



The Asian Pacific Association for the Study of the Liver

**APASL Oncology 2023**

*In Search of Silver Bullet for HCC*

The APASL Oncology 2023 Sendai

**Information for Speakers of Oral Free Papers**

Dear Speakers

We would like to thank you for your great contribution to us.

The APASL Oncology 2023 will be held on October 27 (Friday) – 28 (Saturday) as a hybrid meeting. We would like to send the following information. Thank you for your understanding and cooperation.

Organizer, APASL Oncology 2023 Sendai

\*\*\*\*\*

**Instruction for Speakers**

The conference program will be presented as a hybrid style meeting.

- An invitation email containing information about the login will be sent to the presenters/moderators who will participate online through the Zoom system. The login URL will be included in the invitation email. If you will not receive the invitation link until October 10, please contact secretariat.
- **The Oral Free Paper is 12 minutes (9 minutes presentation, 3 minutes discussion).**
- After presentation, the discussion time (a question-and-answer session) will be held according to the moderator’s instructions.

**For those who will attend online**

- Please join Zoom at least 20 minutes before your session begins.
- Please turn on the microphone and the camera only when you are speaking.
- The moderator will introduce the presenter at the beginning of each presentation.
- Please start your presentation after introduction sharing slides by your side.
- If you prefer to show your recorded lecture, please submit your video by MP4 file until October 10 to the congress secretariat. The secretariat will start the presentation video. In principle, you do not have to share your presentation by yourself at that time muting your microphone, however after the presentation video, please join the discussion time with camera and microphone on.
- After finishing the presentation, online viewers will send textual questions to the Q & A column, so please follow the moderator’s instructions and answer those questions.

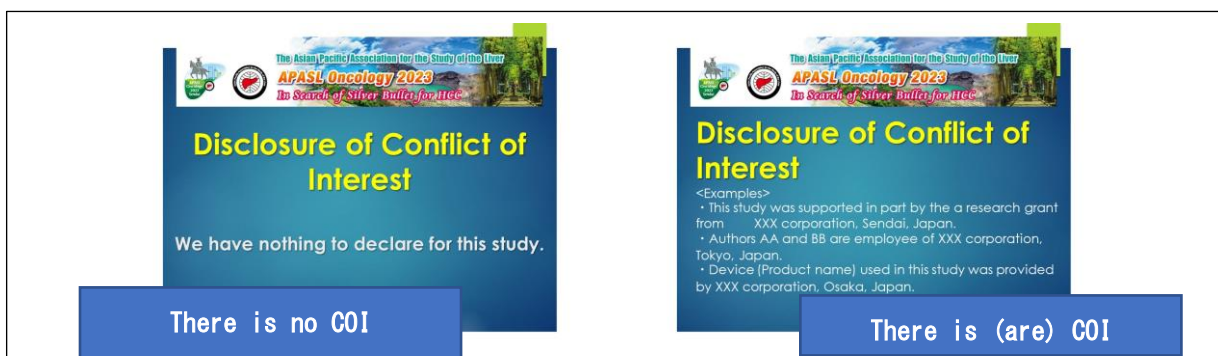
[Preparation]

- In order to avoid problems during the presentation, please record your presentation (PowerPoint presentation with narration) in advance and submit the MP4 file (**PowerPoint presentation with narration**)

**data converted to MP4 or Recorded movie data MP4)** to the congress secretariat. Submission final deadline: **October 10 (Tuesday) 2023**

- Submission method: Please upload the data at the following uploading site,  
**APASL Upload Site: <https://midea-gd.net/ASfulSystem/index.php>** (Available in September - October)  
 If you have any difficulty to upload from above site, please use other common upload site, such as “**firestorage**” <https://firestorage.com/> “**WeTransfer**” <https://wetransfer.com/> and so on, and inform the secretariat the download URL and password (if any).

Regarding the disclosure of conflicts of interest on the second slide, please include one of the conflicts of interest disclosure slides such as follows.



- The following environment is recommended.
  - Create the image resolution in XGA (1024 x 768).
  - Microsoft Windows PowerPoint (2019) can be used as the application software.
  - The fonts that come standard with Microsoft PowerPoint, Times, Arial are recommended.

