

Participant Guidelines

I. Registration

1. For all participants

The 62nd Annual Meeting of the Japanese Society of Neurology employs the same registration system for pre-registration and same-day registration. Payments can be made by credit card.

In order to avoid face-to-face interactions, as part of measures against new coronavirus infection (COVID-19), please register to participate through online registration on the Annual Meeting website in advance.

Please print your QR-code image embedded “Registration Confirmation” from the online registration page beforehand.

[Registration period]

Regular and same-day registration:

13:00 (Mon.), April 19, 2021 (JST) - 13:00 (Sat.) May 22, 2021 (JST)

(Possible payment methods: credit card payment only)

* Please note that the registration system will be closed at 13:00 on Saturday, May 22 for both on-site and online participation. Regardless of whether you are in the registration process on the registration page, the system will automatically close at 13:00 and no new registrations will be accepted.

[Registration Fees]

Category	Regular and Same-day Registration Fees 13:00 April 19, 2021 - 13:00 May 22, 2021 (JST)
JSN Overseas Membership	4,000 yen (ca. 38USD)
Non-member participants of foreign nationality	6,000 yen (ca. 57USD)
Get Together (May 19)	3,000 yen (ca. 28USD)
Abstract book*1	4,000 yen

*1 This is not included in the registration fee. Please note that the number of books for sale during the meeting will be limited.

*For international students staying in Japan

If you are not an awardee of JSN Travel Grant, your pre-registration fee will be refunded at the Registration Desk. Or if you are not an awardee of JSN Travel Grant and have not pre-registered, you will be able to register on site for free. Please bring the registration ID (if you have pre-registered) and your student ID card with you.

2. For invited guests

Secretariat will inform you of the online meeting-website ID and Password in advance.

3. For Travel Grant recipients (domestic residents only)

Please visit the JSN2021 Secretariat Office (Room 104, 1F, Kyoto International Conference Center) to receive your Travel Grant after the completion of your presentation (including poster discussion).

4. For on-site participants

[Notes on on-site participation]

All registered participants are required to submit the Health Declaration Form every day when entering the venue. Please download it on the Annual Meeting website in advance, fill in the required information, and submit it at the time of admission.

In addition, please make sure to have your temperature checked before entering the venue. Please note that you may be asked to refrain from entering the venue due to the contents of the declaration and the result of the temperature check.

※Copies of the Health Declaration Form are available at the entrance of New Hall.

Please be sure to have pens with you as pens are not provided at the venue.

※Exit/Entrance ①・②・③ are only available for participants who completed health certificate on the respective day.

[To prevent the spread of COVID-19]

•Please register your e-mail address to use the “Kyoto City Notification Service of COVID-19 Positive Cases.”

Information in English with a QR code for registration will be posted in the venue.

Also please install the COVID-19 Contact-Confirming Application (COCOA) developed by Japan’s Ministry of Health, Labour and Welfare.

•Please wear a mask at all times in the venue.

•Oral presentation speakers and chairs can take off the mask when speaking at their session. Poster presentation speakers are requested to wear a mask at the time of poster discussion too.

•Audiences who speak during the Q&A section are requested to wear a mask.

•To avoid people gathering and to foster social distancing, the number of participants in each session room is subject to seat availability and no standing is allowed during the session. In addition, limit on the number of participants in the poster session room may be imposed.

•As a general rule, eating and drinking is not allowed at the venue, with the following exceptions.

- Food and beverages served at early morning sessions (provided for a limited number)/Luncheon seminars/evening sessions are only allowed at the respective session room. Please do not bring the food and beverages outside the room.
- Food and beverages, not served at early morning sessions/Luncheon seminars/evening sessions, are only allowed at the designated break space.
- Please refrain from talking to people around you when eating or drinking.
- Please be sure to wear a mask after eating and drinking.
- Please use the break space to eat foods and drink other than what you received at Luncheon/ Evening Seminars/ light meals provided in the morning. Please refrain from talking with the people around you when eating or drinking. You cannot eat or drink using chairs provided at the venue.

【Ticketing procedure】

- ※ All on-site participants (pre-registration and same-day registration) must complete the ticketing procedure at the registration reception desk (New Hall, 1F, Kyoto International Conference Center).
- ※ Name cards and admission tickets (Get together tickets, Abstract) will be issued by automated issuance machines.

