

INSTRUCTIONS FOR CHAIRPERSONS

1. Please come to your session room 15 minutes before your session starts. The seat for the next chairperson will be in the front row on the right.
2. Please proceed with the session per the following time allocation.

INSTRUCTIONS FOR PRESENTATION

Oral Presentation

1. Presentation Time: Please strictly adhere to the allotted presentation time.
 - a. **Invited speakers:** Please refer to a separate email from the JSFI 2026 Secretariat for your allotted presentation time.
 - b. **All other presenters:** The allotted presentation times are as follows:
 - World IVF Congress Memorial Award Candidate Abstracts7 mins + 3 mins Q&A
 - General Abstracts (Oral Presentation) 7 mins + 3 mins Q&A
 - c. A red light will indicate that your allotted time has ended.
 - d. The Q&A session should be conducted in accordance with the chairperson's instructions.

2. Presentation Method

- a. Presentations must be delivered using a PC with single-screen projection. A monitor, keyboard, and mouse will be provided on the podium, including for presenters using their own PCs. After you take the podium, the operator will display your first slide. Please advance the remaining slides yourself.
- b. There is no limit on the number of images or videos. However, please strictly observe your allotted presentation time.
- c. Please complete the data check at the PC Preview Desk at least 30 minutes before your presentation. Please be seated in the next speaker's seat, located at the front left of the room, at least 10 minutes before your presentation begins.

PC Preview Desk

Location: Keio Plaza Hotel, 5F, Eminence Hall Foyer

Date and Time: Thursday, July 30, 8:10-17:30

Friday, July 31, 7:30-15:00

3. Presentation Data

Please bring your presentation data on a USB flash drive or bring your own PC.

[When bringing presentation data]

- a. Please bring your presentation data on a USB flash drive that has been scanned for viruses using the latest antivirus software. If your presentation includes videos or similar content, we recommend bringing your own PC as a backup.
- b. If your PowerPoint presentation was created on a Mac, please bring your own PC as a backup.
- c. The meeting will provide Windows PCs equipped with Microsoft PowerPoint.
- d. The screen ratio will be 16:9 widescreen.
- e. Please use fonts that are installed as standard in the Windows version of Microsoft PowerPoint.
 - English: Times New Roman / Arial / Arial Black / Arial Narrow / Century / Century Gothic / Courier New / Georgia

Note: If fonts other than those listed above are used, issues may occur, including misaligned characters or paragraphs, garbled text, or text not being displayed.
- f. Please check in advance that your saved presentation data can be opened and displayed correctly on a PC other than your own, without garbled text or other issues.
- g. Please refrain from using Presenter View.
- h. Presentation data will be temporarily copied to the meeting server. The Secretariat will securely delete all data after the meeting.

[When bringing your own PC]

- a. Please be sure to bring the AC adapter for your PC.
- b. The meeting will provide an HDMI connection cable.
- c. Please refrain from using Presenter View.
- d. Please disable the screen saver, screen lock, power-saving settings, and startup password settings in advance.
- e. Please note that your PC's display output settings may be adjusted as necessary.
- f. In case of unforeseen circumstances, please save a backup copy of your presentation data on a USB flash drive and bring it with you.

Poster Presentation

1. Venue and Schedule

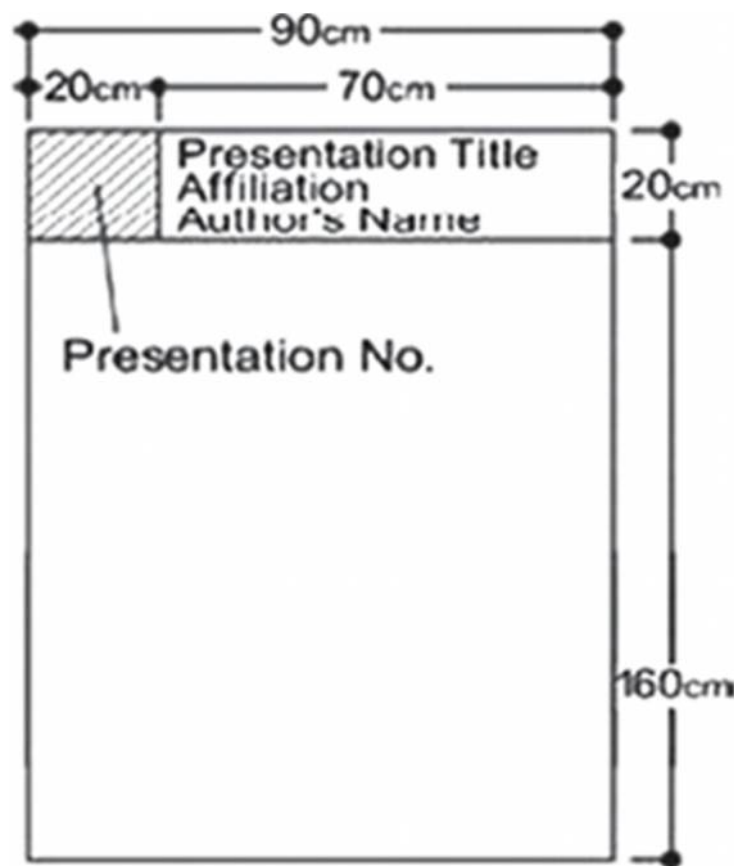
Venue: Keio Plaza Hotel Tokyo, 4F, Hana

Date	Setup Time	Viewing Time	Removal Time
Thursday, July 30	8:10–8:45	8:45–18:00	—
Friday, July 31	—	7:30–15:50	15:50–16:10

- a. There will be no discussion session. Posters will be displayed only.
- b. Presenters are responsible for removing their posters within the designated removal time. Any posters remaining after the removal period will be disposed of by the Meeting Secretariat.

2. Poster Panel

- a. Please prepare your poster to fit within a space measuring 90 cm wide × 180 cm high.
- b. Presenters are responsible for preparing the title, affiliation, and author name section, measuring 70 cm wide × 20 cm high.
- c. The Meeting Secretariat will provide the presentation number panel, measuring 20 cm × 20 cm.
- d. Please use the pushpins provided on each poster board.



Disclosure of Conflicts of Interest (COI)

Disclosure in slides

All presenters must disclose their COI status on the first slide of their presentation, or on the slide immediately following the title and presenter information, as shown in the example below.

e.g.1)

The 44th Annual Meeting of the Japan Society of Fertilization and Implantation COI Declaration Presenting Author: [Name of Presenting Author] Affiliation: [Department], [Faculty/School], [University/Institution] I have no conflicts of interest to disclose in relation to this presentation.

e.g.2)

The 44th Annual Meeting of the Japan Society of Fertilization and Implantation COI Declaration Presenting Author: [Name of Presenting Author] Affiliation: [Department], [Faculty/School], [University/Institution] My conflicts of interest related to this presentation are as follows: ● Officer/Advisory Role or Endowed Department: [Company/Organization Name] ● Research Funding: [Company/Organization Name] ● Scholarship or Research Grant: [Company/Organization Name]

Disclosure on posters

As with oral presentations, please display a disclosure statement together with your poster, using the above template as appropriate depending on whether you have any conflicts of interest to disclose.