

## Schedule and Information

### Information for Participants

#### 1 Registration

Registration is on the 10th floor of the Osaka International Convention Center, and opens at the following time each day.

Friday, September 6, 2019: 7:45

Saturday, September 7, 2019: 7:30

#### 2 Registration fee

Doctors/general participants (corporate representatives)	¥15,000
Other medical staff	Free When registering, please present a certificate from a senior member of staff of your workplace or other documentation demonstrating your professional status.
Students	Free When registering, please present your student ID.

The Volume of Abstracts has already been mailed out; please bring this with you. Members who wish to purchase another copy on the day, and non-members who wish to purchase a copy, may do so at an additional cost of ¥2,000.

Please fill in your name and the institution where you work in the nametag, which also functions as a receipt, and insert it in the holder. It must be worn at all times inside the venue.

#### 5 Lunch

Lunchboxes will be distributed in the venues for Luncheon Seminars. Please be aware that only a limited number of lunchboxes is available.

#### 3 COI disclosure at presentation

It is recommended that presenters disclose conflicts of interest (COI) during their presentation.

- **If you have no conflict of interest to disclose:**

Please display the following sentences on the bottom right of the first slide.

#### **COI Disclosure**

The presenting author has no financial COI to disclose concerning the presentation.

**Sample Slide** [No COI relationship to be disclosed]

←Please display it in this area.

● **If you have a conflict of interest to disclose:**

Please display the following sentences on the bottom right of the second slide.

**COI Disclosure**

The presenting author has following financial COI to disclose concerning the presentation.

Company A, Company B, ...

P15

**Sample Slide (next to the title slide)** [COI relationship to be disclosed]

←Please display it in this area.

Please also contact the JPSTSS Office to discuss any such COI.

2-22-14-1206 Minamiaoyama, Minato-ku, Tokyo 107-0062 Japan

Office of the Japan Society for the Study of Surgical Technique for Spine and Spinal Nerves

Tel & Fax: 03-6804-1044

Email: [office@jpstss.jp](mailto:office@jpstss.jp)

■ Oral presentations

**1 Times for oral presentations (speech and Q&A)**

Instructional Lectures	60 minutes, no Q&A
Spine Leader's Lectures	Talk 30 minutes (60 minutes for SLL3, 4, 5, and 7), no Q&A
Luncheon Seminars and Tea Time Seminars	Talk 60 minutes, no Q&A
Symposia	Japanese: Each talk 10 minutes, discussion 30 minutes English: Each talk 12 minutes, discussion 36 minutes
Main Themes	Talk 5 minutes, Q&A 3 minutes
Free Papers	Talk 5 minutes, Q&A 2 minutes
Short Talks	Talk 4 minutes, Q&A 2 minutes

Note: Please stick to the allotted time for your talk.

## 2 Presentations

- Presentations must be given using PowerPoint on a computer.
- Data files must be provided on the day. Presentation data cannot be sent by email.

P16

- The computers provided at the conference have the following specifications.  
OS: Windows 7  
Application: PowerPoint 2013/2016  
Please either bring your presentation data on a USB memory stick or similar or bring your own computer with you.
- If you are using video (excluding animation) or giving your presentation on a Macintosh computer, you must use your own computer. If you are bringing in your own computer, you must also bring your own cable to connect it to the D-sub 15 pin VGA input on the display. No other type of connection is available. This type of terminal is illustrated below.
- Please operate your presentation slides yourself. If you are using your own computer, this cannot be placed on the presenter's podium. Please retrieve your computer from the operator's desk in the venue immediately your talk has finished.
- **The content of all slides must be shown in English.**

## 3 PC Preview

- Please confirm computer operations at the PC Preview at least 60 minutes before the start of your presentation (20 minutes before the start for the first session each morning).  
Location: 10F Foyer  
Opening hours: Friday, September 6: 7:45–18:00  
Saturday, September 7: 7:30–14:00

## Official languages

- For both talks and remarks, presentations listed in Japanese in the program should be delivered in Japanese, and those listed in English should be given in English. Simultaneous interpretation will not be provided. Please use English for medical terms in Japanese presentations.
- **The content of all slides must be shown in English.**