

# Information for Chairs and Speakers

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All chairs and speakers of the 27th International Traffic Medicine Association (ITMA) World Congress in Tokyo are kindly requested to read the following information.

**Dates:** Tuesday, September 15 – Thursday, September 17, 2026

**Venue:** Hitotsubashi Hall (National Center of Sciences Building), 2-1-2 Hitotsubashi, Chiyoda-ku, Tokyo 101-8439, Japan

**Official language:** English (all slides, posters, presentations, and Q&A sessions are to be conducted in English)

## 1. Registration Desk

- The registration desk will be located in the 1st-floor lobby of the venue.
- Opening hours: from 9:00 each day
- Chairs and speakers are also required to complete congress registration. Please register at the desk and wear your name badge during the congress.

## 2. For Session Chairs

- Please be seated at the "Next Chair" seat at the front of the session room at least 15 minutes before your session begins.
- We kindly ask for your cooperation in keeping sessions on schedule.
- Each general oral presentation is allotted 12 minutes (8 minutes for presentation and 4 minutes for Q&A).
- Special Lectures and Keynote Lectures are allotted 30 minutes each (including Q&A).
- For symposia, please proceed with 20 minutes per presentation (including Q&A).
- A venue director in charge of session flow and chair/speaker support will be stationed in each room. Please do not hesitate to ask them if you have any questions.

## 3. For Special Lecture / Keynote Lecture Speakers

- Your presentation time is **30 minutes (including Q&A)**.
- For presentation data, equipment, and COI disclosure, please refer to "6. Notes on Oral Presentations" below.

## 4. For Symposium Speakers

- Your presentation time is **20 minutes (including Q&A)**.
- For presentation data, equipment, and COI disclosure, please refer to "6. Notes on Oral Presentations" below.

## 5. For General Oral Presenters

- Each oral presentation is allotted **12 minutes: 8 minutes for presentation, followed by 4 minutes for Q&A**.
- Please strictly observe your allotted time to keep the program on schedule.
- Next speakers are requested to be seated at the "Next Speaker" seat at the front of the room as soon as the preceding speaker has taken the podium.
- For presentation data, equipment, and COI disclosure, please refer to "6. Notes on Oral Presentations" below.

## 6. Notes on Oral Presentations

### 6-1. Presentation Data and Equipment

- Please prepare your slides using **Microsoft PowerPoint**.
- Please **bring your own laptop** for your presentation. In addition, please also **bring your presentation data on a USB flash drive** as a backup in case of equipment trouble.
- A congress PC will also be available for presentations. If you wish to use the congress PC, please visit the **PC Check Corner** in the venue in advance to confirm that your slides are displayed correctly.
- PC Check Corner opening hours: 9:00–16:00 each day (please complete your check at least 30 minutes before your session begins)
- The connector provided is HDMI. If your laptop (e.g., Mac) requires an adapter, please bring your own. Please also be sure to bring your AC power adapter.
- If you use your own laptop, please disable the screen saver, power-saving mode, and password lock in advance.
- To avoid font or layout problems, we recommend using standard OS fonts.

## 6-2. Disclosure of Conflicts of Interest (COI)

- A **COI disclosure slide must be included as the first slide** (immediately after the title slide) of your presentation.

## 7. For Poster Presenters

### 7-1. Poster Preparation

- Posters must be prepared in **A1 size (594 mm × 841 mm, portrait orientation)**.
- Posters must be prepared in English.
- Please include a COI disclosure statement on your poster.
- Pins and other mounting materials will be provided at the venue.

### 7-2. Schedule for Mounting, Presentation, and Removal

|                                   |                                                                                                                                |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Poster mounting (setup)</b>    | Please complete mounting between 9:00 and 17:00 on Tuesday, September 15                                                       |
| <b>Presentation &amp; Q&amp;A</b> | Wednesday, September 16, 11:20–12:00                                                                                           |
| <b>Poster removal</b>             | Thursday, September 17, 11:00–12:30<br>(If this is difficult, removal is also possible after 17:00 on Wednesday, September 16) |

- During the Presentation & Q&A session (September 16, 11:20–12:00), please **stand by at your own poster** and present your work and answer questions from viewers as they visit.
- There will be no fixed presentation order or individual time management. Please conclude your presentation on your own at 12:00.
- **Posters remaining after the removal period will be disposed of by the secretariat.**

## 8. Contact

Secretariat, 27th ITMA World Congress in Tokyo

E-mail: [contact@itma27-jcts62.jp](mailto:contact@itma27-jcts62.jp)