## For those who will participate at the onsite venue

- Please complete your registration of presentation data at the Data Pre-View Desk until 30 min. before your presentation time.
- Please be seated at the “next speaker’s seat” at least 10 minutes before your presentation. The seat will be located forward near the podium.
- The slides which you have submitted in advance for the presentation are prepared on the computer of the podium. Please operate the slides by yourself.
- Please note that the “presenter tool” is not available.

\*The open hours of Data Pre-View Desk are as follows.

October 27 (Friday) 8:00-17:00	October 28 (Saturday) 8:30-16:00
-----------------------------------	-------------------------------------

- \*The PC will set at the podium is OS: Windows 10 (PowerPoint:2019) with DVD Super Multi Drive function.
- \*Because of the hybrid style conference system will be situated in the venue, please do not use your own PC for your presentation. We ask your understanding and cooperation.
- \*Please bring your data by USB memory stick, CDR, or DVDR (Disk at Once).
- \*Backup data by another media should be kept by presenter.
- \*If you bring your movies by data file, please prepare the file which can be played by standard Windows Media Player.
- \*The projector's screen resolution is set for hybrid style (Zoom Webinar). Therefore, it will be suitable for both 16:9 XGA and 4:3 XGA. Please make your PPT data at your preferable size.
- \*Even if you will attend on-site, we recommend you to submit the recorded presentation (MP4 file) as much as possible for backup data, same like the online attendees.

## Request for Test Connection

We cordially request that you spend some time on conducting a test connection with us through Zoom.

Please try to join the webinar through invitation link which will be sent by Zoom system, to make sure you are able to join the webinar smoothly. Test connection available hours are as follows.

October 2 (Monday)            10:00-12:00    15:00-17:00 (Japan Time)

October 4 (Wednesday)      10:00-12:00    15:00-17:00 (Japan Time)

October 6 (Friday)            10:00-12:00    15:00-17:00 (Japan Time)

\*Please contact the Congress Secretariat to make reservation of your test connection in advance by email.

## About On-demand presentation

- The recorded lectures and discussion will be distributed on-demand from The APASL Oncology 2023 website <http://www.apasl-oncology2023.org> after the conference. We hope it is acceptable.
- The viewing period is scheduled to be from November 1 (Wednesday)-November 30 (Thursday) 2023 .
- The secretariat will send you questions received by e-mail and Q & A during the on-demand delivery period, so please answer if possible.

## Precautions

The organizer cannot handle problems such as computer operation, internet connection, video connection, and audio connection. Please solve such problems by yourself. We recommend the following environment.

- PC with as much memory as possible (CPU i5 or more, memory 8 Giga or more).
- Please connect to the Internet via a wired LAN line.
- Create the image resolution in XGA (1024 x 768).
- Microsoft Windows PowerPoint (2019) can be used as application software.
- Of the fonts that come standard with Microsoft PowerPoint, we recommend using Times, Arial.

Zoom, which is an online conference system, will be used for this conference. Security checks are carried out using IDs and passwords, however caution is required when using public systems. Please note the following.

- Do not post, modify, distribute or reproduce copyrighted material, trademarks, portrait rights or other property rights in any way without the prior written consent of the owners of these property rights.
- Regarding citations, please specify the source of the citation.
- Please exert caution regarding the protection of personal information such as name, age, surgery date, etc. This could lead to the identification of an individual.
- Please pay particular attention to images and videos that may be considered problematic when viewed by the public at this conference.
- Recording of screens and images are strictly prohibited.
- It is prohibited to transfer or share the ID and password. The organizer cannot be held responsible for any problems related to this.
- The internet fee at this online conference will be borne by each attendant.

If you have any questions, please contact the secretariat below.

We would like to thank you all for your cooperation.

Contact: APASL Oncology 2023 Sendai Congress Secretariat

Email: [info@apasl-oncology2023.org](mailto:info@apasl-oncology2023.org)

Tel: +81-3-6380-0102 Fax: +81-3-6380-0103

URL <http://www.apasl-oncology2023.org>