For Chairperson and Presenter of Lectures

1. The schedule for lectures is as follows. Lectures will be held as a hybrid of on-site and the Zoom live streaming. Chairpersons and presenters will be on-site and deliver your presentations. If you are unable to be on-site, please contact the secretariat of the Conference (jcvp@cfmeeting.com). A Zoom rehearsal will be held in advance.

- ASVP Seminar Part 1 (presentation: 40 min, discussion: 5 min)

- ASVP Seminar Part 2 (presentation: 15 min, discussion: 5 min)

- ASVP/JCVP Joint Seminar (presentation, discussion: 120 min)

- JCVP Special Seminar (presentation: 60 min)

- JCVP Post-Graduate Education Seminar (presentation: 35 min, discussion: 5 min)

- JCVP Award Presentation (presentation: 10 min)

- Slide Forum (presentation: 5 min, discussion: 10 min)

- JCVP General Assembly (25 min)

For On-site Chairpersons of Lectures

1. Please sit in the next-chairperson seat in the venue 15 min before the lecture starts.

2. Questions and comments from online participants will be accepted in the Zoom. Please select questions and comments from both on-site and online participants.

For On-site Speakers of Lectures

1. Please also see "Notice about Making Presentation Data".

2. Please come to the PC desk at least 30 min before your presentation. If you change your presentation data, bring your USB memory stick to the PC desk and reconfirm the new data.

3. Please sit in the next-speaker's seat in the venue when the previous presentation starts.

4. Please operate the PC on the speaker's desk by yourself. The PC is connected also to Zoom. Please follow the operator's instructions.

5. The presentation data will be temporarily stored in a computer at the venue, but the data will be deleted after the Conference.

For Online Chairpersons and Speakers of Lectures

1. The URL for participating in the Zoom webinar will be sent to you by an e-mail with the title below from "Zoom <no-reply@zoom.us>" around March 23 (Thu).

- The 1st day of the Conference (March 29, Wed)

  "The 10th ASVP and 10th JCVP Joint Conference (March 29, Wed)-The URL for participating in the Zoom webinar"

- The 2nd day of the Conference (March 30, Thu)

"The 10th ASVP and 10th JCVP Joint Conference (March 30, Thu)-The URL for participating in the Zoom webinar"

- The 3rd day of the Conference (March 31, Fri)

"The 10th ASVP and 10th JCVP Joint Conference (March 31, Fri)-The URL for participating in the Zoom webinar"

2. For chairpersons and speakers of lectures, please first participate in the webinar as a "viewer". You will be changed the status to a "panelist" just before your session. In case that you are asked to participate as a "panelist" from the beginning of the webinar, we will contact you individually by e-mail.

3. Questions and comments from online participants will be accepted using the Q&A function in the Zoom. The chairperson selects the questions and comments.

4. We will send you a manual by March 17 (Fri) regarding how to participate in the Zoom webinar and how to make your presentation.

5. An information session for chairpersons and speakers will be held on March 23 (Thu) or 24 (Fri). We will inform you the date by e-mail.

Conflict of Interest (COI)

For speakers of lectures and poster presenters, please disclose Conflict of Interest (COI). If you are a corporate employee, please disclose COI whether you are in a COI state with another company.

Sample:

COI Disclosure Information
Taro Byouri
In connection with this presentation,
there is no COI to be disclosed
with any companies.

COI Disclosure Information
Hanako Byouri
In connection with this presentation,
we disclose COI with following companies.

Executive/ Advisory Position: (Company)
Funded research/ Collaborative research:
                                   (Company)
…

Presentation Data of Your Lecture

1. Please make your presentation data with widescreen slides (16:9) in the PowerPoint.

2. The specifications of the PC in the venue are as follows.

- OS: Windows 10

- Slide size: Widescreen (16:9)

- Resolution: XGA (1920 × 1080)

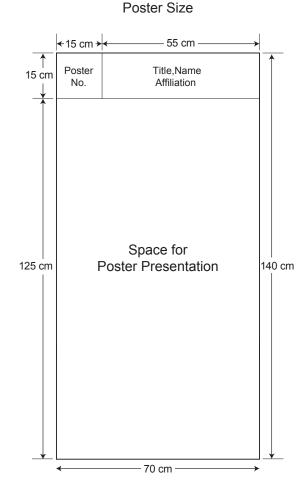- Presentation software: PowerPoint 2013, 2016 and 2019 / Microsoft 365

For Presenters of Posters

1. Poster presentations will be delivered on demand via the LINC Biz. Questions and answers will be accepted using the message function of the LINC Biz. We will release poster presentations on the following schedule.

- March 10 (Fri) to 17 (Fri): Open for registrations of poster presentation data

- March 27 (Mon) 12:00: Open for presentations and registrations of questions and comments

- April 5 (Wed) 12:00: Close for registrations of questions and comments

- April 7 (Fri) 12:00: Close for presentation

2. The specifications of a poster are as follows.

   [1] Poster size: Height 140 cm and Width 70 cm.

   [2] Please indicate the poster number (15 cm × 15 cm) at the upper left corner, and the title, your name and affiliation in the top part of the poster.

   [3] Please disclose COI. If you are a corporate employee, please disclose COI whether you are in a COI state with another company.

   [4] After making presentation, please save the data in a jpeg format.

3. Poster panels will be provided at the venue. Please set up and remove your poster at the following time. *

   Poster Setup: March 29 (Wed) 9:30-10:00

   Poster Removal: March 31 (Fri) 16:15-17:00

   *If you are unable to be on-site, the secretariat prints and displays your poster for a fee. If you need an assistance, please contact the secretariat (jcvp@cfmeeting.com) by March 17 (Fri).

Poster Size

4. The URL for registering your presentation data will be sent to you by e-mail titled "Submission of presentation data to the 10th ASVP and 10th JCVP Joint Conference" on March 10 (Fri). Please upload your presentation data according to the instruction.

5. Please refer to the manual below, regarding how to create a LINC Biz login account, how to participate in a poster session and how to question and answer..

LINC Biz Manual

6. Questions and comments from participants will be accepted using the message function in the LINC Biz. Registration of questions and comments will be open from March 27 (Mon) to April 5 (Wed).

7. Poster presentation will be close on April 7 (Fri). The presentation data and questions and answers will be deleted on the day.

8. ASVP Chairman's Award (1), ASVP Outstanding Poster Award (2), JCVP Chairman's Award (1) and JCVP Outstanding Poster Award (3) will be given to the best poster presentations.