

To all participants of the 27th East Asia Joint Symposium

September 13, 2021

Thank you very much for participating in the 27th East Asia Joint Symposium (the 27th EAJS).

We would like to express our sincere gratitude to all participants for your kind cooperation.

EAJS was started in 1994 with the aim of academic exchange and strengthening the network of researchers in the field of life sciences in East Asia. The host institution and the venue are to be rotated among the member institutions, involved in the operation, and the 27th symposium is hosted by the Institute of Medical Science, The University of Tokyo (IMSUT). The originally planned event in 2020 was postponed due to the spread of COVID-19, but we are pleased to be able to hold it online this year. This is the first time in EAJS history to hold the event online, but let's all work together to make it a wonderful and fruitful symposium.

The outline of the symposium is listed below, so please read it carefully and proceed with preparations to participate.

<Oral Sessions>

1. Oral Sessions will be held using the online tool Zoom Meeting as an open event that anyone from the eight member institutions can participate in.
2. Symposium will basically be held at the main meeting room (Zoom), but between 15:40-17:00 on Wednesday, October 27 and 13:25-14:45 on Thursday, October 28, Young Scientist Session and Student Session will be held simultaneously using breakout rooms. At those times each individual in the Zoom main room will be able to select the breakout room of their choice, and participate in the session in which their presentation will be given. All participants will be free to move between both breakout rooms.

<Poster Discussion Session>

1. The poster discussion session will be held from 15:00 to 17:00 on Thursday, October 28th using the online tool Remo (<https://remo.co/>). It will be held as an open event that anyone from the eight member institutions can participate in.
2. The virtual poster presentation site consists of a two-story floor. The first floor is for Student Session, and the second floor is for Young Scientist Session. However, each participant can move freely between the two floors. There are 16 tables on each floor with a poster number assigned to each one. The individual poster presenter will sit at their poster table during the assigned time to discuss their poster and answer questions. The odd-numbered poster presenters are assigned the first half of the session (15:00-16:00), and the even-numbered poster presenters are assigned the second half of the session (16:00-17:00) as their discussion time.

<For Directors of member institution>

1. From 9:55 to 10:35, after the opening remarks at the beginning of the symposium, we will ask all directors to give a very simple five-minute or shorter introduction of each institution and its participants (speakers). The use of PPT slides is optional, so please let me know in advance.
2. If the director is not available at this time, please appoint a representative. In that case, please let the secretariat know the name, affiliation, job title, and email address of the representative in advance. Details of the connectivity test/submission of PPT data, and detailed information of the symposium will be provided at a later date. (Scheduled for October)
3. We ask your cooperation in voting for Best Presenter and Best Discussor Award recipients. We would appreciate it if you could participate in the Young Scientist Session and Student Session as much as possible. You can also use the discussion with the poster presenter at the poster discussion session (the virtual poster venue /Remo) to help you decide your vote.

<For Chairs>

1. Please check the session you will chair in the program at the following URL, and access the Zoom meeting at least 15 minutes prior to when your session begins.
※Program: <https://www.ims.u-tokyo.ac.jp/imsut/content/000005157.pdf>
2. The detailed information of the symposium will be provided in the manual at a later date. (Scheduled for October)

<For presenters in the PI Session >

1. Please check your presentation session in the program at the following URL, and access the Zoom meeting at least 15 minutes prior to when your session begins.
※Program: <https://www.ims.u-tokyo.ac.jp/imsut/content/000005157.pdf>
2. We ask for your cooperation in keeping to the presentation and Q&A times for smooth operation of sessions.
※15minutes is allotted altogether for each PI presenter. (Presentation 12min.+Q & A 3min.)
3. For smooth operation, please cooperate in submitting your slide data (PPT) in advance. Please refer to the following.
 - Submission to :
https://webfs.adm.u-tokyo.ac.jp/public/Ka-IAABILk_AaYsBw-d7di3JMRZ2GnVRtJTtoEEDWIPLb
 - Submission Deadline: October 20 (Wed), 2021
4. Details on the connectivity test and detailed information of the symposium will be provided in the manual at a later date. (Scheduled for October)
We ask your cooperation in voting for Best Presenter and Best Discussor Award recipients. We would appreciate it if you could participate in the Young Scientist Session and Student Session as much as possible.

