

## General Information (2nd Important Announcements)

### “Cryomedicine 2021”

#### Theme “Bridge to the Standard”

The 47th Annual Meeting of the Japan Society for Low Temperature Medicine (JSLTM) and the 21st Annual Meeting of Japan Image-guided Ablation Group is to be held in a hybrid format of on-site and online.

#### ■ Rules of Presentation/Information for Presenter

1. Official languages are Japanese or English.
2. All the slides should be made in English.

#### **3. Presentation time**

The oral presentation time is 10 minutes, with **7 minutes allotted for presentation** and 3 minutes for discussion (Q&A) .

4. We ask that all speakers submit a recording of their presentation prior to the conference ( either as slides with embedded narration or a video file), regardless of whether they will be presenting remotely or on site.

(Because of the logistical complications due to the COVID-19 pandemic, we are unable to accommodate in-person submissions of presentation data at the venue. Furthermore, we anticipate that any given speaker’s ability to travel could suddenly change due to organizational restrictions or municipal regulations. We therefore ask that all speakers provide recordings of their presentations ahead of time, to ensure that the conference can proceed smoothly. Thank you for your cooperation.) Note that in the hours leading up to the submission deadline, the website may experience a surge in traffic and upload times may lag. We therefore recommend that you prepare and submit your recording as early as possible.

5. All speakers of presentations are obliged to disclosure conflicts of interest.
6. The types and registration methods of presentation data vary depending on the program. Detailed information will be posted on the website of the annual meeting and also sent to speakers via email.
7. First, use PowerPoint’s built-in slide show recording feature, narrating over your slides as if presenting to an audience. Once the recording is complete, save the file using either the PowerPoint (.pptx) file format. Then, navigate to the 47<sup>th</sup> JSLTM Annual Meeting website and upload the file. Further guidance can be found on the conference website.
8. Your presentation data are temporarily stored in the PC preview center or the presentation server. We will responsibly destroy all data after the meeting.

■ Instruction for Presentation

1. For those presenting on site :

Please be seated in the "Next Speaker's Seat" in the first row of the hall/room at least 15 minutes before your session starts. At the chairperson's instruction, the on-site staff will begin playback of your pre-recorded presentation. After the playback has finished, the chairperson's will starting Q&A and discussion. To help prevent the spread of COVID-19, a bottle of alcohol-based hand sanitizer will be located near the lectern. Please disinfect your hands both before and after your presentation.

2. For those presenting remotely :

Please join the Zoom meeting room and signal for the presentation to begin. The on-site staff will begin playback of your pre-recorded presentation. After the playback has finished, the chairperson will conduct Q&A. Please listen to the questions and respond over Zoom. For additional details, please refer to the conference website or to instructions provided via e-mail prior to the conference.