

◆ Presentation Guidelines for Chairs, Moderators, and Presenters

The 34th Plastic Surgery Research Council Meeting of Japan Society of Plastic and Reconstructive Society

1. General Notice

All chairs, moderators, and presenters are kindly requested to attend and present **onsite at the designated venue**. Please read the following instructions carefully to ensure smooth operations on the day of the session.

2. For Chairs and Moderators

- Onsite check-in is **not required**.
- Please arrive at your session room and take your seat at the “Next Chair/Moderator” area **at least 10 minutes before** the scheduled session start.
- Session progress is under your discretion; however, we kindly request **strict adherence to the allocated presentation and discussion times** for timely proceedings.

3. For Presenters

Check-in and Seating

- Presenters must complete check-in at the “**Presenter/PC Reception Desk**” **at least 30 minutes** before their session.
- Please be seated at the “Next Presenter” area **no later than 10 minutes** prior to the session.

Presentation Time

- **Designated Presentations** (Symposia, Committee Sessions): As previously notified
- **General Presentations**: 5 minutes for presentation + 3 minutes for discussion

Presentation Operation

- Slide operation will be carried out **by the presenter using the podium equipment**.
- Time signals:
 - Yellow light – 1 minute remaining
 - Red light – End of time

4. Presentation Data Submission

Windows Users

- Submit data via **USB flash drive**
- Supported formats: Microsoft PowerPoint 2013/2016/2019/2021/365
- Slide ratio: **16:9**
- Use only system fonts:
 - Japanese → MS Gothic, MS Mincho, MSP Gothic, MSP Mincho
 - English → Times New Roman, Arial, Century, Courier New, Georgia, etc.
- Videos and animations are permitted.
 - File format: **WMV or MP4** (resolution: 720p or 1080p)
 - Videos must be **embedded in the presentation**
- Run a **virus scan using the latest antivirus software** prior to submission.

Mac Users

- Bring your own **Mac laptop and HDMI adapter/conversion cable**
- Projector input: **HDMI only**
- Disable screensavers, passwords, and power-saving settings beforehand

- **Power cable is mandatory**; battery operation is not recommended
 - Provide a **USB backup** of your presentation
 - Venue staff will collect and return your PC at the “Next Presenter” seat
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5. Important Notices

- Use of PowerPoint versions **outside the supported list** may cause technical issues; the organizers shall not be responsible for any malfunctions.
 - Do not use image files in **HEIC format**; convert to JPEG, PNG, TIFF, GIF, or BMP.
 - In case of major technical issues during check-in, immediate correction may not be permitted to avoid delays.
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6. Presenter/PC Reception Desk Hours & Locations

Date & Time

- **October 16 (Thu)** 08:15–15:15
- **October 17 (Fri)** 08:30–14:15

Location

- Presenters for Halls 1–4 → *Leica Nangoku Hall – Stage-left entrance (Elevator side)*
 - Presenters for Halls 5–6 → *TKP Garden City Kagoshima Chuo – 2F Sakurajima Premium (Rear section)*
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7. Conflict of Interest (COI) Disclosure

All presenting authors—including those participating in co-hosted seminars—are required to **self-declare and disclose any relevant COI**.

- Disclosure must be presented as a **dedicated slide**, placed either
 - as the **first slide** of the presentation, or
 - **immediately after the title/introduction slide**

For further details, please refer to the official meeting website:

 <https://jsprs-kiso2025.com/page0107.html>

Venue Access Information

Li-Ka Nangoku Hall

Address: 5F, Li-Ka1920, 19-40 Chuo-cho, Kagoshima City, Kagoshima Prefecture, 890-0053

Access: Approximately 3 minutes on foot from JR Kagoshima-Chuo Station.

