

The 15th Meeting of the Japanese Society of Pulmonary Functional Imaging
and the 11th International Workshop on Pulmonary Functional Imaging

Joint Meeting of JSPFI and IWPMI 2024

Information for Presenters & Chairpersons

Presentation Time and Language

Speaker	Presentation	Q&A	Abstract	Presentation	Slide/Poster
Invited Speakers (Session1-5)	15 min	5 min	English		
Invited Speakers (Session 6)	25 min	5 min	English		
Invited Speakers (Session 7)	20 min	5 min	English & Japanese	English or Japanese	English
YIA Session Speakers	7 min	3 min	English		
Scientific Presentations* (Session 1-5)	7 min	3 min	English		
Scientific Presentations* (Session 7)	7 min	3 min	English & Japanese	Japanese	English
Poster Presenters (English/Aug. 23)	6 min	4 min	English		
Poster Presenters (Japanese/Aug. 25)	6 min	4 min	English & Japanese	Japanese	English

*Scientific presentations are presentations of open abstracts accepted for oral sessions.

Instructions for Chairpersons

All chairpersons are asked to ensure that each session start on time and finish punctually as scheduled.

Oral Sessions

Please come to the Next Chairperson's seat of the session room (the front row on your right side) no later than **15 minutes** prior to the beginning of the session and identify yourself to the staff.

Poster Sessions

All chairpersons for poster session are requested to come to the Poster Reception Desk near by Poster Session Area no later than **10 minutes** prior to the beginning of the session.

Instruction for Oral Presenters

All Oral presentation must be made in the form of PC presentation in English.

All Oral Presenters are requested to come to the PC Preview Center at least **30 minutes** in advance of their presentations to verify that the data functions properly on the equipment provided.

If you bring your own laptop PC, after checking-in at the PC Preview Center, please come to the PC operation desk near the podium located at the left-front in the session room by **15 minutes** prior to your presentation and hand your PC to the staff. (You can come to the PC operation desk while the previous session is in progress.)

PC Preview Center

PC Preview Center will be located at 1F, Otsu Civic Hall

Open Hours:

Date	Time
Day1: August 23	8:00-18:00
Day2: August 24	7:30-17:30
Day3: August 25	7:30-15:00

Preparing Presentation Data

Application software for preparing presentation data should be PowerPoint 365.

Aspect ratio of your presentation should be 16:9.

The name of the presentation file should include the presenter's name and the presentation title.

If you have prepared your presentation data on a Macintosh PowerPoint, please check that your presentation functions correctly in a windows-based environment or bring your own PC in order to avoid display problems.

Use standard font (e.g. Arial, Helvetica, Times, Times New Roman) in preparing your presentation to avoid conversion errors.

Bringing Laptop

Macintosh users are requested to bring your own laptop.

Please turn off any sleep functions and screen savers beforehand.

Cable connector used at the venue for image output is HDMI. Please bring your own connector conversion adapter if necessary.

After checking-in at the PC Preview Center, please come to the PC operation desk near the podium located at the left-front in the session room by **15 minutes** prior to your presentation and hand your PC to the staff. (You can come to the PC operation desk while the previous session is in progress.)

Please pick up your PC at the PC operation desk after your presentation.

Presenter view not available.

COI disclosure

All presenters required to disclose any conflict of interest with sponsoring companies.
Please include the slide disclosing the state of COI in your PowerPoint presentation after your title slide.

Instruction for Poster Presenters

For poster presenters on August 23, 2024

Please prepare your poster and give your presentation in **English**.

For poster presenters on August 25, 2024

Please prepare your poster in **English** and give your presentation in **Japanese**.

Presenters are requested to follow the schedule below in mounting poster on their assigned board.
The poster number for your presentation can be found in the program book.
Please make sure to arrive at your poster panel at least **10 minutes** prior to the poster session.

Schedule

Date	Time	
August 23	8:00-17:00	Poster Mounting* & Viewing
	17:00-17:50	Poster Session (English)
August 24	8:00-17:00	Poster Viewing
August 25	8:00-13:20	
	13:20-14:10	Poster Session (Japanese)
	14:10-15:00	Poster Removal**

* All posters should be mounted on August 23.

** Posters must be removed during the Poster Removal hours. Any poster remaining after the designated removal period will be discarded by the Organizers.

Venue Poster Room, Small Hall, 2F, Otsu Civic Hall

Presentation Time 6 min. for presentation + 4 min. for Q&A

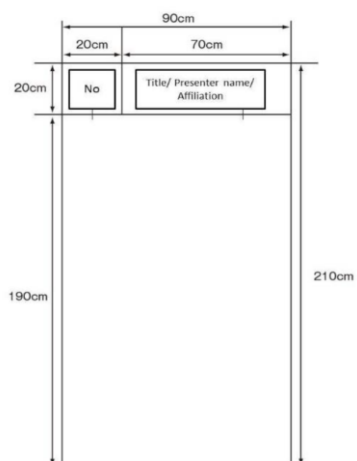
Poster Size

Poster board size: H210cm × W90cm

Presenters should prepare a title section (H20cm × W70cm) including a title, presenter's name(s), and affiliation(s).

Poster number (H20cm × W20cm) will be prepared by the secretariat.

The size of the poster is as described the following.



COI disclosure

All presenters required to disclose any conflict of interest with sponsoring companies.

For Poster presentations, please display at the end of the poster.