

Information for Participants, Presenters

The latest information is continuously updated and made available on the official congress website.

<https://www.convention-plus.jp/109jges/>

1) Registration

[Registration Desk]

Locations:

- Sapporo Education and Culture Hall – 1st Floor, Grand Hall Foyer
- Keio Plaza Hotel Sapporo – 1st Floor, Main Entrance
- Grand Mercure Sapporo Odori Park – 1st Floor, Convention Lobby
- Sapporo Prince Hotel International Convention Center PAMIR – 2nd Floor, Reception Counter

Registration Hours:

- May 9 (Fri.): 7 : 30 AM~5 : 30 PM
- May 10 (Sat.): 7 : 30 AM~5 : 00 PM
- May 11 (Sun.): 8 : 30 AM~2 : 00 PM

For Those Who Wish to Watch On-Demand After the Congress:

Please refer to the official congress website for details.

Please note that certain presentations may not be available for on-demand viewing due to the speakers' circumstances. We appreciate your understanding.

Family Pass Information:

A Family Pass is available for members of the Japan Gastroenterological Endoscopy Society (JGES) who have registered for The 109th Congress of the Japan Gastroenterological Endoscopy Society.

This pass allows you to bring your family members to the congress.

Please make sure to complete your registration in advance, and apply for the Family Pass on-site on the day of the event. There is no limit to the number of accompanying family members.

Family Pass

Eligibility	Family members or accompanying individuals of JGES members who have registered for The 109th Congress of the Japan Gastroenterological Endoscopy Society.
Admission	Free admission to designated areas with the Family Pass.
Access Areas	<ul style="list-style-type: none">• Exhibition Hall• Local Product & Sweets Corner• Presidential Lecture• Special Lecture 1• Special Lecture 2• Special Lecture 3
How to Apply	Please come to the on-site registration desk on the day of the event together with the registered participant. A Family Pass will be issued upon application. Please make sure to always wear the pass inside the venue.
Important Notes	Access with the Family Pass is limited to the areas listed above. Entry to other areas is not permitted.

Issuance of Name Tag, Receipt, and Certificate of Attendance:

- Name Tag

Available for download from your registration My Page after the payment is completed.

※ Downloads will be available starting Wednesday, April 23, 2025.

- Receipt

Available for download from your registration My Page after the payment is completed.

※ Download deadline: Thursday, July 31, 2025.

- Certificate of Attendance

From Friday, May 9 at noon to Thursday, July 31 at noon, a “Certificate of Attendance” button will appear on your registration My Page.

Please download it within this period.

2) Luncheon Seminars, Coffee Break Seminars, and Satellite Seminars

Advance tickets will not be distributed for these seminars.

Please note that seating is limited at each venue, so we kindly encourage you to arrive early to attend your preferred session.

3) Corporate Exhibition

The corporate exhibition will be held on the 2nd and 3rd floors of Grand Mercure Sapporo Odori Park.

Please see the schedule below:

- May 9 (Fri.): 9 : 00 AM~4 : 30 PM
- May 10 (Sat.): 9 : 00 AM~4 : 00 PM
- May 11 (Sun.): 9 : 00 AM~2 : 00 PM

A stamp rally will also be held in conjunction with the corporate exhibition.

For more details, please refer to the official congress website.

4) Cloakroom

Cloakrooms available at each venue may be used:

- Keio Plaza Hotel Sapporo
- Sapporo Education and Culture Hall
- Sapporo Prince Hotel
- Grand Mercure Sapporo Odori Park

Please note that valuables cannot be accepted.

Kindly make sure to collect your belongings on the same day they are deposited.

5) Hands-on Seminars

Hands-on seminars will be held during the 109th Congress of the Japan Gastroenterological Endoscopy Society as follows:

- Dates: May 9 (Fri.) – May 11 (Sun.), 2025
- Venue: Pearl Hall, 20th Floor, Grand Mercure Sapporo Odori Park
- Eligibility: JGES members who have completed registration for the 109JGES (Please note that each seminar has a participant limit.)
- Participation Fee: 3,300 JPY per session
(Registration for the 109JGES is required.)
- How to Apply: Please register in advance via the official congress website.
(Advance registration is required for all sessions.)

For more details and seminar descriptions, please refer to the official congress website.

6) Guidelines for Presentations

To All Presenters:

[Conflict of Interest (COI) Disclosure During Presentations]

All presenters are required to disclose any potential conflicts of interest (COI) at the time of their presentation.

Please make sure to disclose whether or not you have any COI, in accordance with the disclosure standards and prescribed format.

The COI disclosure criteria and template are available on the official congress website under the “Conflict of Interest” section.

Kindly review the guidelines and prepare your disclosure accordingly.

[Regarding Presentation Time]

Please make your presentation at the time individually informed you.

To ensure the smooth progression of the program, we kindly ask that you adhere strictly to the scheduled time.

[Presentation Data Submission]

Please submit your presentation data at the PC Center listed below and confirm that it functions properly.

This must be completed at least 30 minutes before your presentation. After submitting your data, please proceed to the “Next Speaker’s Seat” at least 15 minutes before the start of your session.

[PC Centers]

- Sapporo Education and Culture Hall – 1st Floor, Dressing Room
- Keio Plaza Hotel Sapporo – 2nd Floor, Foyer
- Grand Mercure Sapporo Odori Park – 2nd Floor, Foyer
- Sapporo Prince Hotel – 2nd Floor, Foyer

You may check in your presentation data at any PC Center, regardless of your presentation venue.

For example, you can submit your data at Keio Plaza Hotel Sapporo and give your presentation at Sapporo Prince Hotel.

