

## Information for Chairs and Speakers

### To Session Chairs

1. Please arrive at your assigned session room at least 15 minutes before the session begins, and check in with the staff at the operation desk (located at the front right side of the room) responsible for timekeeping and session management.
2. The moderation of the session is entrusted to the chairpersons.
3. To ensure the smooth progress of the program, we kindly ask that you adhere strictly to the allocated session time.

### To Presenters (Oral Presentations)

#### 1. Guidelines

Presentations must be delivered using a PC-based slide presentation.

Please complete data registration and a technical check at the PC Preview Desk at least 30 minutes before your presentation.

Please be seated in the Next Speaker's Seat inside the session room at least 15 minutes before your presentation begins.

#### 2. Presentation Time

Please strictly adhere to the allocated presentation time to ensure the smooth progress of the program.

| Session Title                                | Presentation Time | Q&A Time | General Discussion |
|--|-------------------|----------|--------------------|
| Special Lecture                              | 50 min            | 10 min   | None               |
| Symposium 1-6                                | 17 min            | 5 min    | None               |
| Night session                                | 8 min             | 1 min    | 24 min             |
| Industry-Academia<br>Collaboration Symposium | 10 min            | 5 min    | None               |
| Sponsored Symposium 1                        | 15min             | 5min     | 10min              |
| Sponsored Symposium 2                        | 10min             | 5min     | None               |
| Educational Lecture                          | 30 min            | 10 min   | None               |
| Oral Presentations                           | 9 min             | 3 min    | None               |

#### 3. PC Preview Desk

Please complete your check-in at the PC Preview Desk at least 30 minutes before your presentation. The desk is located in front of Room 1 (2nd Floor, Foyer outside the Medium Hall).

\* If you are scheduled to present on the morning of Saturday, March 21, please complete your check-in on the previous day if possible.

Location: In front of Room 1 (2nd Floor, Foyer outside the Medium Hall)

Hours: March 20 (Friday) : 8:30 – 19:30

March 21 (Saturday) : 8:30 – 15:30

#### 4. Aspect Ratio

The aspect ratio for projected presentations is 16:9.

#### 5. Presentation Format

- \* Oral presentations must be delivered using PC-based slides.
- \* Please prepare your presentation using Microsoft PowerPoint.
- \* If you are using a Windows PC, please bring your data on a USB flash drive.
- \* If your presentation includes video content or you are using a Macintosh, please bring your own laptop.
- \* The Presenter View feature cannot be used.

#### **[Notes on Bringing Presentation Media]**

- \* Please bring your presentation data on a USB flash drive.
- \* The conference PCs will be equipped with Windows 11 and Microsoft PowerPoint (Office 365 version).
- \* Use only standard system fonts (e.g., Arial, Times New Roman) to avoid display issues.
- \* If your presentation includes linked files (e.g., images, graphs), be sure to save all linked files in the same folder as your presentation. Please verify that your presentation works properly on a computer other than the one used to create it.
- \* During your presentation, you will operate the slides yourself using a mouse connected to the podium monitor.
- \* All presentation data submitted to the PC Preview Desk will be securely deleted after the conference.

#### **[Notes for Presenters Using Their Own Laptop]**

- \* Please ensure that your laptop has a working HDMI output. If your device uses a different type of output port, you must bring your own conversion adapter (e.g., USB-C to HDMI).
- \* Don't forget to bring your AC power adapter.
- \* Please note that we cannot guarantee proper operation for iPads, Surface devices, or other tablet PCs.
- \* As a precaution, please bring a backup copy of your presentation on a USB flash drive.
- \* After confirming that your laptop functions properly, please submit it to the PC operator (next to the Next Speaker's Seat) at least 15 minutes before your session.
- \* During your presentation, you will operate your slides using a mouse connected to the podium monitor.
- \* To ensure smooth session flow, the Presenter View feature in PowerPoint cannot be used.
- \* After your presentation, please promptly retrieve your laptop from the PC operator's desk in the session room.

## To Presenters (Poster Presentations)

1. The poster session will be held in Exhibition Hall B on the 1st floor.

### 2. Presentation Format

There will be no chairperson-led facilitation during the poster sessions. Presenters are kindly requested to stand by their posters and present directly to attendees during the session.

Please note that no specific attendance time is designated, but presenters should remain near their posters during the scheduled session time.