TKP Garden City Kagoshima-Chuo

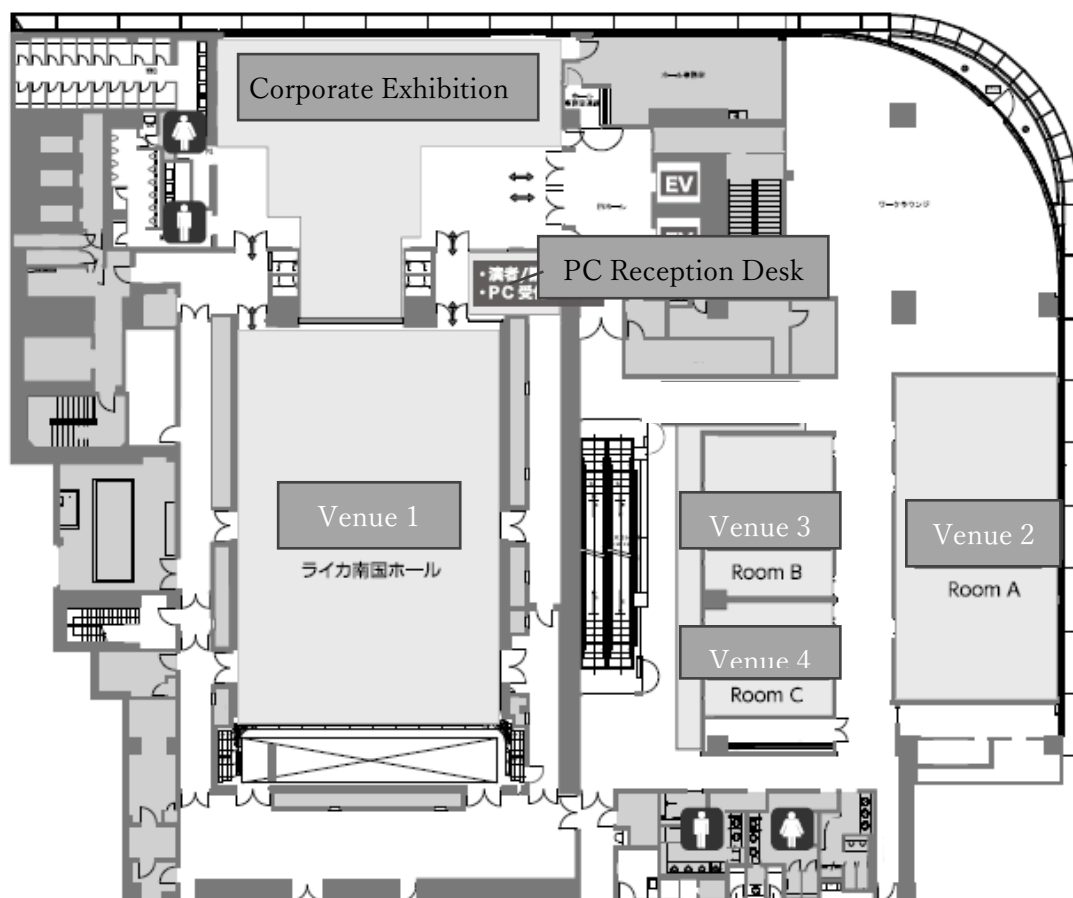
Address: 2F & 3F, Nangoku Annex, 26-1 Chuo-cho, Kagoshima City, Kagoshima Prefecture, 890-0053

Access: Approximately 5 minutes on foot from JR Kagoshima-Chuo Station.

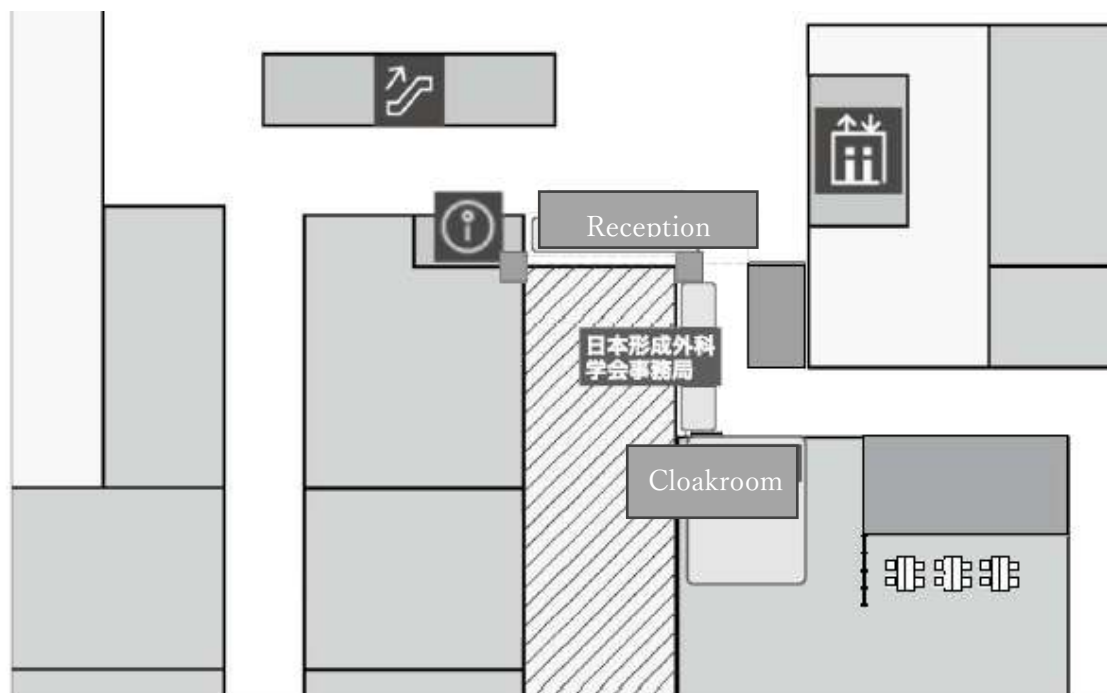


Venue Information

📍 Li-Ka Nangoku Hall 5F



📍 Li-Ka Nangoku Hall 2F



2F



3F

