

The 34th Annual Scientific Meeting of the Japan Epidemiological Association
Program and Abstracts

Date: January 31 (Wed)- February 2 (Fri), 2024

Venue: Lake Biwa Otsu Prince Hotel

4-7-7, Nionohama, Otsu City Shiga, 520-8520 Japan

President: Katsuyuki Miura, MD, PhD, FAHA,

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To Chairpersons and Speakers

1. To Chairpersons

Chairpersons are requested to take the next chairperson's seat at the front right of the room 10 minutes before the start of their session.

The presentation time will be as announced in advance. Please be punctual in your presentation.

2. For Oral Presenters

After checking your presentation data at the PC reception desk, please be seated at the next chairperson's seat in the front left corner of the room 15 minutes before your presentation.

Presentation time:

The time for Special Lectures and Symposia will be as informed to the presenters in advance.

Oral presentations (oral) will be 10 minutes in total: 7 minutes for the presentation and 3 minutes for questions.

<Presentation data>

1) Please come to the PC reception desk (in front of the oral session roomA) at least 30 minutes prior to your presentation to register and check your slide data.

2) Please ask at the PC Center if you would like to play movies or have audio output.

3) Please bring your presentation data on a USB flash drive.

4) If your presentation includes video, etc., we recommend that you bring your own PC as a backup. We recommend that you bring your own PC as a backup for your presentation. If you are using a Mac to create PPTs, please bring your own PC as a backup.

5) The OS to be used is Windows.

6) Microsoft PowerPoint will be used. The aspect ratio will be 16:9 wide size.

7) Please bring your data on a USB memory stick that has been checked for the latest viruses.

8) Please use the standard fonts provided with Microsoft PowerPoint for Windows.

Japanese: MS Gothic / MSP Gothic / MS Mincho / MSP Mincho

English: Times New Roman / Arial / Arial Black / Arial Narrow / Century / Century Gothic / Courier New
/ Georgia

If fonts other than those listed above are used, problems such as character/paragraph misalignment, garbled characters, or no display may occur.

Please confirm in advance that the saved presentation data can be read without any garbled characters, etc., on a computer other than your own.

※Please refrain from using the presenter's tool. If you need a manuscript, please prepare it by printing it out in advance.

9) The data will be copied to the server provided by the conference, but the secretariat will take responsibility for deleting the data after the conference.

※For those who bring their own PC

- Please do not forget to bring an AC adapter.
- Please make sure to bring an external output conversion adapter for connection to an external monitor, if necessary. Only HDMI-compatible terminals will be provided at the conference.
- A monitor, keypad, and mouse will be provided on the podium.
- Please disable screensavers, power-saving settings, and startup passwords prior to the conference.
- Please note that we may change the monitor output settings on your PC.
- Please save your data in various media (USB flash memory) for backup purposes and bring them with you.

3. For Poster Presenters

1) Please stop by the poster reception desk in front of the poster venue.

2) The pasting, Q&A, and removal times are as follows.

Date	Mounting	Discussion time	Removing
Thursday, February 1	8 : 30~10 : 00	13 : 30~14 : 10	16 : 00~17 : 00
Friday, February 2	8 : 00~10 : 00	13 : 00~13 : 40	14 : 00~15 : 00

3) Please discuss freely with the participants during the discussion time. There will be no presentations under the chairperson.

4) Please be sure to put up and remove your posters within the above time frame. The secretariat will dispose of any posters left after the removing time.

- 5) A 90 cm (W) x 180 cm (H) board and pins for mounting will be provided at the venue.
- 6) Please leave a space in the upper left corner for the paper with your presentation number, which will be 20 cm (W) x 20 cm (H).
- 7) On the right side of it, 70 cm (W) x 20 cm (H) will be the title. Please indicate the title of the abstract, speaker(s) (including copresenters), and affiliation(s).
- 8) The recommended font size for the poster text is approximately 30 points.
- 9) Please include a COI declaration statement at the end of your poster.

Poster No.	Title Name(s),Affiliation(s)
Presentation Space	