

Participant Guidelines

I. Registration for Participation

1. Request for Early Bird Registration

The 65th JSN Meeting & AOCN 2024 employs the same online registration system for “Early Bird Registration” and “Regular and Onsite Registration.” To prevent congestion at the reception desk, **please register to participate through the online registration system on the 65th JSN Meeting & AOCN 2024 website in advance if possible.**

[Registration Period]

Early Bird Registration:

Wednesday, January 10, 2024 - 17:00, Monday, April 15, 2024 (JST) (Closed)

Regular and Onsite Registration:

Noon, Monday, April 22, 2024 (JST) - 15:00, Saturday, June 1, 2024 (JST)

* Please note that the online registration system will close at 15:00 (JST) on Saturday, June 1 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 (JST), and no new registrations will be accepted.

* Credit card payment only.

[Registration Fees]

	Category	Regular rate noon April 22 - 15:00 June 1, 2024 (JST)
Member	JSN Overseas Membership	18,000 yen (ca. 120USD)
Non-member	Doctor / Researcher	21,000 yen (ca. 140USD)
	Medical industry	21,000 yen (ca. 140USD)
	Allied Health Professionals*	8,000 yen (ca. 53USD)
	Trainee / Graduate Student (Master & Ph.D.)*	3,000 yen (ca. 20USD)
	Undergraduate Student*	Free of charge
Options	Get Together (May 29) (On-site only)	3,000 yen (ca. 20USD)
	Abstract book**	4,000 yen (ca. 27USD)

* For Allied Health Professionals, Trainees, Graduate Students (Master & Ph.D.), and Undergraduate Students

Your status must be certified. An official supportive letter from the institution, signed by the head of the department confirming your status, or a valid status ID card must be uploaded to the registration system. For confirmation purpose, the official documents submitted should be in English.

* For International Undergraduate Students Staying in Japan

If you are not an awardee of the Travel Grant and did not conduct early bird registration, you will be able to register onsite for free. Please have your registration ID number (if you have preregistered) and your student ID card with you.

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

II. How to Participate

1. For Travel Grant Recipients

Please visit the Financial Room to claim your travel grant after completing your presentation (Please note that all oral and poster presenters must participate in their respective Q&A and general discussion as these are considered part of the presentation.).

[Financial Room]

Location: G505, Glass Building /5 floor, Tokyo International Forum

Opening Hours:

May 29 (Wed.)	May 30 (Thu.)	May 31 (Fri.)	June 1 (Sat.)
17:00~19:00	9:00~19:30	9:30~19:00	9:30~15:30

2. For Onsite Participants

The 65th JSN Meeting & AOCN 2024 employs the same online registration system for “Early Bird Registration” and “Regular and Onsite Registration.” To prevent congestion at the reception desk, please register through the online registration system on the 65th JSN Meeting & AOCN 2024 website in advance if possible.

[Reception Desk]

Location: Lobby Gallery, G Block /B1 floor, Tokyo International Forum

Opening Hours:

May 29 (Wed.)	May 30 (Thu.)	May 31 (Fri.)	June 1 (Sat.)
8:00~17:00	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.

The online participant registration system is available twenty-four (24) hours until 15:00, Saturday, June 1 (JST).

[Ticketing Procedures]

All on-site participants (early bird and regular registrants) are required to have their name cards issued at the registration desk. **Congestion at the ticketing terminals**

is expected for the time before the morning programs begin, so please come and finish the procedures early.

[Method of Ticketing]

The “Registration Confirmation” QR code is 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. When you present the QR code to the ticketing terminal located at the reception desk, the following items will be issued, according to the information you have registered.

- Registration Confirmation (i.e., your Name Card)
- Get Together ticket (if you have registered)

[To Participants Who Have Not Registered]

Computers connected to the registration system will be available at the venue during the 65th JSN Meeting & AOCN 2024. Since the number of computers is limited, it is recommended that you register in advance through the online registration system on the 65th JSN Meeting & AOCN 2024 website. 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 applications at the onsite reception desk (Get Together, Abstract Book) can be made in cash only.

