Poster Set-up	9:30～12:00	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	17:20～18:40	17:50～19:10	16:00～17:20	13:15～14:35
Poster Removal	18:40～19:10	19:10～19:40	17:20～17:50	14:35～15:00

*Posters will be replaced each day. The Secretariat will dispose of posters that are still displayed after removal time has ended.

However, posters for general outstanding programs (AP-01, AP-02, Ape-01) will be displayed until the final day, so if you have one of those posters, please do not take it with you after your presentation.

3. How to Read a Program Number
【Example】 "Pe-01-5"

Pe: Presentation in English
(Pj: Japanese Poster Session
AP: Poster Presentation Award Session,
Ape: Nominees for the Best Presentation Award for International participants,
StP: Student Session,
MSP: Medical Staff Session）
01: Session No.
5: 5th presentation in the session
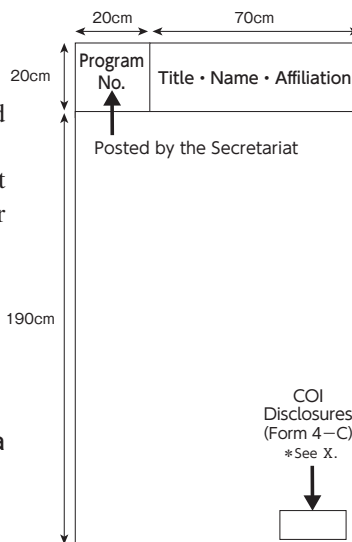
4. Things to Keep in Mind When Creating a Poster

1) The anticipated size of poster panels is 210 cm tall × 90 cm wide.
   Please create a poster so that it will fit inside the panel.
2) The JSN2023 Secretariat will prepare the panel with only the presentation number at the top.
3) Pins to attach posters to the panels will be provided at the conference.
4) Speakers are responsible for writing the presentation title, speaker name(s), and affiliation(s) horizontally within a 20 cm by 70 cm space.5)

(diagram labels) 20cm — 70cm — 20cm — Program No. — Title・Name・Affiliation — Posted by the Secretariat — 190cm — COI Disclosures (Form 4－C) *See X.

5) In large, easy-to-understand language, the posters should present the Main Points as well as the Purpose, Methods, Results, and Discussion, all in that order.

6) The text should be written in a large font that can be read from a distance of two to three meters, while diagrams should be at least 20 cm on one side and include a title and brief explanation.

7) Whether or not a speaker has any conflicts of interest (COI), they must include a COI disclosure slide in their presentation. For more details, please refer to Number X-3. Please note the COI disclosure is a MUST; presentations without the COI disclosure will not be allowed.

8) The panels cannot be written or drawn on directly, nor can items be glued to them.

9) If you want to display a QR code for videos in your presentation, please create the QR code yourself and print it directly or paste it on your poster.

10) Please make your poster in English.

<Poster Printing Service>

For participants who cannot post their posters by themselves, the Japanese Society of Neurology offers the option to use a Poster Printing Service. For more details, please refer to the JSN2023 website.

5. On-Demand Streaming

There will be no on-demand (short talk video) streaming of poster presentation.

6. Other Matters to Note

・Presentations should adhere to the Code of Research Conduct and Research Ethics and rules on protecting personal information.

・Please do not include any company logos or product logos in your presentation materials.

XII. Award Ceremony

The following awards ceremony will be held at the Get Together and the Closing Ceremony:

・Get Together

The Best Oral Presentation Award (Clinical Study/Basic Research)
The Best Poster Presentation Award (Clinical Study/Basic Research)
The Best Presentation Award of the International Participants

・Closing Ceremony

> The Best Presentation Award for Medical Staff
> The Best Oral/Poster Presentation Award for Students and Junior Residents

The Get Together and the Closing Ceremony are scheduled as follows:
[Get Together]
Date & Time: May 31 (Wed.), 2023 19:00〜
Venue: Room Tsuru, 2F Hotel New Otani Makuhari

[Closing Ceremony]
Date & Time: June 3 (Sat.), 2023 17:00~17:10
Venue: Room 1 (Convention Hall, 2F, International Conference Hall, Makuhari Messe)