You can also use the discussion with the poster presenter at the poster discussion session (the virtual poster venue /Remo) to help you decide your vote.

<For presenters in the Young Scientist Session/Student Session>

1. Please check your presentation session, date and time in the program at the following URL.
Young Scientist Session Program: <https://www.ims.u-tokyo.ac.jp/imsut/content/000005158.pdf>
Student Session Program: <https://www.ims.u-tokyo.ac.jp/imsut/content/000005159.pdf>
2. Young Scientist Session and Student Session will be held simultaneously via Zoom breakout rooms. From the Zoom main room, you can select a breakout room by yourself, and participate in the session in which your presentation will be given. You are free to move between both breakout rooms, but please be aware that you are required to enter the breakout room in which your presentation will be held at least 15 minutes prior to your presentation.
※Program: <https://www.ims.u-tokyo.ac.jp/imsut/content/000005157.pdf>
3. We ask for your cooperation in keeping to the presentation and Q&A times for smooth operation of sessions.
10 minutes altogether is allotted for each presenter. (Presentation 8min.+Q & A 2min.)
4. For smooth operation, please cooperate in submitting your slide data (PPT) in advance. Please refer to the following.
 - Submission to :
 - ※For Young Scientists:
<https://webfs.adm.u-tokyo.ac.jp/public/3rOUgAlJHoLAYS0BIY97FhLJDlxgf63D1R6b9caaQhhk>
 - ※For Students:
https://webfs.adm.u-tokyo.ac.jp/public/PrdggAzJqgLA2o4BEPZ7fV7JtA9wdYr4cFihS_2DcaDU
 - Submission Deadline: October 20 (Wed), 2021
5. Details of the connectivity test and detailed information of the symposium will be provided in the manual at a later date. (Scheduled for October)
6. In the two sessions (Young Scientist/Student), a Best Presenter and a Best Discusser Award recipient will be selected and awarded from each session. A Best Discusser Award will be evaluated for active discussions with PI presenters during the PI session. The award ceremony will be held from 11:45 to 12:05 on October 29th in the Zoom main room.

<Advance Preparation for Poster Discussion Session>

1. All presenters in the Young Scientist/Student Sessions are required to prepare a poster with the same title as their oral presentations. Please refer to the following instructions. Poster viewing at the poster discussion session will be by screen sharing.
2. The submitted e-posters will be posted on the poster exhibition site starting one week before the symposium

and remaining until the day the site is closed so that all participants including audience members can view the posters in advance to encourage wide-ranging discussion. Please be assured that the security of each e-poster is protected: e-posters are protected from downloading and copying.

3. Details of the connectivity test (Remo) and detailed information of the symposium will be provided in the manual at a later date. (Scheduled for October)

Points for preparation of e-posters
<ul style="list-style-type: none">● Aspect ratio of the poster image: 16(width): 9(vertical) (wide screen)● Each e-Poster must be created as a one-page PDF file<ul style="list-style-type: none">※ We are also able to accept JPEG file.● Poster number/Title/Name of the presenter must be listed in the poster.● The size of the text and figures must be set to be readable when displayed on a PC screen.<ul style="list-style-type: none">※ All e-posters will be viewed on the PC screen of each participant. we would recommend you to create your poster so that it is easy to understand on such a screen.● Maximum file size: 5MB (after converting to a PDF file)● Submission to:<ul style="list-style-type: none">※ For Young Scientists: https://webfs.adm.u-tokyo.ac.jp/public/3rOUgAlJHoLAYS0BIY97FhLJDlxgf63D1R6b9caaQhhk※ For Students: https://webfs.adm.u-tokyo.ac.jp/public/PrdggAzJqgLA2o4BEPZ7fV7JtA9wdYr4cFihS_2DcaDU● Submission Deadline: October 5 (Tue), 2021

If you have any questions or concerns, please do not hesitate to contact us at the following address.

<Contact>

The 27th East Asia Joint Symposium Secretariat

c/o Project Coordination Office

The Institute of Medical Science, The University of Tokyo

Email: intl-rel@ims.u-tokyo.ac.jp