

Information for Chairpersons and Presenters

Information for Presenters from overseas

<Flow of the day>

1. Please access Zoom Meeting from the specified URL at the specified time. You will be asked to test Zoom's camcorder, microphone and speakers before the session begins.
 - * The URL of Zoom will be announced about one week before the session.
 - * Please access from a place where communication is stable as much as possible. Wired LAN is recommended.
2. After the test, please keep Zoom connected and wait until the session starts.
3. Please begin your session when it is time. The progress will be managed by the chair, but please adhere to the finishing time.
4. There is no limit to the number of slides, but please be careful to finish in time.
 - * Please give a lecture within the time shown in advance.
 - * There is no timer on Zoom, so please bring your own.
5. Questions from the participants will be delivered via Zoom, so please answer them.
6. Presentations by other speakers will be delivered with slides and audio via Zoom.

<About creating presentation slides>

1. Please create presentation slides in Microsoft PowerPoint 2010/2013/2016/2019. We recommend a slide size of 16:9 (4:3 is also acceptable).
2. The language used for slides should be in English
3. Please disclose the status of conflicts of interest after the title slide based on the detailed rules regarding conflicts of interest (COI) of the Japanese Society of Pharmacokinetics. Please refer to the annual meeting website for the targets and standards to be disclosed and the format of the slides for disclosure.

For Poster Presenters from overseas

Venue: Poster Room 3F 303+304

Set-Up Time: November 8th (Tue.) 8:30-11:00

Presentation Time

Poster Number: Odd, November 8th (Tue.) 17:45-18:45

Poster Number: Even, November 10th (Thu.) 15:45-16:45

Removal Time: November 10th (Thu.) 16:45-17:30

<Poster Exhibition Guidelines>

- ① Please write all poster notice manuscripts in English.
- ② The size of the poster panel is 90 cm (W) x 210 cm (H).
- ③ The subject number (20 cm x 20 cm) is prepared by the secretariat, and is affixed on the upper left end of the poster board.
- ④ Please prepare subject title, including affiliation, author names (presenter name) and the contents to fit 20 cm by 70 cm, and the contents to fit 90 cm (W) x 160 cm (H).
- ⑤ Thumbtacks (Drawing pins) will be prepared by the secretariat. The affixing should be performed using thumbtacks (drawing pins) and should be secured firmly.
 - ※ Please, do not use tape or nails.