【On-site Registration】

Place : Kyoto International Conference Center New Hall 1F

Opening hours :

May 19 (Wed.)	May 20 (Thu.)	May 21 (Fri.)	May 22 (Sat.)
8:00~18:00	7:00~17:00	7:00~17:00	7:00~13:00

【To those who have completed pre-registration】

Please print your QR-code image embedded “Registration Confirmation” from the online registration page beforehand. Please show your “Registration Confirmation” at the “Advance Registration Desk” to have your name card issued.

Receipts can be downloaded from My Page after the Annual Meeting is in sessions.

【To those who register on-site】

Computers connected to the registration system will be available at the venue during the Annual Meeting. Since the number of computers is limited, it is recommended that you register through online registration on the Annual Meeting homepage in advance. Please note that the payment method for on-site registration is credit card payment only.

After registration, you can download the “Registration Confirmation” from My Page. Please print your “Registration Confirmation” and present it at the “Advance Registration Desk” to complete the procedures such as participation card issuance.

[Attention]

- Please note that those without a name card are not allowed to enter the venue.
- Same-day registration payments can be made by credit card (VISA, Master Card, JCB, AMEX, and Dinners).

5. For on-line participants

Plenaries in English and all symposia in English will be live-streamed for online participants.

Oral and poster presentation from overseas will be available for viewing via on-demand streaming during the meeting.

Access to online sessions will be announced to the registered participants in early May.

For more details, please check the JSN2021 website.

II. Sponsored Seminar

Lunch boxes/ Sweets boxes will be distributed to the attendees of sponsored seminars. Participants who wish to attend the Luncheon Seminars are recommended to obtain a seminar ticket at the “Luncheon Seminar Ticket Desk”. Tickets for the seminars held on the respective day are distributed and available on a first come, first served basis. No tickets are required to participate in the Evening Seminar. Please visit the session room directly if you want to take part in it.

Please note that seating, food, and handouts are limited in each seminar.

1. Luncheon seminar ticket

Place: Main Lobby, 1F, Kyoto International Conference Center

Opening hours :

May 19 (Wed)	May 20 (Thu)	May 21 (Fri)	May 22 (Sat)
8:30~11:00	7:15~11:00	7:15~11:20	7:30~11:00

*Luncheon ticket sales may start early if crowded and will end once capacity is reached.

Your name card is required to get a ticket.

If there are any remaining tickets after the distribution time end, these tickets will be provided in front of its own session room.

* Please note tickets have an expiration time.

2. To enter the session room of a Luncheon Seminar

Please give your seminar ticket to a staff at the session room entrance. If there are any seats left 10 minutes after the seminar starts, participants without a ticket may be allowed to enter and get a seat.

3. Ticket expiration time

The tickets are expired 10 minutes after the seminar start.

Please come to the session room early and hand your ticket to a staff member before it expires.

III. Online Presentation Search System

The 62nd Annual Meeting of the Japanese Society of Neurology offers the official application, which allows participants to search presentations and register their own schedules.

It is available on iOS, Android as well as on the internet.

•Release date : Middle of May, 2021

○Application : How to download

Please find “NEURO62” through search on the App Store or the Google Play, or use the following QR code to download.

■ App Store



<https://confit-sfs.atlas.jp/customer/neuro2021/iOS.html>

■ GooglePlay



<https://confit-sfs.atlas.jp/customer/neuro2021/Android.html>

•Usage fee : Free

(Packet communications charges may be applied while downloading the app)

•Compatible devices : iPhone, iPad and Android Smartphone

○Web version

Please visit the JSN2021 website (<https://www.neurology-jp.org/neuro2021/en>)

*Internet access is required to use this service.

*Registered schedules will be synchronized between the app and the web system by setting up at My Menu.

○Password for browsing abstracts
kyoto

IV. For Speakers of Oral Presentation

1. Please follow the session chairs' instructions and keep to the time limit.

Time Allocation : Presentation= 10 min., Q&A= 5 min. (15 min. in total)

2. How to read a program number

【Example】“O-01-4”

O: Oral Presentation

01: Session No.1

4: 4th presentation in the session

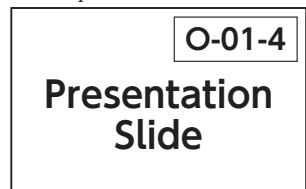
3. Only presentations using a PC are acceptable. Please see below for details.

