

For Presenters

For Speakers

All speakers are required to wait in the “next speaker seat” located at the front left of the session venue 15 min prior to the presentation.

Conflict of Interest (COI) Disclosures

All speakers are required to show a slide disclosing any potential Conflict of Interest on the **second slide** of the presentation.

Speakers of poster sessions should indicate Conflict of Interest on the lower right corner of the poster.

Download

- [COI Disclosure Form \(COI Related to this Presentation\)](#)
- [COI Disclosure Form \(NO COI Related to this Presentation\)](#)

For Oral Presenters

Related Session

State-of-the-art Lecture, Symposium 1-3, Panel Discussion 1-5, Workshop 1-3

PC Preview Desk

PC Preview Desk is located in front of Nishiki, 4th Floor.

The reception hours will be as indicated below.

Opening Hours

September 25 (Thu.) 7:00-17:30

September 26 (Fri.) 7:00-16:00

Please be sure to register your data at the PC Preview Desk at least 40 min. prior to your presentation time.

For those who will be presenting at the early morning sessions, please register your data on the previous day if possible.

For PC Presenters

Please bring your presentation data in USB flash memory stick or your own laptop to the desk.

- When the presentation data is prepared in Macintosh, please bring your own laptop.
- If video data is included in your presentation data, we recommend you bring your own laptop.
- PowerPoint is the only application accepted.
- Please bring your back-up data with you in case of trouble. The Secretariat is responsible to delete data after the meeting.

Please be punctual to the allotted presentation time and follow the chair's instructions during the session.

Precautions for Bringing Your Own Laptop

We kindly request that you disable the password, screensaver, and power-saving settings on your computer beforehand. This will help prevent any interruptions and allow for seamless participation.

Please make sure to confirm the shape of output terminal and bring terminal adapter for connection if necessary.

HDMI connection is available.

After the preview at PC preview desk, please bring your laptop to the computer operation desk at the front of your session room **15 minutes prior** to your presentation.

If you bring Macintosh with type-C connector, you need to bring the back-up data in USB flash memory.

Precautions for Bringing Media

Operating system on site is Windows 11, and it is not compatible with Macintosh.

If you use a Macintosh, please bring your own PC.

The on-site PCs are equipped with Windows 11, and the acceptable PowerPoint versions are 2013, 2016, 2019, 2021, and 2024.

Please use the Windows standard fonts such as Arial, Century, Times New Roman, etc.

For optimal display, a slide size of 16:9 is recommended. While 4:3 is also compatible, it may result in margins on the left and right sides.

If you use video data, we recommend you to bring your own laptop.

If you have reference files, such as videos or audio, please place all the data in the same folder.

***Note regarding video files:**

Please ensure your video files can be played using the default codecs included in Windows Media Player 12. We recommend using the WMV format.

Please do not save any data other than your presentation data on your media device. Please refrain from using presenter view during the presentation.

For Invited Speakers

The time allocation for the **keynote speech** by the invited speaker.

Session	Presentation time	Q&A
Symposium 1,2,3	20 min	5 min
Panel Discussion 1,2,3,4,5	20 min	5 min
	12 min	3 min

For non-Invited Speakers

Presentation time

Session	Presentation time	Q&A
Symposium 1,2,3	7 min	3 min
Panel Discussion 3,4,5	7 min	3 min
Workshop 1,2,3	7 min	3 min

For Poster Presenters

Related Session

Poster session 1-2

The location for the poster session will be in front of Ohgi venue.

Please set up your poster by yourself.

