

# Participant Guidelines

## I . Registration for Participation

### 1. Request for Early Bird Registration

The 66<sup>th</sup> JSN Meeting employs the same online registration system for “Early Bird Registration” and “Regular and Onsite Registration.” If possible, **please register to participate through the online registration system on the 66<sup>th</sup> JSN Meeting website in advance** to prevent congestion at the reception desk.

#### [Registration Period]

Early Bird Registration:

Tuesday, October 1, 2024 (JST) - 17:00, Monday, April 14, 2025 (JST)

Regular and Onsite Registration:

Noon, Monday, April 21, 2025 (JST) - 15:15, Saturday, May 24, 2025 (JST)

\* Please note that the online registration system will close at 15:15 (JST) on Saturday, May 24, 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 15:15 (JST), and no new registrations will be accepted.

\* Credit card payment only.

#### [Registration Fees]

#### Registration Fees (Yen)

	Category	Regular rate Noon, April 21 - 15:15, May 24, 2025 (JST)
Member	JSN Overseas Membership	18,000 yen (ca. 128 USD)
Non-member	Doctor / Researcher	21,000 yen (ca. 140 USD)
	Medical Industry Professional	26,000 yen (ca. 185 USD)
	Allied Health Professional*	8,000 yen (ca. 57 USD)
	Trainee* / Graduate Student* (Master & Ph.D. Student)	3,000 yen (ca. 22 USD)
	Undergraduate Student*	Free of charge
Options	Get Together (May 21) (On-site only)	3,000 yen (ca. 22 USD)
	Abstract Book**	4,000 yen (ca. 29 USD)

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

Your status must be certified. An official support letter from your institution, signed by the head of the department confirming your status, or a valid student ID card must be uploaded to the registration system. For confirmation purposes, 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 have not conducted early bird registration, you can register onsite for free. Please bring your registration ID number (if you have preregistered) and your student ID card.

\*\* 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: Conference Room 501/5<sup>th</sup> floor, Osaka International Convention Center

Opening Hours:

May 21 (Wed.)	May 22 (Thu.)	May 23 (Fri.)	May 24 (Sat.)
17:00~19:00	9:30~19:30	9:30~19:00	9:30~15:30

### 2. For Onsite Participants

The 66<sup>th</sup> JSN Meeting 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 66<sup>th</sup> JSN Meeting website in advance, if possible.

#### [Reception Desk]

Location: Plaza (Entrance Hall)/1st floor, Osaka International Convention Center

Opening Hours:

May 21 (Wed.)	May 22 (Thu.)	May 23 (Fri.)	May 24 (Sat.)
8:00~17:00	7:00~17:00	7:00~17:00	7:00~15:15

\* 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, May 24 (JST).

#### [Ticketing Procedures]

All on-site participants (early bird and regular registrants) are required to have their name cards issued at the overseas 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 at the ticketing terminal at the reception desk, the following items will be issued based on the information you provided.

- 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 66<sup>th</sup> JSN Meeting. However, as the number of computers is limited, it is recommended that you register in advance through the online registration system on the 66<sup>th</sup> JSN Meeting website. Please note that payments can only be made via credit card.

### **[Attention]**

- Please note that participants without a name card will not be permitted to enter the venue.
- Payments for additional items (such as the Get Together and Abstract Book) at the onsite reception desk can only be made in cash.

## **3. For Online Participants**

### **[Regarding sessions that are available online]**

#### **1) Live streaming:**

At this meeting, programs have been put together on the principle of onsite participation. 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. Please check the 66<sup>th</sup> JSN Meeting website for details regarding the live-streaming sessions.

#### **2) On-demand streaming:**

During an approximately one-month period from after the meeting concludes until the middle of July, 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 later.

- \* The video to be released may not be the data recorded during the meeting but was 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 66<sup>th</sup> JSN Meeting 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 Thursday, July 31, 2025, 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: 6<sup>th</sup> floor, Osaka International Convention Center  
Opening Hours:

May 21 (Wed.)	May 22 (Thu.)	May 23 (Fri.)	May 24 (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 66<sup>th</sup> JSN Meeting website for details.

## V. Abstract App • Online Abstract Search System

The 66<sup>th</sup> JSN Meeting offers a free mobile app that enables participants to search for abstracts, view them, and create personalized schedules. Alternatively, you can access the abstract search system online via our website. Please feel free to choose the option that best suits your needs.

Additionally, please note the following:

- \* The “Bookmark” feature is available on both the app and web versions. However, **there is no integration between the two versions.**
- \* Features such as “Like” for preferred presentations, “Comments on presentations,” and “Presentation notes” are not available.

Release date: Early May 2025

### ○App Version

- App Name: Confit - Conference App
- How to Download: Search for “Confit - Conference App” on the App Store or Google Play, or access the QR code or URL below to download the app.
- When you open the “Confit - Conference App,” a list of conferences will be displayed.

Search for “neuro2025” or “66<sup>th</sup> Annual Meeting of the Japanese Society of Neurology,” tap the corresponding icon, and download the data.

#### ■ App Store



<https://apps.apple.com/br/app/confit-conference-app/id6636473007?l=en-GB>

#### ■ GooglePlay



<https://play.google.com/store/apps/details?id=jp.atlas.confitepub2&hl=en>

- 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 66<sup>th</sup> JSN Meeting website at <https://www.neurology-jp.org/neuro2025/en/>.