3. For Online Participants

[Regarding sessions that are available online]

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 live streaming for a maximum of three (3) venues per day for the designated program sessions, such as symposia, which will consist mainly of sessions in English. Please note that there is no plan for live streaming of the general programs (including oral presentations and poster sessions), the medical staff programs, and the student and intern programs. For details regarding the live-streaming sessions, please check the 65th JSN Meeting & AOCN 2024 website.

2) On-demand streaming:

During an approximately one-month period from after the meeting concludes until the end of June, lecture videos recorded during the meeting or submitted by the speakers will be released on a designated site for online viewing. At this meeting,

there will be no on-demand streaming of the general programs (including the oral presentations and the poster sessions), the medical staff programs, and the 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 video to be released may not be the data recorded during the meeting, but previously submitted by the speakers.
- * On-demand streaming is available to all registered attendees.
- * Please note that no specialist credits will be awarded for viewing the on-demand streaming alone.

[Online participation certificate]

Only those whose Web Viewing Site history during the 65th JSN Meeting & AOCN 2024 is confirmed can download their Certificate of Participation from “My Page” on the Web Viewing Site approximately two weeks after the meeting. Please be sure to download the certificate (in PDF format) by Sunday, June 30, 2024, and store it properly.

III. Boxed Lunches

(For Invited Speakers and Non-member Participants of Foreign Nationality and JSN Overseas Members only)

Boxed lunches will be available daily at the boxed lunch desk during the meeting. Please note that the number of vegetarian boxed lunches is limited on a first-come-first-served basis.

[Boxed Lunch Desk]

Location: Lobby Gallery, G Block /B1 floor, Tokyo International Forum

Opening Hours:

May 29 (Wed.)	May 30 (Thu.)	May 31 (Fri.)	June 1 (Sat.)
11:30~13:00	11:30~13:00	11:30~13:00	11:30~13:00

* Please present your boxed lunch ticket at the boxed lunch desk.

IV. Sponsored Seminar

1. For Onsite Participants

No tickets are required to participate in the 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 65th JSN Meeting & AOCN 2024 website for details.

V. Abstract App • Online Abstract Search System

The 65th JSN Meeting & AOCN 2024 has a free mobile phone app, allowing participants to search for and access abstracts and register their own schedules.

Release date: Mid-May 2024

○App version

•Name of the App: NEURO65

•How to download the app

Please search for “NEURO65” on the App Store or Google Play, or use the following QR code to download the app.

■ App Store



<https://confit-sfs.atlas.jp/customer/neurology2024/ios.html>

■ GooglePlay



<https://confit-sfs.atlas.jp/customer/neurology2024/Android.html>

•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 65th JSN Meeting & AOCN 2024 website

(<https://www.neurology-jp.org/neuro2024/aocn2024/>)

* Internet access is required to use this service.

* Registered schedules can be synchronized between the app and the web system from “Settings” in the app version.

Password required to view abstracts:
japan

VI. For Chairs of International Sessions and Oral Presentations

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

VII. For Invited Speakers in International Sessions and Speakers of Oral Presentations

1. All speakers (including those using their own PC) are requested to stop by the PC Reception Desk to submit their presentation data at least 60 minutes before their session. If you present in the earliest morning session on the second day or later, please submit your data on the previous day.

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 at the front right corner of 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 strictly adhere to the presentation time.

O, AO, AOe, MSO: 15 minutes (Presentation: 10 min, Q&A: 5 min.)

StO-01: 10 minutes (Presentation: 7 min, Q&A: 3 min.)

