



The APASL 2024 Kyoto

Information for Speakers of Oral Free Papers

Dear Presenters,

We would like to say thank you for your abstract submission.

The APASL 2024 Kyoto will be held on Wednesday, March 27 through Sunday, March 31 as a hybrid meeting.

We would like to send the following information. Thank you for your understanding and cooperation.

Organizer, APASL 2024 Kyoto

Instruction for speakers

The conference program will be presented as a hybrid style meeting.

[Presentation Time]

Oral Free Paper: 9 minutes (7 minutes presentation, 2 minutes discussion)

or 7 minutes (5 minutes presentation, 2 minutes discussion)

*Allotted Presentation time will be announced individually by secretariat.

Case Report: 7 minutes (5 minutes presentation, 2 minutes discussion)

After presentation, the discussion time (a question-and-answer session) will be held according to the moderator's instructions.

[Disclosure of COI]

Regarding the disclosure of conflicts of interest on the second slide, please include one of the slides such as follows.

 <p>Disclosure of Conflict of Interest</p> <p>We have nothing to declare for this study.</p> <p>If there is no COI</p>	 <p>Disclosure of Conflict of Interest</p> <p><Examples></p> <ul style="list-style-type: none"> ◆ This study was supported in part by the a research grant from XXX corporation, Kyoto, Japan. ◆ Authors AA and BB are employee of XXX corporation, Tokyo, Japan. ◆ Device (Product name) used in this study was provided by XXX corporation, Osaka, Japan. <p>If there is (are) COI</p>
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For those who will participate at the onsite venue

Please kindly follow the instructions as below.

- Please complete your registration of presentation data at the Data Pre-View Desk by 30 min. before your presentation time.
- Please be seated at the “next speaker’s seat” at least 10 minutes before your presentation. The seat will be located forward near the podium.
- The slides which you have submitted in advance for the presentation are prepared on the computer of the podium. Please operate the slides by yourself.
- Please note that the “presenter tool” is not available.

The open hours of Data Pre-View Desk are as follows.

March 27 (Wed)	March 28 (Thu)	March 29 (Fri)	March 30 (Sat)	March 31 (Sun)
7:00-18:00	7:00-18:00	7:00-18:00	7:00-18:00	7:00-12:00

- The PC will set at the podium is OS: Windows 10 (PowerPoint: 2013, 2021).
- Because of the hybrid style conference system will be situated in the venue, please do not use your own PC for your presentation. We ask your understanding and cooperation.
- Please bring your data by USB memory stick, CDR, or DVDR (Disk at Once).
- Backup data by another media should be kept by presenter.
- If you bring your movies by data file, please prepare the file which can be played by standard Windows Media Player.
- The projector’s screen resolution is set for hybrid style (Zoom Webinar). Therefore, it will be suitable for both 16:9 Full HD and 4:3 XGA. Please make your PPT data at your preferable size.

For those who will attend online

An invitation email containing information about the login will be sent to the presenters/moderators who will participate online through the Zoom system. The login URL will be included in the invitation email. If you will not receive the invitation link until March 20, 2024, please contact secretariat.

- Please join Zoom at least 20 minutes before your session begins.
- Please turn on the microphone and the camera only when you are speaking.
- The moderator will introduce the presenter at the beginning of each presentation.
- Please start your presentation after introduction sharing slides by your side.
- If you prefer to show your recorded lecture, please submit your video by MP4 file before February 20, 2024 to the congress secretariat. The secretariat will start the presentation video. In principle, you do not have to share your presentation by yourself at that time muting your microphone, however after the presentation video, please join the discussion with camera and microphone on.

- After finishing the presentation, online viewers will send textual questions to the Q & A column, so please follow the moderator's instructions and answer those questions.

[Preparation]

In order to avoid problems during the presentation, please record your presentation (PowerPoint presentation with narration) in advance and submit the MP4 file (**PowerPoint presentation with narration data converted to MP4 or Recorded movie data MP4**) to the congress secretariat. Submission final deadline: **Tuesday, February 20, 2024**

Submission method: Please upload the data at the following uploading site,

APASL Upload Site: <https://midea-gd.net/ASfulSystem/index.php>

If you have any difficulty to upload from above site, please use other common upload site, such as “firestorage” <https://firestorage.com/> “WeTransfer” <https://wetransfer.com/> and so on, and inform the secretariat the download URL and password (if any).

The fonts that come standard with Microsoft PowerPoint (e.g. Times New Roman or Arial) are recommended.

[Request for Test Connection]

We cordially request that you spend some time on conducting a test connection with us through Zoom.

Please try to join the webinar through invitation link which will be sent by Zoom system, to make sure you are able to join the webinar smoothly. Test connection available hours will be announced via The APASL 2024 Kyoto website <https://www.apasl2024kyoto.org/> in due course.

[Precautions]

The organizer cannot handle problems such as computer operation, internet connection, video connection, and audio connection. Please solve such problems by yourself. We recommend the following environment.

- PC with as much memory as possible (CPU i5 or more, memory 8 Giga or more).
- Please connect to the Internet via a wired LAN line.
- The fonts that come standard with Microsoft PowerPoint (e.g. Times New Roman or Arial) are recommended.

Zoom, which is an online conference system, will be used for this conference. Security checks are carried out using IDs and passwords, however caution is required when using public systems. Please note the following.

- Do not post, modify, distribute or reproduce copyrighted material, trademarks, portrait rights or other property rights in any way without the prior written consent of the owners of these property rights.
- Regarding citations, please specify the source of the citation.
- Please exert caution regarding the protection of personal information such as name, age, surgery date, etc. This could lead to the identification of an individual.
- Please pay particular attention to images and videos that may be considered problematic when viewed by the public at this conference.

- Recording of screens and images are strictly prohibited.
- It is prohibited to transfer or share the ID and password. The organizer cannot be held responsible for any problems related to this.
- The internet fee at this online conference will be borne by each attendant.

About On-demand presentation

- The recorded lectures and discussion will be distributed on-demand from The APASL 2024 Kyoto website <https://www.apasl2024kyoto.org/> after the conference.
- The viewing period is scheduled to be from Wednesday, April 10 through Tuesday, April 30, 2024.

If you have any questions, please contact the secretariat below.

We would like to thank you all for your cooperation.

Contact: APASL 2024 Kyoto Congress Secretariat

Email: info@apasl2024kyoto.org

Tel: +81-3-6380-0102 Fax: +81-3-6380-0103

URL: <https://www.apasl2024kyoto.org/>