[PC Center Operating Hours]

- May 9 (Fri.): 7 : 30 AM~5 : 30 PM
- May 10 (Sat.): 7 : 30 AM~5 : 00 PM
- May 11 (Sun.): 8 : 30 AM~2 : 00 PM

※For presentations scheduled in early morning sessions, please submit your data by the day before your presentation, if possible.

※We also accept data for presentations scheduled for the following or next day. However, please note that priority will be given to presenters of the current day if the PC Center becomes crowded.

[About Presentation Data]

Please prepare your presentation slides in 16 : 9 aspect ratio.

The on-site equipment will run on Windows 10 with Microsoft PowerPoint.

If you are using Macintosh, please bring your own laptop.

Please use only fonts that are standard on the Windows operating system.

English presentations- Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, or Georgia.

If your presentation includes video content, we strongly recommend bringing your own laptop.

When using video files in PowerPoint, please ensure that they are playable using the default codecs included in Windows 10 (OS) and Windows Media Player 12.

We recommend using WMV or MP4 formats for video files.

Please make sure that only your presentation data is saved on your media device.

To prevent copy errors, please check in advance whether your data runs properly on another computer after copying. Also, ensure that your files are scanned with the latest antivirus software beforehand.

Please bring a backup copy of your presentation data.

Presenter View will not be available.

[Important Notes for Those Bringing Their Own PC]

- Please disable any login passwords, screensavers, and power-saving settings in advance.
- We will provide a connection via HDMI cable (see diagram below).
- The projector resolution will be Full HD (1920 × 1080).
- If your device requires a different type of connector, please bring your own adapter.
- Also, please be sure to bring your PC's AC power adapter.

Examples of HDMI Conversions



Even if you are bringing your own PC, please also bring a backup copy of your presentation data on external media.

After previewing your presentation at the PC Center, please bring your computer to the PC operator's desk located at the front left side of the session room at least 20 minutes before your presentation.

If you are bringing a Macintosh laptop with a USB Type-C connector, please also bring a backup of your presentation data on a USB drive or similar media.

Please note that Presenter View is not available.

[Poster Presentations]

For Poster Presenters:

Please check the timetable to confirm your presentation time and come to the poster venue accordingly.

There is no separate check-in desk for poster presenters.

Please go directly to the panel displaying your presentation number, and be sure to put up, present, and remove your poster at the designated times.

[Poster Venue]

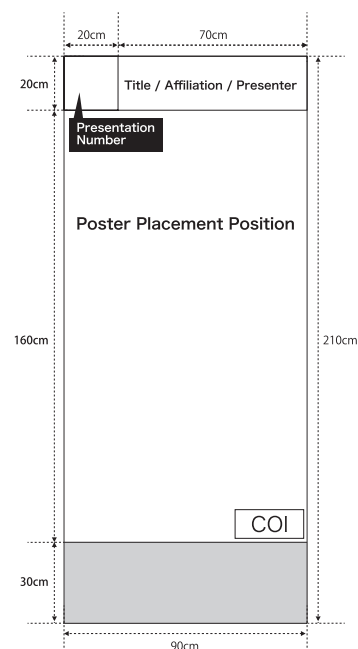
Sapporo Prince Hotel – 6th Floor, Tokachi & Hidaka

[Poster Size and Display Instructions]

- The presentation number (20 cm × 20 cm, upper left corner) will be prepared by the congress office.
- Please prepare your presentation title, affiliation, and presenter's name (20 cm × 70 cm) yourself.
- The poster display area is 160 cm (height) × 90 cm (width). Please ensure that text and figures are large and clear enough to be read from a distance.
- Poster presenters are required to disclose any relevant Conflicts of Interest (COI) during their presentation. Please attach your COI statement at the bottom of the poster panel. (COI disclosure is required whether or not you have any COI to declare.)
- Please use the pins provided on the panel with your presentation number to display your poster.
- Posters must be removed within the designated time. Any posters left beyond the removal time will be discarded by the congress office.

Please display, present, and remove your poster according to the schedule below.

	May 9 (Fri.)	May 10 (Sat.)	May 11 (Sun.)
Display	7 : 30 ~ 9 : 30	7 : 30 ~ 9 : 30	8 : 30 ~ 9 : 30
Presentation	9 : 30 ~ 10 : 30 15 : 30 ~ 16 : 30	9 : 30 ~ 10 : 30 14 : 30 ~ 15 : 30	9 : 30 ~ 10 : 30
Removal	16 : 30 ~ 17 : 30	15 : 30 ~ 16 : 30	10 : 30 ~ 11 : 30



[Regarding Presentation Time]

- Each presentation is allocated 4 minutes for the talk and 2 minutes for Q&A. Please follow the instructions of the session chair.
- Please gather in front of the first poster panel of your session 10 minutes before the start of your poster session, wearing the presenter ribbon provided at each panel.

7) Other Information

[Notes for Attendees During Sessions]

- Photography or recording of presentation screens by participants is strictly prohibited. Please refrain from taking photos or videos in the session rooms.
- If you wish to ask a question during a session, please obtain permission from the chairperson, and state your name and affiliation before speaking.

[Announcements & Call Notifications]

No announcements or call notifications will be made via audio or slides in the session rooms.

[Lost & Found]

Lost items will be kept at the registration desk at each venue:

- Sapporo Education and Culture Hall – 1st Floor, Grand Hall Foyer
- Keio Plaza Hotel Sapporo – 1st Floor, Main Entrance
- Grand Mercure Sapporo Odori Park – 1st Floor, Foyer
- Sapporo Prince Hotel – 2nd Floor, Foyer

[Parking]

There will be no parking available for participants at the congress venues during the event.
Please use public transportation to access the venues.