- 1) The OS used in session rooms is Windows 10.
- 2) Please bring your presentation data on a USB flash memory to the PC Preview Desk. Just to be sure and to avoid any error when making a copy, we recommend you to check if your data works properly with another PC.
- 3) A monitor, a keyboard and a mouse are provided on the podium. Speakers are requested to operate the devices by themselves.
- 4) If you use a Macintosh computer to make your presentation, please bring your own laptop with your presentation data, or check if the data works properly on a Windows 10-based PC prior to the meeting to prevent any technical issues that may arise between Windows and Macintosh.
Speakers who include movies/sounds files in their presentations are recommended to bring and use their own laptop.
- 5) All speakers (including those who use their own PC) are requested to stop by at the PC Preview Desk to check their presentation data.
- 6) Presentations should adhere to the Code of Research Conduct and Research Ethics as well as rules on personal information.
- 7) Presenter view such as speaker's notes cannot be used during your presentation. If you need a script for your presentation, please print it out and bring with you to the venue. No printers will be available for notes printing in the venue.

4. Things to keep in mind when generating presentation slides

- 1) Monitor screen size : Wide XGA (16:9)
- 2) Please include the program number on the upper right of every slide in your PowerPoint (see the illustration on the right) .
- ※ You can confirm your program number at the JSN2021 website.
- 3) Please do not use any company logos or product logos in the presentation slides.
- 4) Please make your presentation data in English.
- 5) Whether or not a presenter has any conflicts of interest, they must include a conflict-of-interest disclosure slide in their presentation. For more details, please refer to Section IX. Please be noted the presentations without this disclosure will not be allowed.

(Example)



[If you are bringing your data with a USB flash drive]

- 1) Please ensure that your presentation will display properly on the specifications given below.
 - OS : Windows 10
 - Software : PowerPoint 2013 / 2019
 - Monitor screen size : Wide XGA (16:9)
- 2) Only the standard fonts with Windows 10 (OS) (e.g., Helvetica, Arial, Times New Roman) are accepted for your presentation file, and unusual fonts may not be displayed properly on the computers in session rooms.
- 3) If you use movies in your presentation, making your movie in mp4 format movie is recommended, and please save it in a same folder as your presentation data.
- 4) If you need to include any images in your presentation data, please add the data in JPEG/TIFF/BMP format.
- 5) If you add graphs in your presentation data, please make them with PowerPoint standard function or use graphs made with Microsoft Excel.
- 6) Please make sure to check the files with latest anti-virus software before your submission to the Preview Desk.
- 7) All speakers are requested to submit their presentation data to the PC Preview Desk and check the data.

[If you are bringing your own laptop]

- 1) Speakers using their own laptops **MUST HAVE** an AC adapter.
 - 2) Speakers using their own laptops **MUST HAVE** a VGA D-sub 15pin female output or HDMI. Special video output cable is required for some laptops to use the D-sub 15pin to connect to external monitors and data projectors. Please note that we are not equipped with that special cable and you must bring it in case it is necessary.
 - 3) Please turn off the screen-saver and energy saving mode beforehand.
 - 4) You should have your data backed up in case of computer trouble.
 - 5) After checking your computer at the PC Preview Desk, please bring your PC to the operation desk in your session room. Please make sure to receive your laptop back from the operation desk after your presentation.
 - 6) Please make sure to check your laptop with anti-virus software before your submission to the PC Preview Desk.
5. As backup data for online streaming, you are required to submit your presentation data in advance using the slide uploading system provided on the website of JSN2021.
- We will inform you of the data submission method individually by email.

6. PC Preview Desk

All speakers are requested to come to the PC Preview Desk at least 60 minutes prior to their sessions start.

Presentation data for the next day are accepted from 13:00 every day, so if your data is ready the day before your session date, please submit it as early as possible.

