

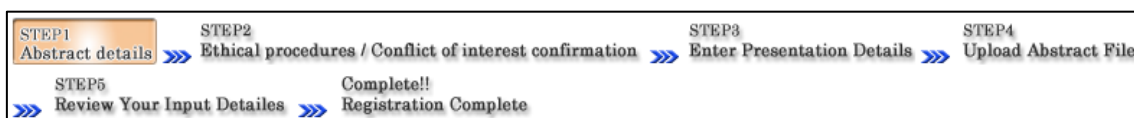
# 日臨技会員の国際学会一般演題・抄録の登録について

## 1. 概要

一般演題の抄録の受付は、国際学会日臨技会員専用サイトからの Web 受付で登録します。  
国際学会のためサイト上の表現が全て英語となっています。

【STEP 1】から順に  をクリックして入力を進めます(詳細は後述参照)。

途中でログアウトする、ブラウザを閉じるなど、入力を中断すると、演題の受付けはできていないのでご注意ください。受付直後、演題受領メールを自動送信します。必ず最後のステップまで進んで登録を完了し、直後に送信される受領メールで内容を確認して下さい。



### <抄録の入力方法について>

#### ファイルアップロード方式

段組み・行数・フォントなど抄録のフォーマットを定義した Word テンプレート(\*.dot/\*.dotx)をダウンロードして抄録本文をあらかじめ Word 文書(\*.doc/\*.docx)で作成しておきます。

登録は作成したファイルをアップロードします。



The screenshot shows a web form titled 'Abstract Submission Method' with tabs for 'Required', 'File Upload', and 'Abstract Print Preview'. The 'File Upload' tab is active, showing the 'Upload! Upload Abstract File' section. It includes instructions: 'Please be aware: 1. Please create your abstract using the downloaded template. 2. Do not change the font size in the abstract text. 3. Be sure to include "Contact Information and Phone Number" at the end of the abstract. 4. After uploading, please check the "Abstract Book PDF Preview" on the screen.' Below the instructions are links for 'Abstract Template' and 'How to Use the Abstract Template'. The main section is '1. Select and Upload Abstract File (.doc / .docx)', which contains a file selection button labeled 'ファイルの選択' and a message 'ファイルが選択されていません'. To the right is an 'Upload' button. Below this is '2. Uploaded Abstract File' with a link to 'Uploaded Word file'.

### <利益相反の申告について>

本学会では、「医学研究の利益相反に関する共通指針」を実施しております。

演題内容に関して利益相反が生じる場合には、演題登録時の【STEP2】倫理的手続き／利益相反の確認 で申告して下さい。

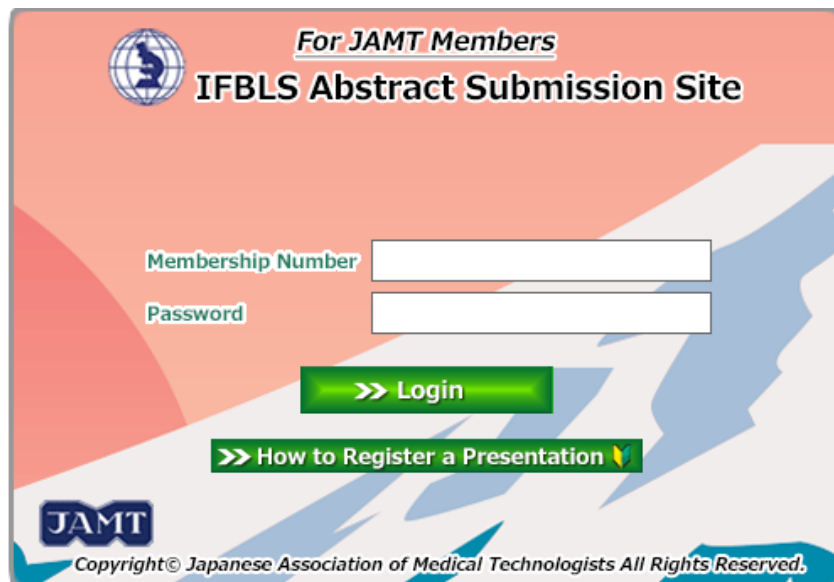
## 2. 一般演題の抄録登録方法

### **【LOGIN】 国際学会会員専用サイトへログインする**

- ① 国際学会会員専用サイト


<https://jamtiamtis.jamt.or.jp/JamtisIFBLS/Account/LoginJamtMember.aspx> から国際学会会員専用ページを開きます。

- ② 会員番号とパスワードを入力し、  をクリックしログインします。



The screenshot shows the login interface for JAMT members. At the top, it says "For JAMT Members" and "IFBLS Abstract Submission Site". Below this, there are two input fields: "Membership Number" and "Password". A green "Login" button is positioned below the password field. Below the login button is a link that says ">> How to Register a Presentation". At the bottom left is the JAMT logo, and at the bottom right is the copyright notice: "Copyright© Japanese Association of Medical Technologists All Rights Reserved."

