

# Information for Presenters

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**The 31st Annual Scientific Meeting of the Japan Epidemiological Association will be held online.**

**Due to the nature of the webcast format, all participants are asked to take extra care to protect personal information in compliance with Association's ethics rules.**

**All presented data will be destroyed by the Secretariat after the meeting.**

## 1. Real-time live streaming

- The following sessions will be available for real-time live streaming.
  - Presidential Lecture
  - Special Lecture
  - Main Symposium
  - Oral Presentation Award Nominee Presentations
  - Symposium 1 to 5
  - Young Investigator Award Winners' Special Lecture
  - Oral Presentation (1) to (8)
  - Epidemiology Seminar
  - Pre-Seminar
- Realtime streaming will be available from January 27 (Wed) to 29 (Fri). Please see the Program (page 23) for the session (real-time live streaming) schedule.
- "Zoom Webinar" will be used for real-time live streaming. Please refer to the separate guide for instructions on using "Zoom Webinar," and for details on the operation checks and discussions related to real-time live streaming.

## 2. Information for "Presidential Lecture," "Special Lecture," "Symposium," and "Young Investigator Award Winners' Special Lecture" presenters

- Please prepare your presentation with Microsoft PowerPoint.
- On the day of your presentation, we will hold a meeting and test your connection to the session's Zoom Room where you will give your presentation.  
We will send you the URL link for your designated Zoom Room beforehand. Always enter your Zoom Room from the designated URL link.  
Please note that you cannot enter your Zoom Room from the URL link in the Program Timetable posted on the special website.  
We will confirm your audio and PC images, explain the precautions, check screen sharing, and confirm your presentation plan.  
Please enter your Zoom Room one hour before your session is scheduled to start.
- The presenter must manage the slides in the presentation data.
- The Web Conferencing System Zoom Webinar's "Q&A" function will be used for the question and response session after your presentation.
- The chairperson is asked to select the questions and send them to the presenter.

### **3. Information for “Oral Presentation Award Nominee Presentations” and “Oral Presentation” chairpersons and presenters**

- The time limit for a Oral Presentation is 8 minutes for presentation and 2 minutes for discussion. Please strictly observe this presentation time.
- Please prepare your presentation with Microsoft PowerPoint.
- On the day of your presentation, we will hold a meeting and test your connection to the session’s Zoom Room where you will give your presentation.

We will send you the URL link for your designated Zoom Room beforehand. Always enter your Zoom Room from the designated URL link.

Please note that you cannot enter your Zoom Room from the URL link in the Program Timetable posted on the special website.

We will confirm your audio and PC images, explain the precautions, check screen sharing, and confirm your presentation plan.

Please enter your Zoom Room one hour before your session is scheduled to start.

- The Secretariat will manage the slides for your presentation data, so please send a signal to advance the slide.
- The Web Conferencing System Zoom Webinar’s “Q&A” function will be used for the question and response session after your presentation.
- The chairperson is asked to select the questions and send them to the presenter.

### **4. Information for “Epidemiology Seminar” and “Pre-Seminar” chairpersons and presenters**

- Please prepare your presentation with Microsoft PowerPoint.
- On the day of your presentation, we will hold a meeting and test your connection to the session’s Zoom Room where you will give your presentation.

We will send you the URL link for your designated Zoom Room beforehand. Always enter your Zoom Room from the designated URL link.

Please note that you cannot enter your Zoom Room from the URL link in the Program Timetable posted on the special website.

We will confirm your audio and PC images, explain the precautions, check screen sharing, and confirm your presentation plan.

Please enter your Zoom Room one hour before your session is scheduled to start.

- The presenter must manage the slides in the presentation data.
- The Web Conferencing System Zoom Webinar’s “Q&A” function will be used for the question and response session after your presentation.
- The chairperson is asked to select the questions and send them to the presenter.

### **5. Conflict of Interest (COI)**

At the November 7, 2014 meeting of the Board of Members of the Japan Epidemiology Association, it was decided to include a slide on COI (Conflict of Interest) in presentations.

All presenters are required to include this statement regardless of COI status or presentation format. Please refer to The 31st Annual Scientific Meeting of the Japan Epidemiological Association website for details on the COI format.