Participant Guidelines

Ⅰ. Registration

1. For all participants

The 63rd Annual Meeting of the Japanese Society of Neurology (JSN2022) employs the same registration system for pre-registration and same-day registration. Payments can be made by credit card.

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 JSN2022 website in advance.**

The "Registration Confirmation" QR code will be required for the ticketing procedure at the venue. Please print the Registration Confirmation and have it with you, or save the QR code image on your phone for onsite ticketing. The "Registration Confirmation" QR code will be available to download from your My Page after early to mid-May 2022.

【Registration period】

Regular and same-day registration:
13:00, Monday, April 18, 2022 (JST) ~ 13:00, Saturday, May 21, 2022 (JST)
(Credit card payment only.)

※ Please note that the registration system will be closed at 13:00 on Saturday, May 21 for both onsite and online participation. Regardless of whether you are already in the middle of 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 18, 2022 - 13:00 May 21, 2022 (JST)
JSN Overseas Membership	4,000 yen (ca. 52USD)
Non-member participants of foreign nationality	6,000 yen (ca. 52USD)
Get Together (May 18)	3,000 yen (ca. 26USD)
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 the JSN Travel Grant and you have pre-registered for JSN 2022, your pre-registration fee will be refunded at the Registration Desk. If you are not an awardee of the JSN Travel Grant and have not pre-registered, you will be able to register onsite for free. Please bring your registration ID (if you have pre-registered) and your student ID card with you.

2. For chairs and invited speakers

The secretariat will inform you of the online meeting ID and password in advance.

3. For Travel Grant recipients (domestic residents only)

Please visit the JSN2022 Secretariat Office (G507, Glass Building / 5F Tokyo International Forum) to receive your Travel Grant after completing your presentation (including poster discussion).

4. For onsite participants
【Conditions for onsite participation】

Participants must undergo a temperature check at the temperature check stations located at each entrance and submit a "Health Declaration Form" each day they come to the venue. Please download the form from the JSN2022 website and fill out the necessary information before coming to the venue, then submit it upon entering.

*On the first day you come to the venue, please enter and undergo the temperature check at the station located near the Registration Desk (Tokyo International Forum B1F, Lobby Gallery on the side of Yurakucho station). This is the easiest way to get through the check and receive your conference badge.

Please note that depending on your "Health Declaration Form" and temperature check, you may be denied entry to the venue.

*If you forget the "Health Declaration Form" we will have copies available. However, please note that no pens or pencils will be available at the venue and you should bring your own.

*After completing the temperature check and submitting the "Health Declaration Form" you will be given a sticker as proof. When moving around the venue, please show the sticker to the staff at the temperature check stations located at each entrance. If you lose the sticker, please go to the nearest temperature check station to repeat the procedure (temperature check and submission of "Health Declaration Form").

【To prevent the spread of COVID-19】

・We recommend that you register for the "Tokyo New Corona Watching Service." Information in English with QR codes for email or LINE check-in will be posted in the venue.

・Please wear a mask at all times in the venue. Please note that according to facility regulations, you will not be able to enter the venue if not wearing a mask.

・Oral presentation speakers and chairs may take off their mask when speaking during their session. However, we ask poster presentation chairs and speakers to keep their mask on while presenting and participating in the poster discussion.

・Audience members who speak during the Q&A section are requested to wear a mask.
・To prevent people from gathering and 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, a 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 in a limited number)/Luncheon seminars/evening sessions are only allowed in their respective session rooms. Please do not bring the provided food and beverages outside the room.
　・Food and beverages, not served at early morning sessions/Luncheon seminars/ evening sessions, are only allowed in the designated break space.
・Please refrain from talking to people around you while eating or drinking.
・Please be sure to wear a mask after eating and drinking.

【Ticketing procedure】

※All onsite participants (pre-registration and same-day registration) must complete the ticketing procedure at the registration reception desk (Lobby Gallery, G Block / B1 floor, Tokyo International Forum).
※Name cards and admission tickets (including Get Together tickets and tickets to collect the Abstract) will be issued by automated issuance machines.

【Onsite registration】

Place: Lobby Gallery, G Block, B1F, Tokyo International Forum
Opening hours :

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

【To those who have completed pre-registration】

The "Registration Confirmation" QR code will be required for the ticketing procedure at the venue. Please print the Registration Confirmation and have it with you, or save the QR code image on your phone for onsite ticketing. Please show your "Registration Confirmation" QR code at the "Advance Registration Desk" to have your name card and admission tickets issued by automated issuance machines. You can download the receipts from My Page.

【To those who register onsite 】

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 JSN2022 homepage in advance. Please note that the payment method for onsite registration is cash only.

After registration, you can download the "Registration Confirmation" QR code from My Page. Please print your "Registration Confirmation" QR code 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 cannot enter the venue.
・Onsite registration payments can be made in cash only.

5. For online participants

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

Oral and poster presentations 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 mid-May.

For information on how to access online sessions, please check JSN2022 website.

Ⅱ. Sponsored Seminar

1. For onsite participants

No tickets are required to participate in Luncheon and Evening Seminars.