## 【STEP 1】抄録テンプレートのダウンロード

- ①  **Abstract Template** をクリックしてテンプレートをダウンロードします。

テンプレートの使い方は、 **How to Use the Abstract Template** を参照して下さい。

STEP1  
Abstract details

STEP2  
Ethical procedures / Conflict of interest confirmation

STEP3  
Enter Presentation Details

STEP4  
Upload Abstract File

STEP5  
Review Your Input Details

Complete!!  
Registration Complete

### Step1! Abstract details

☒ general presentation

[>> Submit a New Presentation](#)

general presentation 0 Item

Presentation Category	Registration Number	Presenter	Presenter		Abstract		Abstract PDF
			Details	Delete	Details	Delete	
There are no applicable general presentation registrations.							

#### About the abstract format for general presentations

The abstract can be registered **separately from the title (you may register only the title first and register the abstract later)**.

The session timeout is 120 minutes. If 120 minutes elapse during input, the session will be disconnected.


**If you require more than 120 minutes to complete the input, please prepare the abstract text in advance before starting the registration.**

**When creating and registering (uploading) an abstract for general presentation using a Word template**

Abstracts for this conference can be created from the official Microsoft Word template(\*.dot) and uploaded as a Word document(\*.doc / \*.docx).

**If your abstract includes images or text formatting, please create the file using the "Abstract Template" before starting the registration.**

**Be sure to download and use the official "Abstract Template" specified by the conference.**

 **Abstract Template**  **How to Use the Abstract Template**

一度「ログアウト」し抄録ファイルの準備ができたならログインして、[>> Submit a New Presentation](#) へ進みます。

## 【STEP 2】倫理的手続き／利益相反の確認

① 演題発表における倫理的手続き、利益相反状態の有無を選択します。

### ・倫理的手続き

倫理委員会承認済みの場合、承認番号を入力してください。(空欄可)  
その他の場合は詳細を記入ください。

### ・利益相反

申告は画面をスクロールして全項目申告して下さい。

STEP1 Abstract details >>> **STEP2 Ethical procedures / Conflict of interest confirmation** >>> STEP3 Enter Presentation Details >>> STEP4 Upload Abstract File >>>

STEP5 Review Your Input Details >>> Complete!! Registration Complete

### Step 2! Ethical procedures / Conflict of interest confirmation

Your Country **Required** Japan

Association Name **Required** Japanese Association of Medical Technologists

**Please ensure that you provide the necessary ethical information and disclosures for your presentation**

Ethical requirements **Required** ☒ IRB approval obtained ☐ Approved by the attending physician or the institution  
☐ Other information

Approval number   
 If you do not have an approval number, please leave it blank. submission of the approval notice is not necessary.

**If your presentation involves any potential conflict of interest, please provide and declare the necessary details.**  
 >>> Notice to All Members: Introduction of the Conflict of Interest (COI) Self-Reporting System (Request)  
 1) Guidelines for Managing Conflicts of Interest (COI) in Research and Investigation  
 2) Regulations on Conflict of Interest Management in Research and Studies by the Japanese Association of Medical Technologists  
 3) Regulations on Conflicts of Interest Related to Medical Research by the Japanese Association of Medical Technologists

Conflict of interest **Required** ☒ Yes ☐ No

**Conflict of Interest Disclosure Form**  
 Enter all company/organization names in English (half-width letters, numbers, and symbols only)

No	Category	Applicable situation <b>Required</b>	If applicable, please provide the name of the company or organization.
1	Please disclose any executive or advisory positions held in corporations or for-profit organizations, along with the remuneration amount. Indicate contributions exceeding 1,000,000 yen per year from one company or entity.	(The individual) <input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
	"	(their relatives) <input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	Shareholding and profits derived from those shares. (Indicate if you earn more than 1,000,000 yen annually from a single company or hold 5% or more of its stock.)	(The individual) <input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
	"	(their relatives) <input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
3	Royalties paid by corporations or for-profit organizations for patent use. List any items exceeding 1,000,000 yen per year for each individual case.	(The individual) <input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
	"	(their relatives) <input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
	Honoraria or daily allowances paid by corporations or for-profit organizations for attending (participating at) symposia, conferences, etc.	(The individual) <input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