【PC Preview Desk】

Place : Room G·H, 1F, Kyoto International Conference Center

Opening hours :

May 19 (Wed)	May 20 (Thu)	May 21 (Fri)	May 22 (Sat)
8:45~17:00	7:00~18:30	7:00~17:00	7:00~16:00

V. For Speakers of Poster Presentation

1. All poster speakers are requested to stop by at “Poster Speakers’ Desk” during the Set-up time and let the staff know whether you will participate “Discussion” or not.
2. All poster speakers are requested to submit two-minutes “Short Talk Movie” for their abstract in advance of the meeting. These movies will be available on the on-line meeting website from two days before the meeting.
3. Whether or not a presenter has any conflicts of interest, they must include a conflict-of-interest disclosure statement in their presentation (On the first slide of “Short Talk Movie” and at the end of poster panel). For more details, please refer to Number XI. Please be noted the presentations without this disclosure will not be allowed.

4. Schedules for poster presentations are as shown below.

	May 19 (Wed)	May 20 (Thu)	May 21 (Fri)	May 22 (Sat)
Set-up	9:30~12:00	8:00~11:00	8:00~11:30	8:00~12:00
Poster Round	12:00~18:55	11:00~19:10	11:30~17:35	12:00~15:00
Discussion	13:20~14:00*1	11:00~11:40*1	11:30~12:10*1	13:20~14:00*1
	AP-01,02 Pj-01~07 Pe-01~06	Pj-14~18 Pe-13~19	Pj-25~30 Pe-25~29	Pj-36~42
	18:15~18:55*2	18:30~19:10*2	16:55~17:35*2	
	Pj-08~13 Pe-07~12	Pj-19~24 Pe-20~24	Pj-31~35 Pe-30~40	
Removal	18:55~19:25	19:10~19:40	17:35~18:05	15:00~15:30

*1 … Program number is shown in black.

*2 … Program number is shown in red.

5. How to read a program number

【Example】“Pe-01-5”

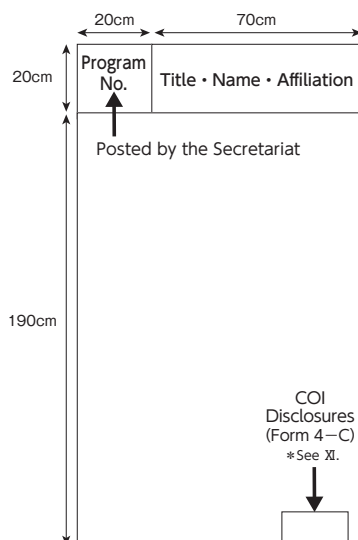
P: Poster presentation (English session)

e: Presentation in English (“j” for presentations in Japanese)

01: Session No.

5: 5th presentation in the session

6. The anticipated size of poster panels is 210 cm tall × 90 cm wide. The JSN2021 Secretariat will prepare the panel with only the presentation number at the top. Presenters are responsible for writing the presentation title, presenter name(s), and affiliation(s) horizontally within a 20 cm by 70 cm space.



7. In large, easy-to-understand language, the posters should present the Main Points as well as the Purpose, Methods, Results, and Discussion, all in that order. Text should be written in a large font that can be read from a distance of two to three meters, while diagrams should be at least 20 cm on a side and include a title and brief explanation.

8. If you want to display QR code for movies in regard to your presentation, please print it directly or paste it on your poster.
9. The panels cannot be written or drawn on directly, nor can items be glued to them.
10. Pins to attach posters to the panels will be provided at the conference.
11. Presentations should adhere to ethical rules of research as well as rules for protecting personal information.
12. Please do not use the company logos or product logos in your poster.
13. Please prepare your poster in English.
14. Please come and wait in front of your poster before the free discussion starts.
15. Posters will be removed every day (except for AP-01, AP-02 and Ape-01 sessions) . Please note all remaining posters after the removal time will be discarded by the secretariat.

<Poster Printing Service>

For those who cannot come to the venue and post their own posters by themselves due to ongoing COVID-19 pandemic, the Japanese Society of Neurology offer to use a Poster Printing Service. For more details, please refer to the JSN2021 website.

VI. Award Ceremony and Poster Exhibition for the Best Presentation Award Nominees

The following awards will be presented at the Get Together and the Closing Ceremony:

[The Best Oral Presentation Award (Clinical Study/Basic Research)
The Best Poster Presentation Award (Clinical Study/Basic Research)
The Best Presentation Award of the International Participants]

The Get Together and the Closing Ceremony are scheduled as follows.

