Information for Chairpersons (Conveners)

1．**Arrival**

Please come to the next chairperson's seat located at front in the right of the presentation room by 15 minutes prior to the start time.

2．**Proceeding sessions and Timing**

Session chairs are expected to ensure each presenter's allotted presentation time.

For All Presenters: Disclosure of Conflict of Interest (COI)

1．**No relationship to disclose**

A slide with following statement must be displayed after the title slide.

> COI Disclosure: Japanese Society for Bacteriology
>
> I have no relationship to disclose related to the presentation.

2．**Relationships requiring disclosure exist**

A slide with following statement must be displayed after the title slide.

> COI Disclosure: Japanese Society for Bacteriology
>
> First author: ○○ ○○
>
> Principal Investigator: ○○ ○○
>
> I have following relationship to disclose in accordance with the rule on
>
> COI by Japanese Society for Bacteriology.
>
> Funded research/ Collaborative research founding from XX

Please visit JSB website (http://jsbac.org/about/coi.html) for more detail information on disclosure.

Information for presenters of Symposia and Workshops

1．**Arrival**

Please come to the "PC Center" 30 minutes prior to your presentations.

[PC Center]

Date & Time: March 19, 8:00–17:30

March 20, 8:00–17:30

March 21, 8:00–15:00

Location: Foyer, Exhibition Bldg., Sendai International Center

2．**For a Next Presenter**

Please come to the next presenter's seat located at front in the left of the presentation room by 15 minutes prior to your speech.

3．**Presentation method**

The only equipment provided for presentation will be a PC projector.

Audio output is not available.

[Windows]

・with your own laptop

・with a USB memory stick

[Macintosh]

・with your own laptop

◆ Notes for whom bringing own laptop

・The OS for the computer in the venue is Windows7.

・If you are using WindowsXP, Windows8, or Macintosh, please bring your own laptop.

・We recommend bringing your own laptop if you have movie files attached to your PowerPoint presentation.

・Please bring a mini D-Sub 15 pin conversion adaptor OR a laptop that fits with the same form as a mini D-Sub 15 pin.

・Please be sure to bring an AC adaptor to the presentation venue in case your laptop's battery runs out.

・Please adjust your laptop setting so it does not revert to screensaver or energy-saving mode during your presentation.

・Please bring a back-up copy of your data on USB memory stick in case your laptop is unable to connect to the projector provided.

◆ Notes for whom bringing a USB memory stick

・The OS and applications for the computer provided for presentations are as follows:

OS: Windows 7

Applications: PowerPoint 2003, 2007, 2010, 2013, 2016

・The fonts of your presentation should be MS(MSP)Gothic, MS(MSP)Mincho, Times New Roman, or Century. Do not use special or downloaded fonts.

・Image resolution is XGA (1024 × 768 pixel). Please set up the images with XGA.

・Windows Media Player is the only software that can be used to play a video data during your presentation.

*The default codecs those are included in Windows Media Player. Using WMV is recommended.

・Do not save any other data than your presentation in the USB memory stick.

・Please run a virus check on your computer in advance.

・Please check your presentation data including images by pasting the data from host/main computer to another computer if the data is shown properly.

・All the copied data will be deleted by organizers appropriately after the meeting ended.

4．**Presentation Time**

Presenters are requested to finish their presentation within the given time.

Information for Poster Presenters

1. **Excellent Presentation Award (Eligibility: students or those who earned their degrees within a year.)**

   This award will be given to the excellent presentations made by those who applied to this award when they submitted abstracts. The selection will be made during the meeting and the awardees will receive commemoratives. The award ceremony is scheduled to be held in the Poster & Exhibition Room on Monday, March 20 from 19:20.
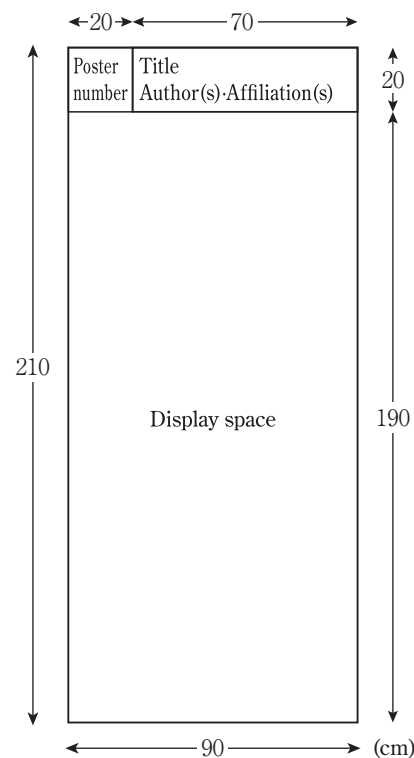
2. **Presentation Room**

   Poster & Exhibition Room, Exhibition Bldg., Sendai International Center

3. **Presentation Method**

   Attach a ribbon on your chest and stand in front of your poster panel during your presentation and discussion time. There will not be a chairperson proceeding the poster sessions. Both ribbon and pushpins will be prepared at each presentation panel.

4. **Poster Presentation Guidelines**

   · Poster Panel Size: Width 90 cm × Height 210 cm
   · Poster number is on the upper left of each panel prepared by the secretariat. Pushpins will be prepared at each presentation panel by the meeting secretariat.
   · Please indicate your presentation title, affiliation(s), author(s) on the right side of the poster number within the size of 70 cm wide × 20 cm high. Please put "o" before the name of presenter. The poster title should be written large enough to be read 5 m away. We recommend you to use the font size bigger than 36-point.
   · The poster text should be written large enough to be read 3 m away. We recommend you to use the font size bigger than 18-point.

5. **Posting, presentation and removal**

   All poster presenters are requested to present two times during the meeting.

Preparing	March 19, 10:00–12:00
Posting	March 19, 12:00– March 21, 12:00
Presentation/ Discussion	[First Time]　　March 19, 17:30–18:30 (60 minutes) [Second Time] March 20, 18:20–19:20 (60 minutes)
Removal	March 21, 12:00–12:30 (must be removed within this time limit)

· Please note that the all poster are removed and disposed by the secretariat after the removal time is over.