Admission is on a first-come, first-served basis.

Please visit the session room directly if you want to participate.

Please note that each seminar's seating, food, and handouts are available in limited numbers.

2. For online participants

Some of the sponsored seminars will be live-streamed.

Please refer to the JSN2022 website for details.

Ⅲ．Online Presentation Search System

The 63rd Annual Meeting of the Japanese Society of Neurology has a designated website and offers the official app, allowing participants to search for presentations and register their own schedules.

The app is available on iOS and Android.

・Release date: Mid-May 2022

〇How to download the app

Please search for "NEURO63" and download it from the App Store or Google Play, or use the following QR code to download.

■App Store

https://confit-sfs.atlas.jp/customer/neurology2022/iOS.html

■GooglePlay

https://confit-sfs.atlas.jp/customer/neurology2022/Android.html

・Usage fee: free

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

・Compatible devices：iPhone, iPad, and Android smartphones

Web-version

Please visit the JSN2022 website (https://neurology-jp.org/neuro2022/en/)

* Internet access is required to use this service.

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

Ⅳ．For Oral Presentation Speakers

1. Please follow the session chairs' instructions and keep to the time limit.
   Time Allocation：
   O, AO, MSO: 15 min. (Presentation: 10 min. Q&A: 5 min.)
   StO: 7 min. (Presentation: 5 min. Q&A: 2 min.）

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. PC projectors will be used for presentations. Please see the details below.

　1) Only computers with Windows 10 OS are provided.

　2) Please bring your presentation data on a USB flash drive to the PC Reception Desk. As a precautionary measure, we recommend that you double-check if the data stored on the USB drive works properly on a different PC beforehand.

　3) A monitor, keyboard, and mouse are provided on the podium. Speakers should operate the peripheral 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.

　　It is recommended that speakers who include video or sound files in their presentations bring and use their own laptops.

　5) All speakers (including those who use their own PC) are requested to stop by the PC Reception Desk to check their presentation data.

　6) Presentations should adhere to the Code of Research Conduct and Research Ethics and rules on protecting personal information.

　7) PowerPoint Presenter View cannot be used during the presentation. If you need a script for your presentation, please print it out and bring it with you to the venue. No printers are available for note printing in the venue.

4. Things to keep in mind when creating 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 presentation. (See the picture on the right.)

　※You can confirm your program number on the JSN2022 website.

　3) Please do not use any company logos or product logos on the presentation slides.

　4) Please make your presentation data in English.

　5) Whether or not a speaker has any conflicts of interest (COI), they must include a COI disclosure slide in their presentation. For more details, please refer to Number IX. Please note the COI disclosure is a MUST; presentations without the COI disclosure will not be allowed.

（Example）

O-01-4
Presentation Slide
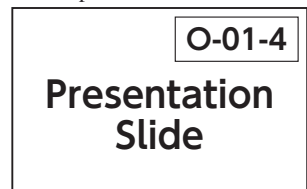
[If you are bringing your data on a USB flash drive]
  1) Please ensure that your presentation will display correctly on systems with the following specifications;
      OS: Windows 10
      Software: PowerPoint 2013 / 2019
      Monitor screen size: Wide XGA (16:9)
  2) Please use standard fonts that come with Windows 10 (OS) (e.g., Helvetica, Arial, Times New Roman) on your presentation slides, as unusual fonts may not be correctly displayed on the computers in session rooms.
  3) If you use video in your presentation, it is recommended that the video files are in .mp4 format and are saved in the 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. If using Macintosh, please do not use PICT files.
  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 the latest anti-virus software before your submission to the PC Reception Desk.
  7) All speakers are requested to submit their presentation data to the PC Reception Desk and check the data. It will be deleted after the Annual Meeting.

[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. Some laptops require a particular video output cable to use the D-sub 15pin to connect to external monitors and data projectors. Please note that we are not equipped with that specific cable, and you must bring one in case it is needed.
  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 Reception Desk, please bring your PC to the operation desk in your session room no later than 15 minutes before your presentation. 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 Reception Desk.

5. As backup data for online streaming, you must submit your pre-recorded presentation video and presentation slides in advance using the upload system provided on the JSN2022 website.
  We will inform you of the data submission method by email.

6. PC Reception Desk

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

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

【PC Reception Desk】
Place: G Block, B2F, Seminar Room 2, Tokyo International Forum
Opening hours :

May 18 (Wed.)	May 19 (Thu.)	May 20 (Fri.)	May 21 (Sat.)
8:00～17:00	7:00～19:30	7:00～18:00	7:00～15:00

V. For Poster Presentation Speakers

1. All poster speakers are requested to submit a two-minute "Short Talk Movie" for their abstract in advance of the meeting. These videos will be available on the online meeting website two days before the meeting.

2. Whether or not a speaker has any conflicts of interest (COI), they must include a COI disclosure slide in their presentation. For more details, please refer to Number IX. Please note the COI disclosure is a MUST; presentations without the COI disclosure will not be allowed.

