

To All Participants

1. Registration Desk

①Date & Location:

- **November 16, 2024 (Sat):** 8:20 AM – 6:30 PM at Shabondama Sekken Kukurū Itoman, Foyer
- **November 17, 2024 (Sun):** 8:30 AM – 4:30 PM at Shabondama Sekken Kukurū Itoman, Foyer

For Pre-registered Participants

Please print your participation certificate from the registration screen and present the printed QR code at the registration desk. Name holders will be distributed at the reception.  
For those attending the reception, a mark will be attached to your participation certificate at the reception.

For On-site Registration Participants

Registration is online only (with online payment). Please complete the registration via the conference website under "Registration." After registering, show the registration screen at the reception desk to receive your participation certificate.  
*Please note that cash payments on the day will not be accepted.*

②Participation Fees

classification 区分	Member 会員		Non-Member 非会員	
	Pre-registration 事前登録 11月8日（金） 24時まで	Regular-registration /Onsite-registration 事前登録（通常） ／当日登録 （11月9日以降）	Pre-registration 事前登録 11月8日（金） 24時まで	Regular-registration /Onsite-registration 事前登録（通常） ／当日登録 （11月9日以降）
General 一般	10,000円	15,000円	15,000円	17,000円
Graduate Students/Students 大学院生・学生	2,000円	3,000円	3,000円	4,000円
Senior high school student 高校生	2,000 円			
Option オプション				
Reception 懇親会（11月16日）	Graduate Students/Students 大学院生・学生 3,000円 General 一般 5,000円 (Directors, Representatives and Trustees 理事・代表員・評議員,台湾・國家衛生研究院(Board Member) 7,000円 Free for Preschool children 未就学児 無料 Elementary school students 小学生（同伴） 3,000円			

※Note: If payment is not completed by 11:59 PM on Friday, November 8, the on-site fee will apply.

③Receipts & Certificates of Attendance

Receipts and certificates of attendance can be downloaded from the My Page of the registration site.  
[Log in to My Page here](https://app.payvent.net/customers/sign_in) (https://app.payvent.net/customers/sign\_in)  
*Certificates of attendance will be available for download from noon on Monday, November 18.*

## 2. Reception

•**Date & Time:** November 16, 2024 (Sat) 6:15 PM – 8:15 PM

•**Location:** Kukuru Itoman, Main Hall

•**Participation Fees:**

- Directors, Representatives, Councillors, Taiwan and National Institutes of Health: ¥7,000
- General: ¥5,000
- Graduate Students/Students: ¥3,000
- Accompanying Elementary School Students: ¥3,000
- Preschool Children: Free

•**Registration:** Pre-registration required. *Limited to the first available slots.*

Reception attendees (those who have completed payment) will have a mark attached to their participation certificate. Please wear your participation certificate during the reception.

## 3. Abstract Collection

The abstract booklet can be downloaded from the following website(Japanese).  
(currently being prepared; updates will follow).

## To All Chairs

- A waiting room will be available for chairs 30 minutes before the start of each session (Keynote Lectures , Educational Lectures , Symposium, Workshop).
- Please be seated in the "Next Chair Seat" by 10 minutes prior to the session start time.
- Begin the session after the announcement has been made.
- Session progression and time management are at the discretion of the chair.
- Please ensure that sufficient discussion time is provided within the scheduled session time.
- We appreciate your cooperation in adhering to the time schedule for smooth proceedings.

## To All Presenters

### 1. Presentation Data Preparation Guidelines

- Please prepare your PowerPoint slides in a 16:9 format.
- There are no restrictions on the number of slides or the total data size.
- Ensure that margins are left on all sides of the slides. Text or images placed too close to the edges may be cut off when projected.
- Fonts:**
  - For Japanese text: Please use MS Gothic, MSP Gothic, MS Mincho, or MSP Mincho.
  - For English text: Please use Century, Century Gothic, or Times New Roman.
  - If you use fonts other than the ones listed above, it may result in misalignment, garbled characters, or non-display of text.
- The file name for your presentation data should be "Presentation Number + Your Name." for general presentations and "Session Name + Your Name." for Keynote Lectures (KL), Educational Lectures (EL), Symposium (SY), Workshop (WS), and Free Meeting (FM ). (Example: WS1 + Name)
- All presentation data will be deleted responsibly by the secretariat after the joint conference.
- Please submit your presentation data in advance via the form below.

**Submission Deadline:** Thursday, November 7

[Presentation Data Submission Form](https://www.dropbox.com/request/AUa23iffJS9n5oi7LQPn) (https://www.dropbox.com/request/AUa23iffJS9n5oi7LQPn)

## 2. Conflict of Interest (COI) Disclosure

### For Japan Society of Tropical Medicine (JSTM):

- For oral presentations, please display the COI disclosure slide as instructed [here](#) on the first slide.  
[https://tjstm.jp/assets/doc/about/conflict-of-interest/COI\\_slide\\_2017.pptx](https://tjstm.jp/assets/doc/about/conflict-of-interest/COI_slide_2017.pptx)
- For poster presentations, include the COI disclosure in the designated section of your poster.

### For Japan Association for Global Health (JAGH):

Please complete the COI self-declaration form (available [here](#)) and submit it via the COI submission form by **Thursday, November 7**

- The file name should be "Presentation Number + Your Name." for general presentations and "Session Name + Your Name." for Keynote Lectures (KL), Educational Lectures (EL), Symposium (SY), Workshop (WS), and Free Meeting (FM ). (Example: WS1 + Name)

✂For those affiliated with both JSTM and JAGH, please follow the COI disclosure guidelines of both associations, or choose one as your presenting association.