<< Back >> **Next**

入力後 **Next** から進みます。

## 【STEP 3】演題の入力

### ① 筆頭者を入力します。

演題登録は共同発表者も可能です。ログインした会員と筆頭者が異なる場合は、筆頭者の日臨技会員番号を入力してEnterして下さい。

メールアドレスは必ず受信できるアドレスを正確に入力して下さい。

24 時間以内に演題受領メールが届かない場合は、学会事務局へお問い合わせ下さい。

STEP1 Abstract details >>> STEP2 Ethical procedures / Conflict of interest confirmation >>> **STEP3 Enter Presentation Details** >>> STEP4 Upload Abstract File >>>

STEP5 Review Your Input Details >>> Complete!! Registration Complete

### Step 3! Enter Presentation Details

■ Input Language Guidelines ■  
Please enter all information in English using half-width alphanumeric characters. Enter your name as "First Name [space] Family Name" (e.g., Taro Yamada).

■ About the Character Limit for Names and Affiliations ■  
Please enter within the maximum limit of 255 characters(about 40-60 words), referring to the examples below.  
(1) Please omit your middle name when entering your name. (2) Please attach your middle name to either your first or last name.  
(3) Please do not use more than one space. (4) If the institution name exceeds the limit, please use abbreviations.  
Examples: Hospital → Hosp. / University → Univ. / Company Limited → Co.,Ltd. / Corporation → Corp.  
Examples: Division → Div. / Department → Dept. / Section → Sect. / Association → Assoc.

Presentation Category **Required**  
0001 : General Presentation

First Presenter

Affiliated Society / Organization **Required**  
Japan : Japanese Association of Medical Technologists

JAMT Membership Number **Required**  
999999  
Please enter your JAMT membership number.

Name **Required**  
Tarou NICHIRINGI

Institution Name

Daytime Contact Phone Number **Required**  
(Example: +81-3-3768-4722 (Ext: 9999) or +81-90-1234-5678)

Email Address **Required**  
Mobile carrier email addresses are not accepted.  
Please make sure to enter a valid email address that can receive messages without issue, paying attention to uppercase and lowercase letters.

Confirm Email Address **Required**

Co-presenters

Please enter your JAMT membership number and press the Enter key to confirm your name.

No	Non-JAMT member	JAMT Membership Number	Name <b>Required</b>	Institution Name
1	<input type="checkbox"/>			
2	<input type="checkbox"/>			
3	<input type="checkbox"/>			
4	<input type="checkbox"/>			
5	<input type="checkbox"/>			