3. Schedules for poster presentations are as shown below.
   【Poster Presentation Schedule】

	May 18 (Wed.)	May 19 (Thu.)	May 20 (Fri.)	May 21 (Sat.)
Poster Set-up	9:30～12:00	8:00～12:00	8:00～12:00	8:00～12:00
Poster Viewing	12:00～17:20	12:00～17:45	12:00～16:00	12:00～13:15
Presentation/ Discussion	17:20～18:35	17:45～19:00	16:00～17:15	13:15～14:30
Poster Removal	18:35～19:05	19:00～19:30	17:15～17:45	14:30～15:00

*After your presentation, please remain in front of your poster and wait until discussion time. When all presentations have finished, please particiate in the General Discussion. General Discussion is considered part of your presentation. Please follow the chairs' instructions.
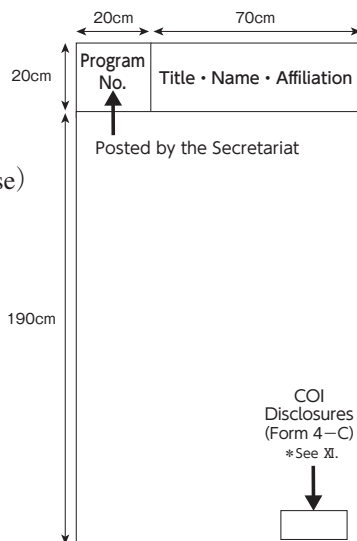
5. How to read a program number
   【Example】"Pe-01-5"

          P: Poster presentation

          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 JSN2022 Secretariat will prepare the panel with only the presentation number at the top. Speakers are responsible for writing the presentation title, speaker name(s), and affiliation(s) horizontally within a 20 cm by 70 cm space.

*(Diagram labels: 20cm, 70cm, 20cm, 190cm; Program No.; Title · Name · Affiliation; Posted by the Secretariat; COI Disclosures (Form 4−C) *See XI.)*

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. The 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 one side and include a title and brief explanation.

8. If you want to display a QR code for videos in 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 the Code of Research Conduct and Research Ethics and rules on protecting personal information.

12. Please do not include any company logos or product logos on your poster.

13. Please make your poster in English.

14. Please come and wait in front of your poster until the General Discussion starts.

15. Posters MUST BE REMOVED each day (except for AP-01, AP-02, and Ape-01 sessions). Posters that are not removed within the removal time will be discarded by the JSN2022 Secretariat.

<Poster Printing Service>
For those who cannot come to the venue and post their posters by themselves due the ongoing COVID-19 pandemic, the Japanese Society of Neurology offers the option to use a Poster Printing Service. For more details, please refer to the JSN2022 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 18 (Wed.) 19:00〜
Venue: Room 2 (Hall C, C Block, 4F, Tokyo International Forum)

[Closing Ceremony]
Date & Time : May 21 (Sat.) 17:00~17:10
Venue: Room 2 (Hall C, C Block, 4F, Tokyo International Forum)

Ⅶ. For Chairs of International Sessions and Oral Presentations

Please be seated in the "Next Chair" seat located in the top right corner of your session room at least 15 minutes before the session starts.

Ⅷ. For Invited Speakers in International Sessions and Oral Presentations

1. All speakers are requested to record and submit their pre-recorded video presentation prior to the meeting. Detailed instructions will be sent to the speakers by email.
2. Whether or not a speaker has any conflicts of interest (COI), they must include a COI disclosure slide in their presentation. Please note the COI disclosure is a MUST. For more details, please refer to Number IX.

Ⅸ. Conflict of Interest (COI) Disclosure

In order 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 speakers at the 63rd Annual Meeting of the Japanese Society of Neurology are requested to disclose all conflicts of interest (COI).

Please note presentations without the COI disclosure will not be allowed. The slide formats for 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.)
> ①Advisor:　〇〇 Pharmaceutical Industries
> ②Stock ownership/capital gain:　〇〇 Pharmaceuticals
> ③Patent royalties:　〇〇 Pharmaceutical Industries
> ④Honoraria:　〇〇 Pharmaceuticals
> ⑤Writing fees:　〇〇 Pharmaceutical Industries
> ⑥Grants for commissioned/joint research:　〇〇 Pharmaceutical
> ⑦Scholarship grants:　〇〇 Pharmaceuticals
> ⑧Endowed chair:　〇〇 Pharmaceutical
> ⑨Gifts or other forms of compensation:　〇〇 Pharmaceutical Industries

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（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.)
> ①Advisor:　〇〇 Pharmaceutical Industries
> ②Stock ownership/capital gain:　〇〇 Pharmaceuticals
> ③Patent royalties:　〇〇 Pharmaceutical Industries
> ④Honoraria:　〇〇 Pharmaceuticals
> ⑤Writing fees:　〇〇 Pharmaceutical Industries
> ⑥Grants for commissioned/joint research:　〇〇 Pharmaceutical
> ⑦Scholarship grants:　〇〇 Pharmaceuticals
> ⑧Endowed chair:　〇〇 Pharmaceutical
> ⑨Gifts or other forms of compensation:　〇〇 Pharmaceutical Industries