### In the case of the Japan Association for Global Health (JAGH) and Taiwan Association for Global Health Initiative (TAGHI)

Please fill the attached form (COI self-report form for submission of abstracts for the JAGH academic conference and local meetings) from [the link below\( here \)](#) and submit it by Google Form② to the conference secretariat.

**Submission Deadline: Thursday, November 7**

#### •Please name your file as follows:

The file name should be "Presentation Number + Your Name." for general presentations and "Session Name + Your Name." for Keynote Lectures (KL), Educational Lectures (EL), Symposium (SY), Workshop (WS), and Free Meeting (FM ). (Example: WS1 + Name)

## 3. Ethics Committee Approval of the Affiliated Institution

We request that, wherever possible, ethics committee approval from your affiliated institution be obtained for any experiments or investigations presented at this conference.

**\*If approval is obtained**, please note it on your presentation slides or posters. If approval is **not** obtained, please detail the ethical considerations applied.

(Example)

- This study was conducted with the approval of the ethics committee of the institution to which the first author belongs (Approval No. XXXXX).
- This study was conducted with the approval of the ethics committee of the A University, Graduate School of A (No. XXXXX).

As a general rule, activity reports should also receive approval from an ethics review committee. However, if unavoidable, please ensure the following ethical considerations are made and mention them during your presentation. (\*Items 1, 2, and 3 are considered essential.)

1.Ethical considerations have been made at all stages of the presentation content, ensuring the following:

- ①The subjects do not suffer any disadvantage.
- ②The subjects' free will is respected.
- ③Personal information is protected.

2.The purpose of the investigation related to the activity has been communicated to the subjects.

3.Approval has been obtained from the affiliated institution to report and publish the findings.

4.The subjects have been informed that the report/publication aims to improve the quality of services and technology, and that it may be shared among professionals.

5.The subjects are guaranteed the opportunity to refuse participation (opt-out is acceptable).

(Reference: Guidelines for Ethical Considerations in Activity Reports, as per the Submission Regulations of the Japan Academy of Public Health Nursing; Ministry of Health, Labour and Welfare Guidelines for Ethical Principles in Medical Research Involving Human Subjects)

4. Copyright

When creating your presentation data, please ensure that you do not infringe upon any copyrights.

5. During the Presentation

- The presentation PCs at the venue will be equipped with PowerPoint 2021 for Windows.  
\*If your data is created on a Mac, please confirm that it works on a Windows system.
- Please take your seat at the “Next Presenter Seat” **at least 10 minutes before the session starts.**
- For general oral presentations, you will have 7 minutes for the presentation and 3 minutes for Q&A.  
A yellow light will indicate 1 minute remaining, and a red light will signal the end. Please adhere to the allotted time.
- If using a Mac, audio/video, or any application other than PowerPoint, please bring your own PC.
- If you bring your own PC, make sure it has an HDMI output port or bring an appropriate converter.
- Regardless of data submission or PC usage, presenters will operate the slides using a keyboard and mouse on the podium.
- Always bring a backup of your data on a USB flash drive.

To All Poster Presenters

1. Poster Venue

Located in the lobby and at the rear of Main Hall 1.

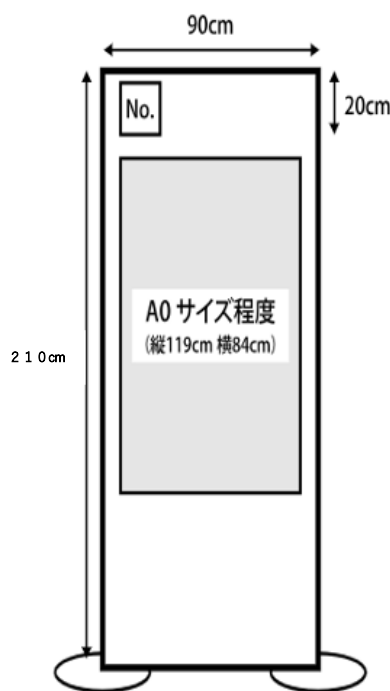
2. Poster Schedule

Date	Setup Time	Core Time	Removal Time
November 16 (Sat)	8:20 – 1:00 PM	6:00 – 6:45 PM	-
November 17 (Sun)	-	-	4:30 PM – Close

\*During core time, please stand by your poster and respond to any questions.

3. Poster Display

- Please check your presentation number and display your poster on the designated panel.
- Poster display space: Approximately A0 size (119 cm high x 84 cm wide).
- The title, name, and affiliation should be displayed at the top. The presentation number will be provided by the secretariat.
- Display materials such as adhesives will be provided by the secretariat. Pins are not allowed.
- Please remove and take your poster with you after the display period. Posters left behind will be discarded by the secretariat.
- Printing and display services for posters are not available. Please arrange these on your own.



## Other Information

### 1. Meals

No luncheon seminars will be held at this conference, and there are no dining facilities within the venue. Please use nearby restaurants or food trucks available at the venue.

### 2. Smoking

Smoking is prohibited inside and around the venue.

### 3. Childcare Services

Unfortunately, due to the severe post-pandemic shortage of childcare staff in Okinawa, we were unable to secure nursery services.

We provide information on childcare facilities that offer temporary care. Please make your own arrangements early as reservations are required.

A kids' space will be set up at the conference venue for resting or attending to children. If you are bringing a non-participant family member to assist with childcare, please inform the reception for a special entry pass.

For temporary childcare services:

- [Yume Kingdom](http://www.ok.au-hikari.ne.jp/yumebaby/) (a facility used in previous conferences)  
<http://www.ok.au-hikari.ne.jp/yumebaby/>
- List of Naha City temporary childcare facilities for 2024