StO-02~05: 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

(AO: Oral Presentation Award Session,

AOe: Oral Presentation Award Session for the International Participants,

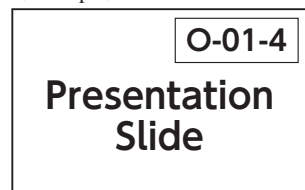
X. About Creation and Submission of Presentation Data

1. PC Projectors will be used for presentations. Please see the details below.
 - 1) Only computers with Windows 10 OS are provided at the 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, a mouse, and a clicker are provided on the podium. Speakers should operate the peripheral devices for PowerPoint 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 before the meeting to prevent any technical issues that may arise between the Windows and Macintosh operation systems. 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 at least 60 minutes before your session to submit your presentation data.
 - 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 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 upper right of every slide in your presentation. (See the illustration on the right.)
 - * You can confirm your program number on the 65th JSN Meeting & AOCN 2024 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)



3. Conflict of Interest (COI) disclosure

- At the 65th JSN Meeting & AOCN 2024, all speakers are requested to disclose all conflicts of interest (COI).

- 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. Please refer to the format of the COI slides (Form 4-A), (Form 4-B), and (Form 4-C) below.
- Please visit the Japanese Society of Neurology website for more detailed policies and templates.

(Form 4-D)

If there is no state of conflict of interest requiring disclosure

or

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

Name of Lead Presenter: XXXXX XXXXX

or

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

(Form 4-E)

If there is a state of conflict of interest requiring disclosure

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

Name of Lead Presenter: XXX XXXXX

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

1) Advisor:	XXXXXXXX Pharmaceutical Industries
2) Stock ownership/capital gain:	XXXXXXXX Pharmaceuticals
3) Patent royalties:	XXXXXXXX Pharmaceutical Industries
4) Honoraria:	XXXXXXXX Pharmaceuticals
5) Writing fees:	XXXXXXXX Pharmaceutical Industries
6) Grants for commissioned/joint research:	XXXXXXXX Pharmaceutical
7) Scholarship grants:	XXXXXXXX Pharmaceuticals
8) Endowed chair:	XXXXXXXX Pharmaceutical
9) Gifts or other forms of compensation:	XXXXXXXX Pharmaceutical Industries

(Form 4-F) 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.)

1) Advisor:	XXXXXXXX Pharmaceutical Industries
2) Stock ownership/capital gain:	XXXXXXXX Pharmaceuticals
3) Patent royalties:	XXXXXXXX Pharmaceutical Industries
4) Honoraria:	XXXXXXXX Pharmaceuticals
5) Writing fees:	XXXXXXXX Pharmaceutical Industries
6) Grants for commissioned/joint research:	XXXXXXXX Pharmaceutical
7) Scholarship grants:	XXXXXXXX Pharmaceuticals
8) Endowed chair:	XXXXXXXX Pharmaceutical
9) Gifts or other forms of compensation:	XXXXXXXX Pharmaceutical Industries

4. Data Submission

[If you bring your data on a USB flash drive]

- Please ensure that your presentation will display correctly on the systems with the following specifications;
 - OS: Windows 10
 - Software: PowerPoint 2019/2021
 - Monitor screen size: Wide XGA (16:9)
- 1) Fonts
 - Please use standard fonts of 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 the session rooms.
- 2) Movies
 - If you embed videos in your PowerPoint presentation data, please also bring the video files that can be played using the codecs in Windows Media Player's default settings. MP4 format is recommended. Please save the video data together in the same folder to maintain the links with PowerPoint.

3) Images

Please ensure images in your presentation data are in JPEG/TIFF/BMP format. Do not include images in the standard Macintosh PICT format.

4) Graphs

To create graphs, please use standard PowerPoint functions or Excel graphs. If you use other software, please paste the exported graph data into an image format described in the “Images” section above.

5) Anti-Virus Check

Please check the files using the latest anti-virus software before submitting them to the PC Reception Desk.

6) Data

All speakers are requested to submit their presentation data to the PC Reception Desk. The data will be temporarily stored on the server at “PC Reception” and on the computers at the venue, and will be deleted after the conference.

