

# Information for chairpersons and presenters

Chairpersons and presenters of the meeting may participate either on-site or online from remote area.

Please confirm the following information to make preparation for your session.

You will be contacted separately and asked of your preferred method of participation and informed on how to participate online.

## 1. To chairpersons

- For those participating on-site
  - Please be seated at “next chairperson” chair located inside the meeting room (right front of the room) at least 20 minutes before your session starts.
  - Chairperson is left to proceed the session, but please kindly cooperate and keep the end time of the session.
  
- For those participating online
  - You will receive a Zoom URL for your session via email about a week before the meeting.
  - Please join the Zoom room 40 minutes before the session starts on the day from the URL provided above.
  - After joining the Zoom room, operator will explain how the session will proceed.

## 2. To presenters

- For those participating on-site
  - Please visit PC reception at least 40 minutes before your session starts and complete previews on your data.  
【PC reception】  
1F, HOTEL HEWITT KOSHIEN  
June 24 (Fri.) 7:00 – 18:00  
June 25 (Sat.) 7:00 – 18:00
  
- For those participating online
  - You will receive a Zoom URL for your session via email about a week before the meeting.
  - Please join the Zoom room 40 minutes before the session starts on the day from the URL provided above.
  - After joining the Zoom room, operator will explain how the session will proceed.
  - Please submit backup data of your presentation data with audio recorded prior to the meeting. How to submit the data will be notified individually.

- Creating your PC presentation data
  - Details will be informed individually.
  - If you are bringing your own PC
    - ① Please make sure to bring an AC adaptor for your PC.
    - ② HDMI or mini D-Sub15 pin will be used to connect your PC to LCD projector. If your PC require a converter cable, please make sure to bring it with you.
    - ③ Connecting to the Internet (with cable)  
Please check the LAN port [where to insert network cable (LAN cable)] and do not forget to bring a connector if required.
    - ④ Please bring a backup for your presentation data saved on USB flash memory.
  
- Notes on presentation
  - Presentation time  
Please keep to the presentation and Q&A time notified by the secretariat prior to the meeting.
  - Please create all your presentation data (slides) in English.
  - Presentation language in The 18th Japan-Korea *H. pylori* Joint Symposium will be in English.
  - Presenting on-site
    - ① A LCD monitor, a keypad and a mouse will be prepared on the lectern. Operator will project your first slide on the screen, and you will then be asked to operate yourself.
    - ② A laptop PC and a mouse will be prepared on the lectern in Room 3. Operator will support you once you are on the stage, so please use “Share Screen” function in Zoom to start your presentation.  
If you are bringing your own PC, you are asked to use “Share Screen” function in Zoom yourself and start your presentation.
  
- COI (Conflict of Interest) disclosure  
Conflict of Interest (COI) need to be disclosed when making clinical research presentation in The annual meeting of The Japanese Society for *Helicobacter* Research. Detail will be informed individually.