

The APASL STC 2021 Osaka

Information for online events

Dear Presenter,

We would like to thank you for your great contribution to us.

The APASL STC 2021 Osaka, which will be held on September 2 (Thursday) and 3 (Friday), 2021, will be a hybrid meeting. Therefore, we would like to send the following information for your consideration.

Thank you for your understanding and cooperation.

Organizer, The APASL STC 2021 Osaka

Information for presenters

1. [About presentation style]

- The conference program will be presented as a hybrid style meeting.

All the speakers are requested to submit PowerPoint presentation data and a recorded video previously. Even if you will join the conference physically, please submit your pre-recorded lecture as a backup data. At the real time webinar, the recorded lecture will be presented, and speakers/chairs are requested to join the discussion time.

- After the conference, the recorded video will be posted on the on-demand presentation page.

[For those who will participate on-site]

- The secretariat will set the slides that have been submitted from the speakers previously on the presentation computer at the conference room.
- The presentation and Q & A session will be delivered live.
- In order to avoid problems during the presentation, please record your presentation (PowerPoint presentation with narration) in advance and submit the MP4 file to the congress secretariat by August 10 (Tuesday).

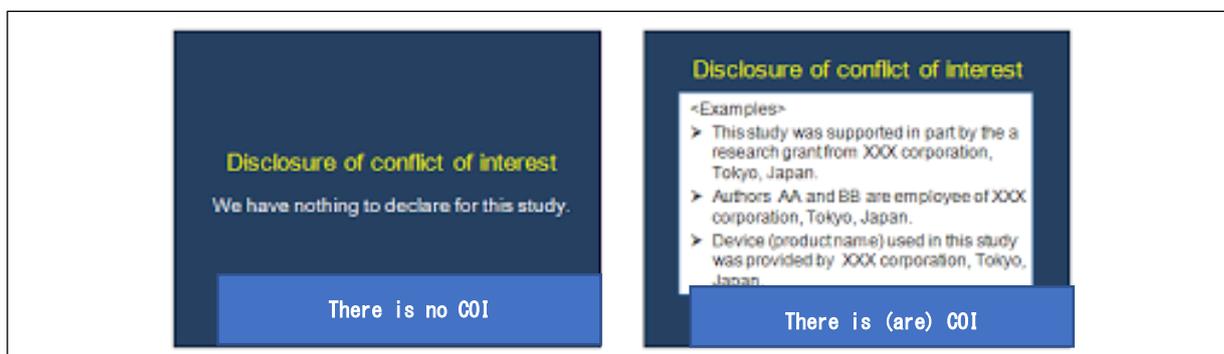
[For those who will attend online]

- Please participate online through Zoom.

- The secretariat will play the MP4 movie pre-recorded and submitted. Basically, you do not have to "share screen" by yourself through Zoom.
- After the presentation, the online viewer will send questions (in the Q & A column). Please join us on Zoom and if the moderator asks you questions, please answer them live.
- After the conference, the recorded video will be posted on the on-demand presentation page.

2. [Submission of prior data]

- Presenters are requested to submit a **PowerPoint presentation with narration (data converted to MP4)**.
- Regarding the disclosure of conflicts of interest on the second slide, please include one of the conflicts of interest disclosure slides such as follows.



- Submission deadline: **August 10, 2021 (Tuesday)**
- Submission method: Please upload the data at any uploading site, and inform the secretariat the download URL and password (if any).
- Submission / Contact:
 APASL STC 2021 in Osaka Congress Secretariat
 Email: info@apaslstc-osaka2021.org
 Tel: +81-3-6380-0102 Fax: +81-3-6380-0103
 URL <http://www.apaslstc-osaka2021.org/index.html>

3. [About the presentation method]

- The general oral presentation time is 20 minutes. (The selected Free Paper is 5 minutes.)
- After presentation, the discussion time (a question-and-answer session) will be held according to the moderator's instructions.

[For those who will participate on site conference venue]

- Please be seated at the "next speaker's seat" at least 30 minutes before the presentation. The seat will be on the left side, closest to the stage.
- The slides which you have sent in advance for the presentation are prepared on the computer of the

podium.

- Please operate the presentation slides by yourself. Also, please note that the presenter tool cannot be used.

[For those who will attend online]

- Please join Zoom at least 30 minutes before your session begins.
- On your entry, the secretariat will check your microphone and camera. At that time, please turn on the microphone and camera.
- After checking the microphone and camera, please turn off the microphone (mute) and the camera.
- Please turn on the microphone and the camera only when you are speaking. Please mute (turn off) the microphone otherwise.
- The moderator will introduce the presenter at the beginning of each presentation.
- Then, the secretariat will start the presentation video. (In principle, you do not have to share your presentation by yourself.)
- After finishing the presentation, turn on the microphone and camera again. Online viewers will send textual questions to the Q & A column, so please follow the moderator's instructions and answer those questions.
- The organizer cannot handle problems such as computer operation, internet connection, video connection, and audio connection. Please solve such problems by yourself.

We recommend the following environment.

- We would appreciate it if you could use a PC with as much memory as possible (CPU i5 or more, memory 8 Giga or more).
- Please connect to the Internet via a wired LAN line.
- Create the image resolution in XGA (1024 x 768).
- Microsoft PowerPoint (2010-2016) can be used as application software.
- Of the fonts that come standard with Microsoft PowerPoint, we recommend using Times, Arial.

4. [About on-demand presentation]

- The recorded lectures and discussion will be distributed on-demand from The APASL STC 2021 Osaka website <http://www.apaslstc-osaka2021.org/index.html> after the conference.
- The viewing period is scheduled to be from September 6 through September 30, 2021.
- The secretariat will send you questions received by e-mail and Q & A during the on-demand delivery period, so please answer if possible.

5. [Precautions]

Zoom, which is an online conference system, will be used for this conference. Strict security checks are carried out using IDs and passwords, however caution is required when using public systems. Please note the following.

- Do not post, modify, distribute or reproduce copyrighted material, trademarks, portrait rights or other property rights in any way without the prior written consent of the owners of these property rights.
- Regarding citations, please specify the source of the citation.
- Please exert caution regarding the protection of personal information such as name, age, surgery date, etc. This could lead to the identification of an individual.
- Please pay particular attention to images and videos that may be considered problematic when viewed by the public at this conference.
- Recording of screens and images are strictly prohibited.
- It is prohibited to transfer or share the ID and password. The organizer cannot be held responsible for any problems related to this.
- The internet fee at this online conference will be borne by each attendant.

6. [Request for test connection in advance]

We cordially request that you spend some time on conducting a test connection with us through Zoom. Please kindly let us know your availability during August 1st – August 20th.

An invitation email which informs about login will be sent to the presenters/moderators through Zoom system. The login URL will be included in the invitation email. In any case, we would appreciate it if you could conduct a test connection during the above term.

If you have any questions, please contact the secretariat below.

We would like to thank you all for your cooperation.

Contact: APASL STC 2021 in Osaka Congress Secretariat

Email: info@apaslstc-osaka2021.org

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