Poster Session 1 (Odd-numbered abstracts): Friday, March 20, 10:45 – 12:15

Poster Session 2 (Even-numbered abstracts): Saturday, March 21, 10:45 – 12:15

### 3. Poster Mounting and Removal Times

Please follow the schedule below for mounting and removing your poster:

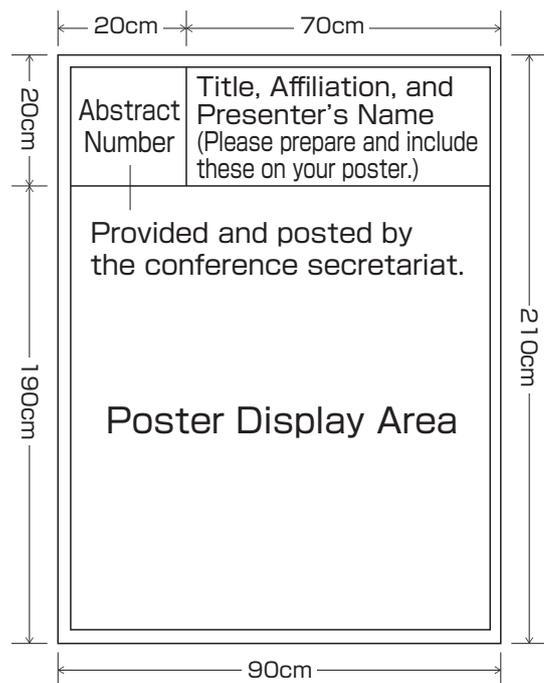
Mounting: Friday, March 20, 8:30 – 10:30

Removal: Saturday, March 21, from the end of the poster session until 16:00

※ Posters that are not removed by the designated time will be disposed of by the conference secretariat.

### 4. Poster Display Instructions

- ① The poster panel dimensions are as shown in the diagram.  
The abstract number will be prepared and posted by the conference secretariat.
- ② Please prepare your poster to include the title, presenter's name, affiliation, and presentation content, excluding the abstract number.
- ③ If your poster extends below the bottom edge of the panel, please ensure that it does not touch the floor.
- ④ Push pins will be provided in a paper cup attached to each panel. Please use only the pins provided.



## To Early Career Researcher Award Candidates

The presentations for the Early Career Researcher Award will take place on Friday, March 20, the first day of the conference. Your oral presentation will be evaluated by the Program Committee, and the final awardees will be selected based on the content of the presentation.

The award announcement will be made during the Award Ceremony on Saturday, March 21, at 17:15. All candidates are kindly requested to remain at the venue until the award ceremony begins.

## Disclosure of Conflict of Interest (COI) in Presentations

For all presentations at the 28th Annual Meeting of the Japan Human Brain Mapping Society, please indicate whether you have any Conflict of Interest (COI) to disclose.

This statement should appear at the bottom of the first slide of your presentation (the slide displaying the title, presenter's name, etc.). The format of the disclosure is flexible, and presenters may use any style they prefer.

### [Sample Slide for COI Disclosure]

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|--|
| <p><b>If there is no state of conflict of interest requiring disclosure</b></p> <p><b>The 28th Annual Meeting of Japan Human Brain Mapping Society (JHBM)</b><br/> <b>COI Disclosure</b></p> <p><i>Name of Lead Presenter: XXXXX XXXXX</i></p> |
| <p><b>There are no companies, etc. in a relation of conflict of interest requiring disclosure in relation to the presentation.</b></p>   |

|  |                                  |                                  |                                  |                        |                      |                                  |               |                        |                  |                                  |  |                       |                        |                        |                   |                       |  |                                  |
|--|----------------------------------|----------------------------------|----------------------------------|------------------------|----------------------|----------------------------------|---------------|------------------------|------------------|----------------------------------|--|-----------------------|------------------------|------------------------|-------------------|-----------------------|--|----------------------------------|
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| <p>Companies, etc. in a relation of conflict of interest requiring disclosure in relation to the presentation:<br/>         (*Indicate "None" if not applicable.)</p> <table> <tr> <td>1) Advisor:</td> <td>XXXXXX Pharmaceutical Industries</td> </tr> <tr> <td>2) Stock ownership/capital gain:</td> <td>XXXXXX Pharmaceuticals</td> </tr> <tr> <td>3) Patent royalties:</td> <td>XXXXXX Pharmaceutical Industries</td> </tr> <tr> <td>4) Honoraria:</td> <td>XXXXXX Pharmaceuticals</td> </tr> <tr> <td>5) Writing fees:</td> <td>XXXXXX Pharmaceutical Industries</td> </tr> <tr> <td>6) Grants for commissioned/joint research:</td> <td>XXXXXX Pharmaceutical</td> </tr> <tr> <td>7) Scholarship grants:</td> <td>XXXXXX Pharmaceuticals</td> </tr> <tr> <td>8) Endowed chair:</td> <td>XXXXXX Pharmaceutical</td> </tr> <tr> <td>9) Gifts or other forms of compensation:</td> <td>XXXXXX Pharmaceutical Industries</td> </tr> </table> | 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 |
| 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 |                                  |                                  |                        |                      |                                  |               |                        |                  |                                  |  |                       |                        |                        |                   |                       |  |                                  |