\* 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:  
osaka

## **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: 2<sup>nd</sup> 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, MSO: 15 minutes (Presentation: 10 min, Q&A: 5 min.)  
StO-01: 10 minutes (Presentation: 7 min, Q&A: 3 min.)  
StO-02~06: 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: 4<sup>th</sup> presentation in the session

(AO: Oral Presentation Award Session,

MSO: Medical Staff Oral Presentation,

StO: Student Oral Presentation)

## X. About Creation and Submission of Presentation Data

### 1. PC Projectors will be used for presentations. Please see the details below.

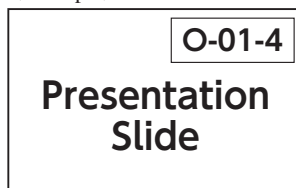
- 1) Only computers with Windows 10 OS are provided at the venue.
- 2) Please bring your presentation data on a USB flash drive to the PC Reception Desk. As a precautionary measure, we recommend that you double-check beforehand to see if the data stored on the USB drive works properly on a different PC.
- 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 operating 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. If you plan to use your own PC for your presentation, after checking in at the PC Reception Desk, please bring your PC to the operator's desk in your session room, located near the next speaker's seat, at least 15 minutes before your session. Your screen will be mirrored at the operator's desk, so please use the monitor, mouse, and clicker provided by the Congress Secretariat to control your slides.  
After your presentation, your PC will be returned to you at the operator's desk. Please ensure that you retrieve it before leaving the session room.
- 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 66<sup>th</sup> JSN Meeting 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 66<sup>th</sup> JSN Meeting, 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

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

*Name of Lead Presenter: XXXXX XXXXX*

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:	XXXXXX Pharmaceutical Industries
2) Stock ownership/capital gain:	XXXXXX Pharmaceuticals
3) Patent royalties:	XXXXXX Pharmaceutical Industries
4) Honoraria:	XXXXXX Pharmaceuticals
5) Writing fees:	XXXXXX Pharmaceutical Industries
6) Grants for commissioned/joint research:	XXXXXX Pharmaceutical
7) Scholarship grants:	XXXXXX Pharmaceutical
8) Endowed chair:	XXXXXX Pharmaceutical
9) Gifts or other forms of compensation:	XXXXXX 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:	XXXXXX Pharmaceutical Industries
2) Stock ownership/capital gain:	XXXXXX Pharmaceuticals
3) Patent royalties:	XXXXXX Pharmaceutical Industries
4) Honoraria:	XXXXXX Pharmaceuticals
5) Writing fees:	XXXXXX Pharmaceutical Industries
6) Grants for commissioned/joint research:	XXXXXX Pharmaceutical
7) Scholarship grants:	XXXXXX Pharmaceuticals
8) Endowed chair:	XXXXXX Pharmaceutical
9) Gifts or other forms of compensation:	XXXXXX 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 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 an HDMI cable (Type A).

Please note that the mini D-sub 15-pin cable cannot be used.

- 3) Please turn off the modes that will hinder presentation beforehand, 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. If possible, please submit your presentation data on the day before your session.

### 【PC Reception Desk】

Location: 5<sup>th</sup> floor, Osaka International Convention Center

3rd floor, RIHGA Royal Hotel Osaka

Opening Hours:

May 21 (Wed.)	May 22 (Thu.)	May 23 (Fri.)	May 24 (Sat.)
8:00~17:00	7:00~19:30	7:00~16:00	7:00~15:15

## 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.)

30 min. (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 21 (Wed.)	May 22 (Thu.)	May 23 (Fri.)	May 24 (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	12:00～17:25	12:00～17:15	12:00～13:30
Presentation/ Discussion	17:20～18:40	17:25～18:45	17:15～18:35	13:30～14:50
Poster Removal	18:40～19:10	18:45～19:15	18:35～19:05	14:50～15:20

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

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: 5<sup>th</sup> presentation in the session

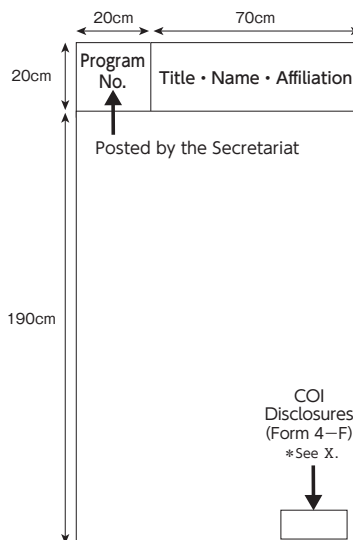
(Pj: Japanese Poster Session,

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 66<sup>th</sup> JSN Meeting 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 21 (Wed.), 2025 19: 00~

Venue: Room 13-15 (3F Korin, RIHGA Royal Hotel Osaka)

<p>The Best Oral Presentation Award (Clinical Study/Basic Research)</p> <p>The Best Poster Presentation Award (Clinical Study/Basic Research)</p> <p>The Best Presentation Award of the International Participants</p>
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### Closing Ceremony

Date & Time: May 24 (Sat.), 2025 17:15~17:30

Venue: Room 1 (Large Hall, 5F, Osaka International Convention Center)

[ The Best Presentation Award for Medical Staff

The Best Oral/Poster Presentation Award for Students and Junior Residents ]