

Instructions for Chairs

- All chairs and co-chairs are requested to come to the "Next chair' seat" (at the front row on your right side of the session room) no later than 30 minutes prior to the beginning of your session.
- All chairs and co-chairs are asked to ensure that all sessions start / finish on time.

Instructions for Oral Presenters

Presentation Time:

Plenary Lectures: 60 min.
Special Lectures: 50 min.
Symposia, Sponsored Symposia, Tutorials, Luncheon Seminars, Technical Workshops,
Educational Lectures and other sessions: As in forved by your session's chair.

PC Center:

Please register your presentation data At least 30 minutes before your session starts.

Place: Foyer, 3F, Conference Center

Friday, March 29	8:00 – 19:00
Saturday, March 30	8:00 – 17:30
Sunday, March 31	7:30 – 12:00

- Please bring your presentation data on USB Flash Drive made in Microsoft PowerPoint 2007, 2010, 2013 or 2016 for Windows.
- If you wish to play a video, please compress the video in a format readable on Windows Media Player 12. Please also let us know at the PC Preview Center if you will play sound.
- Please bring your own PC if you prefer to use Macintosh.
- If you will use your own computer to present, please make sure it can connect using a D-sub15 pin (mini) connection (shown below).



- We strongly recommend bringing back-up data of your slide and movie files in case of any technical difficulties.
- Please refrain from editing your presentation at the PC Preview Center.
- Your presentation data will be temporarily saved on the PC Preview Center server and on the computer at the congress, but will be deleted at the end of the congress period.

Equipment:

- Screen ratio is 4:3 in all Session rooms.
- Oral Presentations can only be made with Windows PCs (single screen only).
Slide projectors are not available.
- If your presentation file is made on Macintosh, please bring your own laptop with a VGA adapter (the genuine products or products with Apple MFI Certification are recommended).

Disclosure of conflicts of interest (COI):

- Disclosure of any possible conflicts of interest (COI) of each presentation is required. Please make sure to disclose COI information in the second slide of your presentation.
- Delegates are requested to use the formats that can be downloaded from the FAOPS2019 congress website.

"SAMPLE of COI presentation format"

Form 1-A (There is a state of conflict of interest (in the past three years) requiring disclosure)

The 9th Federation of the Asian and Oceanian Physiological Societies Congress (FAOPS2019)
COI Disclosure

Name(s) of Presenter(s) *indicate the names of all co-presenters:
Put "*" in front of the name of the person who has responsibility over the presentation

○○○○, ○○○○, ...

Companies, etc. in a relation of conflict of interest requiring disclosure by the lead presenter or co-presenter(s) in relation to the contents of the presentation:

1. Advisor:	PPP Pharmaceutical Industries <small>(*Indicate "None" if not applicable.)</small>
2. Stock ownership/capital gain:	QQQ Pharmaceuticals <small>(*Indicate "None" if not applicable.)</small>
3. Patent royalties:	RRR Pharmaceutical Industries <small>(*Indicate "None" if not applicable.)</small>
4. Honoraria:	SSS Pharmaceuticals, TTT Pharma <small>(*Indicate "None" if not applicable.)</small>
5. Writing fees:	UUU Pharmaceutical Industries <small>(*Indicate "None" if not applicable.)</small>
6. Grants for commissioned/joint research:	VVV Pharmaceuticals <small>(*Indicate "None" if not applicable.)</small>
7. Scholarship grants:	XXX Pharmaceuticals <small>(*Indicate "None" if not applicable.)</small>
8. Endowed chair:	YYY Pharmaceuticals <small>(*Indicate "None" if not applicable.)</small>
9. Gifts or other forms of compensation:	ZZZ Pharmaceutical Industries <small>(*Indicate "None" if not applicable.)</small>

Form 1-B (There is no state of conflict of interest requiring disclosure)

The 9th Federation of the Asian and Oceanian Physiological Societies Congress (FAOPS2019)
COI Disclosure

Name(s) of Presenter(s) *indicate the names of all co-presenters:
Put "*" in front of the name of the person who has responsibility over the presentation

○○○○, ○○○○, ...

There is no actual or potential conflict of interest in relation to this presentation.