

General information and guidelines for all participants

I . Schedule

On-site: May 10 (Sat.) - 11 (Sun.), 2025

II . Registration

To participate in the 3rd Academic Meeting of the Young Oral and Maxillofacial Surgeons Exchange Meeting (JSOMS), registration must be made an online registration system. Please visit the website for the details of how to register. <https://www.plus-s-ac.com/jsoms-wakate/en/registration.html>

On-site registration will be available at the Basement 2nd floor at International Conference Center Hiroshima.

-Opening hours

May 10 (Sat.) 8:30-17:00

May 11 (Sun.) 8:30-14:50

Name tag and Certificate of attendance will be issued at the venue reception desk.

Please come to the reception desk with the QR code downloaded, printed out, or displayed on the screen of your smartphone or tablet. Please hold the QR code over the ticketing machine at the registration desk to receive your name card.

III . Cloak

-Opening hours

May 10 (Sat.) 8:30-18:10

May 11 (Sun.) 8:30-16:20

-Location

The Basement 2nd floor at International Conference Center Hiroshima

IV . Tickets for Luncheon Seminars

The number of seats and lunches are limited, therefore, Luncheon Seminar tickets will be distributed on the day of the seminar on a first-come, first-serve basis. Please note that it will not be possible to book more than one lunch ticket for the same slot. For information on Luncheon Seminars, please check the Meeting website.

V . Congress Dinner

Date May 10 (Sat)

Time 18:30-20:30

Venue Hiroshima Andersen

(7-1 Hondōri Naka-ku Hiroshima City Hiroshima 730-0035 Japan)

<https://www.andersen.co.jp/hiroshima/english/access/>

Doctor (KAOMS/TAOMS/JSOMS member) Graduate Student	5,000 (JPY)
Dental students (excluding graduate students) Residency (1st year only)	3,000 (JPY)

Information for Speakers

When preparing contents that include patient information, please be cautious not to display details that can be used to identify the patient.

I . Oral Presentations (Let's Give a Presentation in English)

- 1) Time allocated to your presentation: 7 minutes presentation, without Q&A.
The international commentators will provide feedback and encouragement for 2 minutes following your presentation.
- 2) Speakers will be reminded one minute before the end of their allotted time with a yellow lamp, then with a red lamp at the end.
- 3) Please bring your computer or data storage device (USB memory stick) to the PC Preview Center (the Basement 2nd floor at International Conference Center Hiroshima) at least 30 minutes before your scheduled presentation time to allow the PC operator to check the operation.
- 4) Please be seated in the next speaker's seat (in the front left side of the venue) at least 10 minutes before the start of your presentation.
 - PC Preview Center (the Basement 2nd floor at International Conference Center Hiroshima)
 - Opening hours
 - May 10 (Sat.) 8:30-17:00
 - May 11 (Sun.) 8:30-14:20

*All presentation data will be deleted after the conference.
- 5) All presentations must be made in the form of PC presentation with Microsoft PowerPoint for one screen.
- 6) Please create a folder that is named with the Entry No. and your name.
- 7) Notes on preparing your presentation data.
 - Prepare your presentation on USB memory.
 - Save your presentation as Microsoft PowerPoint for Windows.
 - Be sure that your file is compatible with Windows operation system.
 - Use only the standard fonts provided with Microsoft PowerPoint for Windows.
- 8) Notes for speakers with their own computers.
 - Remember to bring your own laptop, power adaptor, and cables.
 - Our computers must be equipped with HDMI or a Dsub-15 pin video output. Please bring conversion cables if necessary.
 - Please turn off the screensaver and power saving mode.
 - Laptops will be returned from a PC operator near the podium in each session room after the presentation.
- 9) Please use the monitor, keyboard, mouse, and laser pointer on the podium.

- 10) In this session, each presenter will be evaluated in a competition based on three criteria: Content and Slide Structure, Accuracy and Pronunciation in English Presentation, and Presentation Posture and Attitude. Outstanding presenters will be awarded the Best Presentation Award and the Excellent Presentation Award, which will be presented by the session chairs.

II . Poster Presentations

- 1) Poster sessions will be held at the Basement 2nd floor at International Conference Center Hiroshima.

Poster Mounting

May 10 (Sat.) 8:30-12:20

Poster Presentations

May 10 (Sat.) 17:00-18:00

Poster Removal

May 10 (Sat.) 18:00-18:15

May 11 (Sun.) 8:30-12:30

- 2) A panel board (H210cm×W90cm) will be prepared with the poster number.
- A subject number (20cm×20cm) is prepared by the secretariat, and is affixed on the upper left end of the poster board.
 - The title, name, and affiliation (H20cm×W70cm) should be next to and the poster should be displayed below the number.
 - Drawing pins will be supplied to each board.
- 3) The presenter needs to stand by in front of own poster during presentation times.
- 4) Posters will be removed by secretariat after the above removal time.

III . Disclosure of Conflict of Interest (COI)

For the full transparency, it is required that COI should be openly declared and identified at the beginning of each presentation. Every speaker and author whose presentation has direct or indirect relations, affiliations and/or financial benefit by commercial organizations, qualifies as having COI and is mandated to declare accordingly.