

# 12th Annual Conference of the Japan Health Economics Association

(Oral presentations)

## Instruction for chairpersons, designated discussants and presenters

### 1. Registration

The reception desk will open in front of Hiroshi Fujiwara Memorial Hall on 2nd floor of Kyosei-kan, Hiyoshi Campus, Keio University at 8:10 am.

### 2. Information for oral presentations

#### 1) To chairpersons:

- Please come to the chairperson's seat of each room at least 5 min before the session.
- Since there is no announcement from the secretariat, please start each presentation at the scheduled time.
- Presentation time (in total 40 min.) consists of 20 min. for the presenter, 10 min. for the designated discussant, 8 min. for Q&A and 2 min. for changing to next presentation. Please cooperate in smooth progress of each presentation.

#### 2) To designated discussants:

- Please come to the next designated discussant's seat of each room at least 5 min before the presentation.
- Presentation time (in total 40 min.) consists of 20 min. for the presenter, 10 min. for the designated discussant, 8 min for Q&A and 2 min for changing to next presentation. Please cooperate in smooth progress of each presentation.
- If you use presentation material (PowerPoint file), please bring it with USB memory **to each room by 8:40** am. In the case if you cannot bring it by 8:40 am, please send it by e-mail to the secretariat of JHEA ([gakkai@ihp.jp](mailto:gakkai@ihp.jp)) by August 30. Even in that case, please bring it with USB memory, just

in case.

- A Windows PC will be used in each room. If you make the presentation material with a Macintosh PC, Please check working properly with a Windows PC before submitting it.
- The PC in each room is not connected to the Internet.
- Fonts are limited to the followings to prevent garbled characters.

Japanese: MS Gothic, MS P Gothic, MS Mincho, and MS P Mincho

English: Arial, Century, Century Gothic, and Times New Roman

- A PC for presentations will be prepared in each room, please operate it by yourself.

### 3) To presenters

- Please come to the next speaker's seat of each room at least 5 min before the presentation start.
  - Presentation time (in total 40 min.) consists of 20 min. for the presenter, 10 min. for the designated discussant, 8 min for Q&A and 2 min. for changing to next presentation. Please cooperate in smooth progress of each presentation.
  - Please bring presentation material (PowerPoint file) with USB memory **to each room by 8:40** am. In the case if you cannot bring it by 8:40 am, please send it by e-mail to the secretariat of JHEA ([gakkai@ihp.jp](mailto:gakkai@ihp.jp)) by August 30. Even in that case, please bring it with USB memory, just in case.
  - A Windows PC will be used in each room. If you make the presentation material with a Macintosh PC, please check working properly with a Windows PC before submitting it.
  - The PC in each room is not connected to the Internet.
  - Fonts are limited to the followings to prevent garbled characters.
- Japanese: MS Gothic, MS P Gothic, MS Mincho, and MS P Mincho
- English: Arial, Century, Century Gothic, and Times New Roman
- A PC will be prepared in each room, please operate it by yourself.
  - Copy service is not available on the day. If you want to distribute handouts, please bring them by yourself. Moreover, please understand that they cannot be kept by the secretariat of JHEA even if they are sent.

(Reference)

Presentation time: 40 min

