

## To Chairpersons and Presenters

### ◆ *Information and request for chairpersons*

Please sit in the seat for the next chairperson on the right side of the front of the room, arriving at least 10 minutes before the start of the session you are chairing.

A timing device has been installed on the chairperson's seat. A warning light will turn yellow 1 minute before the end of the presentation, and red at the end of it.

Please ensure that the session adheres to the schedule and proceeds without delays.

### ◆ *Handling of personal information*

When using patient photos among your case images, please make absolutely sure to do so in accordance with relevant legal provisions, such as the Personal Information Protection Law.

### ◆ *Photograph*

Official photographer is going to take the chairpersons and presenters pictures during the session. Please note the photo will be used for promotion of AMWC Japan and series of events.

### ◆ *Disclosure of conflicts of interest by primary presenters*

Primary presenters must disclose the existence of relevant conflicts of interest by adhering to the disclosure guidelines below, in the second presentation slide (after the slide introducing topic, presenter etc.).

Sample slide for conflicts of interest:

If conflicts exist:



Potential conflicts of interest in conjunction with the topic of the presentation exist with regards to businesses and the like in the following cases:

1. Board membership/advisory position:	No
2. Shares:	No
3. Patent fees:	No
4. Speaking fees and such:	No
5. Manuscript fees and such:	No
6. Research funds:	XYZ Pharmaceuticals
7. Unapproved medications:	XYZ Pharmaceuticals
8. Medications/medical devices/materials:	Yes (XYZ Pharmaceuticals)
9. Other compensation:	No

← Only items that require disclosure must be listed.

If there are no conflicts, the slide is unnecessary.

### ◆ *Declaration of the use of unapproved devices*

The conference requires that the use of unapproved devices in connection with a presentation be declared in advance.

If such a use requiring declaration is planned, please include it in the third slide of your presentation.

### ◆ *Information and requests for presenters*

- Please bring your speaker badge to all lectures.
- Please sit in the seat for the next presenter on the left side in the front of the room, arriving at least 10 minutes before the start of your session.
- There is no limit to the number of slides you can use, but do not exceed your allotted time.
- If your presentation files have been created on a Windows system, please submit them on a USB drive.
- If you use a Macintosh, make sure to bring your own laptop computer and check whether it works beforehand.
- If you bring your own laptop, please give it to the PC Operation Desk on the left side in the front of the presentation space, after verifying that your presentation will work.
- Please submit your presentation files, verify that they will work, and speak with your interpreter in the PC Room, all **at least 1 hour before the start of your presentation.**

The PC Room hours and location are as below:

Hours: November 5 (Saturday), 8:30 a.m. to 4:00 p.m.

November 6 (Sunday), 8:30 a.m. to 4:00 p.m.

Location: Tokyo International Forum, B Block, 5th Floor, near the Congress Reception

### ◆ *For presenters bringing their presentation files*

All PCs in the convention center are standardized to a resolution of 1920 × 1080 (Full HD, 16:9). If you are using your own PC, please verify your layout after matching your resolution to 1920 × 1080 (1080p and the like).

- ① Please create your presentation using Microsoft PowerPoint (slide size: 16:9).

\*The office will likely be unable to fix screen layout abnormalities, text encoding errors and such, so please thoroughly double-check your presentation beforehand.

- ② If you are using videos, please save the video files in the same folder as the presentation to

ensure that the PowerPoint link will work.

- ③ Because there have been cases of virus infections through presentation media, please conduct an antivirus check with the latest version of your antivirus software.
- ④ Please set the file name of your created presentation file to “Category Name\_Presenter Name” (e.g. Aesthetic Medicine1\_TaroYamada).
- ⑤ The office will be responsible for deleting files transferred for presentations after the conference ends.

### **For those bringing their own PCs**

- ① There are no restrictions regarding used devices, OS, or applications, but outgoing connections to the screen are possible only via HDMI or D-sub mini 15 pin. Some laptop PCs require a converter, so please make sure to bring one if you need it.



- ② Videos can be used, but confirm whether they will work at the PC Center beforehand.
- ③ Please make sure to bring your own power cable. Battery use may cause problems.
- ④ We recommend bringing backup files on a USB drive.
- ⑤ Please use the mouse and control box on the presentation desk to operate the slides during your presentation.
- ⑥ PCs are returned after the end of a presentation at the PC Operation Desk on the left side of the front of the presentation space. Please pick up your PC soon after your presentation, owing to space constraints.

### **◆ *Presenting or attending remotely***

Please join the Zoom meeting at the designated time via the Zoom URL provided by the operations office.

The Zoom URL for joining the meeting will be provided approximately one week in advance of the conference.

## GUIDELINES FOR CONTENT DEVELOPMENT

This educational activity must follow the standards for CME (Continuing Medical Education) accreditation. Accordingly, please adhere to the following guidelines:

- Content should cover and teach to the learning objectives
- Content must be scientifically rigorous, present a fair-balanced discussion of all therapeutic options and products, be evidence based, and unbiased
- As much as possible, the content should present generic names of products. If trade names must be used, the names of multiple products should be used for balance
- Content must be free from commercial bias; it should not advance the proprietary interests of any commercial company
- Any unlabeled/unapproved uses of drugs or products discussed in the content must be disclosed to the audience in either the content at the time of presentation
- Slides or handout materials **MUST NOT** contain any commercial graphic, logo, or product message
- All published data, reference studies and articles cited in the content must be properly referenced.
- If providing recommendations involving clinical medicine, all recommendations should be based on evidence that is accepted within the professions of medicine as adequate justification for their indications and contraindications in the care of patients
- All scientific research referred to, reported or used in support of justification of patient care recommendations should conform to the generally accepted standards of experimental design, data collection and analysis