[Get Together]

Date & Time : May 19 (Wed) 19 : 10~

Place : Room 1 (Main Hall, 1F, Kyoto International Conference Center)

[Closing Ceremony]

Date & Time : May 22 (Sat) 17:00~17:10

Place : Room 1 (Main Hall, 1F, Kyoto International Conference Center)

Ⅶ. For Chairs of International Sessions and Oral Presentations

Please be seated at a “Next Chair” seat located in the top right corner of your session room at least 15 min. before the session starts.

Ⅷ. For Invited Speakers at International Sessions and Oral Presentations

1. All speakers are requested to make and submit their PowerPoint video presentation prior to the meeting. Detailed instructions will be sent to the speakers respectively by email.
2. Whether or not a presenter has any conflicts of interest, they must include a conflict-of-interest disclosure slide in their presentation. For more details, please refer to Section Ⅸ.

Ⅸ. Conflict of Interest (COI) Disclosures

To promote appropriate forms of collaborative clinical research between industry and academia and ensure neutrality and transparency in presentations on clinical research findings based on sound science and ethics, all presenters at the 62nd Annual Meeting of the Japanese Society of Neurology are requested to disclose any “conflicts of interest” (COI).

Please note the presentations without the COI disclosure will not be allowed. The slide formats of the disclosures are as follows. For more detailed policies and rules, please visit the Japanese Society of Neurology website.

(Form4-A) If there is no state of conflict of interest requiring disclosure

**The Japanese Society of Neurology (JSN)
COI Disclosure**

Name of Lead Presenter : 〇〇〇〇

There are no companies, etc. in a relation of conflict of interest requiring disclosure in relation to the presentation.

(Form4-B) If there is a state of conflict of interest requiring disclosure

**The Japanese Society of Neurology (JSN)
COI Disclosure**

Name of Lead Presenter : 〇〇〇〇

Companies, etc. in a relation of conflict of interest requiring disclosure in relation to the presentation:		(*Indicate "None" if not applicable.)
<input checked="" type="checkbox"/> Advisor:		<input type="checkbox"/> Pharmaceutical Industries
<input checked="" type="checkbox"/> Stock ownership/capital gain:		<input type="checkbox"/> Pharmaceuticals
<input checked="" type="checkbox"/> Patent royalties:		<input type="checkbox"/> Pharmaceutical Industries
<input checked="" type="checkbox"/> Honoraria:		<input type="checkbox"/> Pharmaceuticals
<input checked="" type="checkbox"/> Writing fees:		<input type="checkbox"/> Pharmaceutical Industries
<input checked="" type="checkbox"/> Grants for commissioned/joint research:		<input type="checkbox"/> Pharmaceutical
<input checked="" type="checkbox"/> Scholarship grants:		<input type="checkbox"/> Pharmaceuticals
<input checked="" type="checkbox"/> Endowed chair:		<input type="checkbox"/> Pharmaceutical
<input checked="" type="checkbox"/> Gifts or other forms of compensation:		<input type="checkbox"/> Pharmaceutical Industries

(Form 4-C) Disclosure of the state of conflict of interest at the end of a poster at a poster session

Lead presenter: There are no companies, etc. in a relation of conflict of interest requiring disclosure in relation to the presentation.

or

Disclosure of conflict of interest by the lead presenter

(Indicate "None" if not applicable.)

<input checked="" type="checkbox"/> Advisor:	<input type="checkbox"/> Pharmaceutical Industries
<input checked="" type="checkbox"/> Stock ownership/capital gain:	<input type="checkbox"/> Pharmaceuticals
<input checked="" type="checkbox"/> Patent royalties:	<input type="checkbox"/> Pharmaceutical Industries
<input checked="" type="checkbox"/> Honoraria:	<input type="checkbox"/> Pharmaceuticals
<input checked="" type="checkbox"/> Writing fees:	<input type="checkbox"/> Pharmaceutical Industries
<input checked="" type="checkbox"/> Grants for commissioned/joint research:	<input type="checkbox"/> Pharmaceutical
<input checked="" type="checkbox"/> Scholarship grants:	<input type="checkbox"/> Pharmaceuticals
<input checked="" type="checkbox"/> Endowed chair:	<input type="checkbox"/> Pharmaceutical
<input checked="" type="checkbox"/> Gifts or other forms of compensation:	<input type="checkbox"/> Pharmaceutical Industries