[If you bring 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 cable. 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; you **MUST** bring one if needed.
- 3) Please turn off beforehand the modes that will hinder presentation, such as the screen-saver and energy-saving modes.
- 4) You should have your data backed up in case of computer trouble.
- 5) After having your computer/presentation data checked at the PC Reception Desk, please bring your computer to the operation desk 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, the mouse, and the clicker on the podium that the Secretariat provides to operate your slides. Please remember to get your laptop back from the operation desk after your presentation.
- 6) Please check your laptop using the latest anti-virus software before bringing it to the PC Reception Desk.

5. PC Reception Desk

All speakers must 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. Please submit your presentation data on the day before your session if possible.

[PC Reception Desk]

Location: Lobby Gallery, G Block /B1 floor, Tokyo International Forum

Opening Hours:

May 29 (Wed.)	May 30 (Thu.)	May 31 (Fri.)	June 1 (Sat.)
8:00~17:00	7:00~19:30	7:00~16:00	7:00~15:00

6. On-Demand Streaming

There will be no on-demand streaming of the free paper presentations.

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 for the Q&A and General Discussion. When all presentations are finished, the individual Q&A will start. Also, **the General Discussion is considered part of your presentation**, so please do participate in the General Discussion. Please follow the chairs' instructions and adhere to the presentation time.

2. Schedules for Poster Presentations

[Poster Presentation Schedule]

(Pe, Pj, AP, APe)

	May 29 (Wed.)	May 30 (Thu.)	May 31 (Fri.)	June 1 (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	12:00~17:45	12:00~17:15	12:00~13:15
Presentation/ Discussion	17:20~18:40	17:45~19:05	17:15~18:35	13:15~14:35
Poster Removal	18:40~19:10	19:05~19:35	18:35~19:05	14:35~15:00

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

Note: Posters for the general outstanding programs (AP-01, AP-02, Ape-01) will be displayed until the last day of the conference. Please keep the posters (AP-01, AP-02, Ape-01) where they are.

3. How to Read a Program Number

【Example】“Pe-01-5”

Pe: Presentation in English

01: Session No.

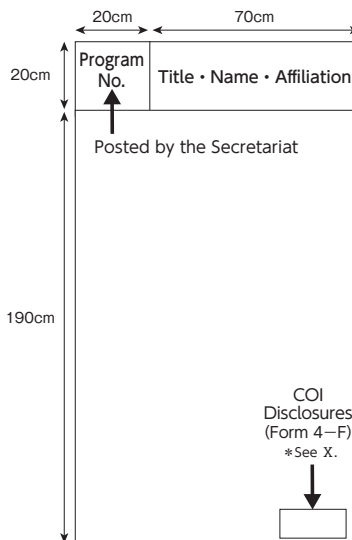
5: 5th presentation in the session

(Pj: Japanese Poster Session,
AP: Poster Presentation Award
Session,

APe: Poster Presentation Award
Session for the International
Participants,

StP: Student Poster Session,

MSP: Medical Staff Poster 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 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) In a large, easy-to-understand manner, the posters should present the Main Points, Purpose, Methods, Results, and Discussion, all in that order.
- 6) The text should be written in a large font that can be read from two to three meters away, while the diagrams should be at least 20 cm on one side and include a title and a brief explanation.
- 7) Whether or not a speaker has conflicts of interest (COI), they must include their COI disclosure on the poster. For more details, please refer to Section X-3 above. 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 one 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. Please refer to the 65th JSN Meeting & AOCN 2024 website for more details.

5. On-Demand Streaming

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

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 will be presented at the Get Together or the Closing Ceremony, respectively:

Get Together

Date & Time: May 29 (Wed.), 2024 19:00~

Venue: Room 2 & 3 (Hall B7, B Block, 7F, Tokyo International Forum)

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

Closing Ceremony

Date & Time: June 1 (Sat.), 2024 17:00~17:10

Venue: Room 1 (Hall C, C Block, 4F, Tokyo International Forum)

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