Poster Format

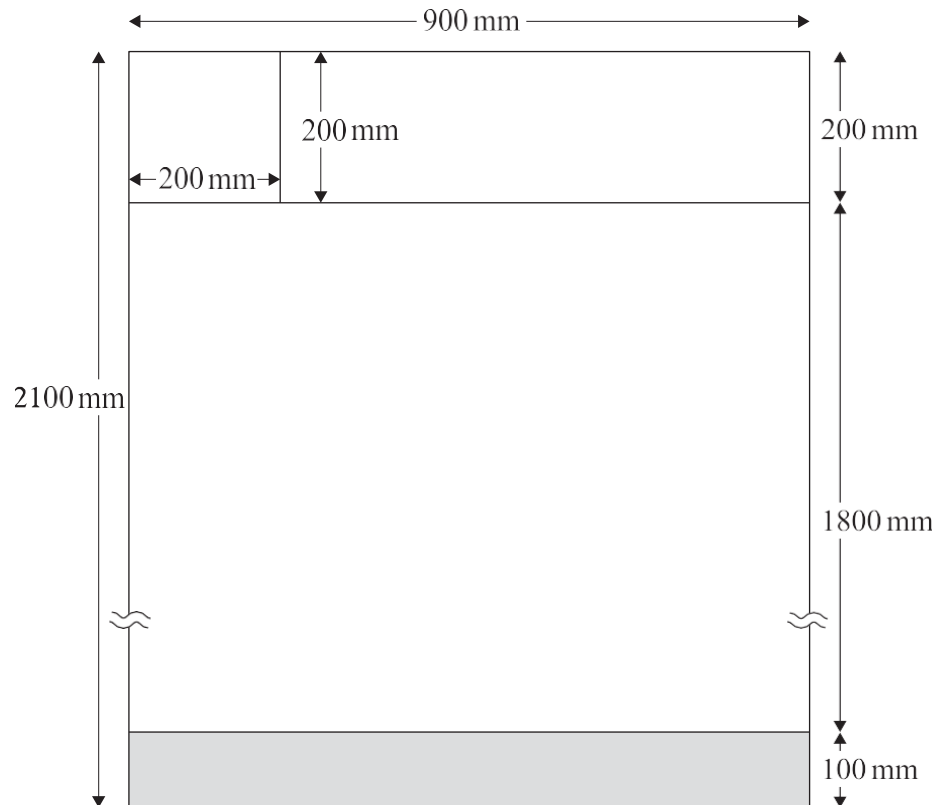
The poster board (H2100 mm×W900 mm) is set in the poster session room.

Please make sure that your poster fits the posting space shown below (H1800 mm×W900 mm).

Be sure to include the title of the abstract, and affiliations should be at the top right corner of your poster.

Number plates and pins will be prepared on-site. If you need an abstract title, please prepare it yourself.

Poster Panel



Presenters must disclose applicable COI (Conflict of Interest) of your presentation. Please download the COI slide template from the website and display it on **the lower right corner** of the board.

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- [COI Disclosure Form \(NO COI Related to this Presentation\)](#)

Outline of Display and Session Time

	September 25th (Thu.)	September 26th (Fri.)
Poster Mounting	7:00-9:00	7:00-9:00
Poster Presentation Time	13:20-14:20	13:10-14:10
Poster Removal	17:30-18:30	16:30-17:30

Presentation time (Session time)

Please confirm your presentation schedule in the acceptance notification.

The program of poster viewing will be uploaded in the program web page later. Presenters are required to come to the poster session room at least 15 min. prior to the session and stand in front of your poster before your presentation.

The allocated time is 4 min presentation and 2 min discussion.

Please be punctual and follow the Chair's directions.

Please remove your poster within the allowed time. Otherwise, the secretary will discard remaining posters found after the removal times.

Poster Layout

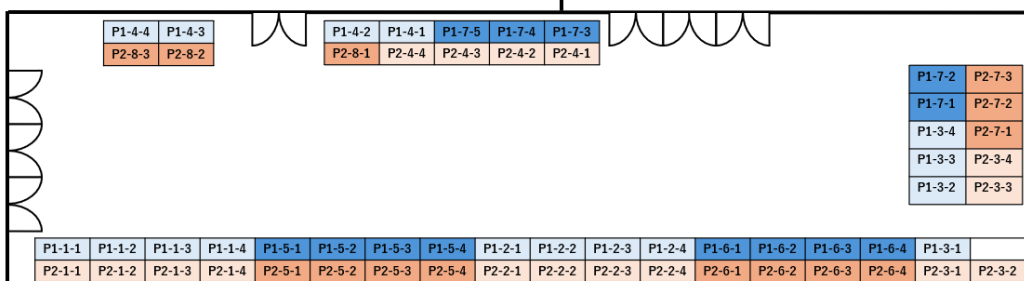
9.25 (Day 1) P1-1~P1-7

P1-1, 1-2, 1-3, 1-4	13:20~13:50
P1-5, 1-6, 1-7	13:50~14:20

9.26 (Day 2) P2-1~P2-8

P2-1, 2-2, 2-3, 2-4	13:10~13:40
P2-5, 2-6, 2-7, 2-8	13:40~14:10

OHGI



Contact

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