<< Back >> Next >> Confirm and Register

入力後、下方へスクロールして移動します。

② 共同発表者を入力します。

日臨技会員の場合は、会員番号を入力してEnterして下さい。

日臨技非会員の場合は、日臨技非会員に☑して氏名等を入力して下さい。

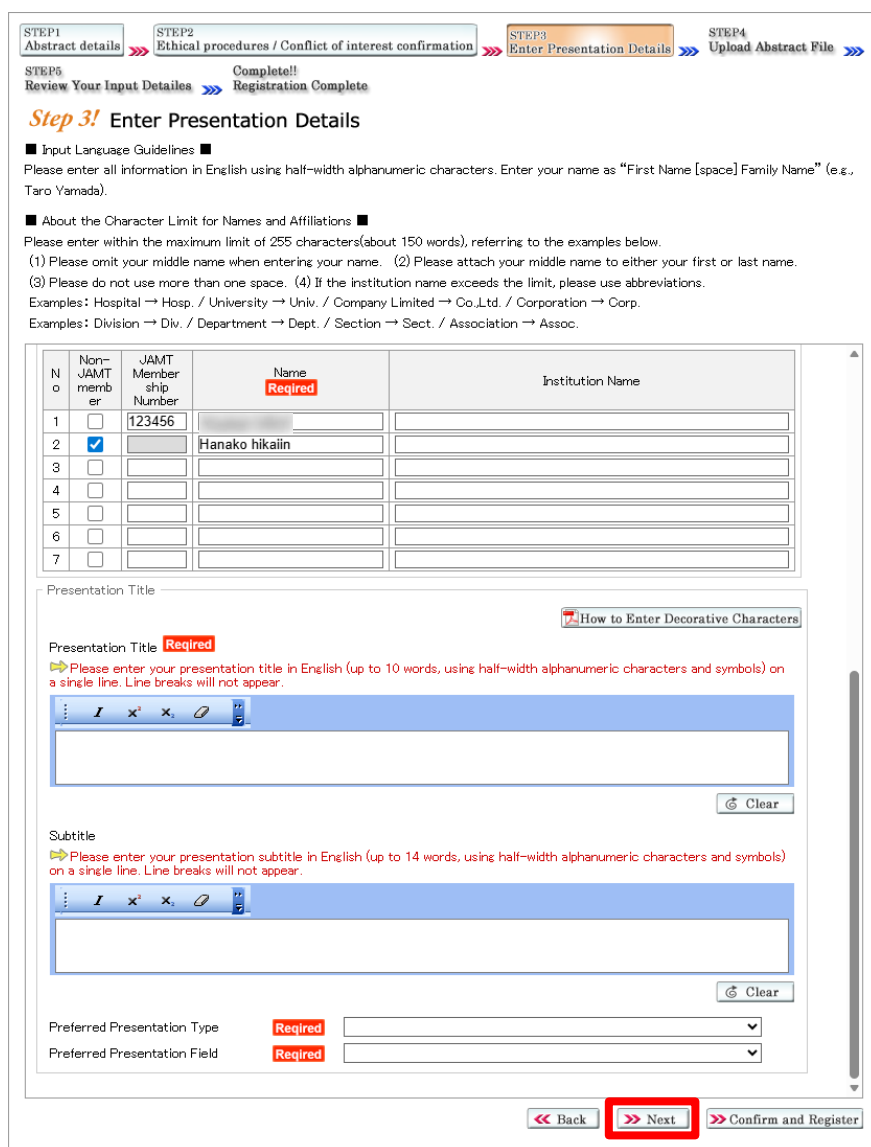
施設名や部署名などは表示したいように変更して下さい。

③ 演題を入力します。

演題名は最大 10 単語以内、サブタイトルは最大 14 単語以内で入力して下さい。

演題名とサブタイトルの改行は入力しても無視されます。一行で入力して下さい。

装飾文字の入力方法は  [How to Enter Decorative Characters](#) を参照して下さい。



STEP1 Abstract details >>> STEP2 Ethical procedures / Conflict of interest confirmation >>> **STEP3 Enter Presentation Details** >>> STEP4 Upload Abstract File >>>

STEP5 Review Your Input Details >>> Complete!! Registration Complete


### Step 3! Enter Presentation Details

■ Input Language Guidelines ■  
Please enter all information in English using half-width alphanumeric characters. Enter your name as "First Name [space] Family Name" (e.g., Taro Yamada).

■ About the Character Limit for Names and Affiliations ■  
Please enter within the maximum limit of 255 characters(about 150 words), referring to the examples below.  
(1) Please omit your middle name when entering your name. (2) Please attach your middle name to either your first or last name.  
(3) Please do not use more than one space. (4) If the institution name exceeds the limit, please use abbreviations.  
Examples: Hospital → Hosp. / University → Univ. / Company Limited → Co.,Ltd. / Corporation → Corp.  
Examples: Division → Div. / Department → Dept. / Section → Sect. / Association → Assoc.

No.	Non-JAMT member	JAMT Member Number	Name <b>Required</b>	Institution Name
1	<input type="checkbox"/>	123456		
2	<input checked="" type="checkbox"/>		Hanako hikain	
3	<input type="checkbox"/>			
4	<input type="checkbox"/>			
5	<input type="checkbox"/>			
6	<input type="checkbox"/>			
7	<input type="checkbox"/>			

Presentation Title

 [How to Enter Decorative Characters](#)

Presentation Title **Required**  
Please enter your presentation title in English (up to 10 words, using half-width alphanumeric characters and symbols) on a single line. Line breaks will not appear.

Subtitle

Please enter your presentation subtitle in English (up to 14 words, using half-width alphanumeric characters and symbols) on a single line. Line breaks will not appear.

Preferred Presentation Type **Required**

Preferred Presentation Field **Required**

<< Back **>> Next** >> Confirm and Register

入力後  **Next** 進みます。

## 【STEP 4】抄録のアップロード

- ① **ファイルの選択** (ブラウザの言語で表示が変わります。)をクリックしてパソコンに保存してある抄録ファイル(\*.doc/\*.docx)を選択します。
- 次に **Upload** でファイルをアップロードします。

**Abstract Print Preview** で抄録全体をご確認下さい。

STEP1  
Abstract details

STEP2  
Ethical procedures / Conflict of interest confirmation

STEP3  
Enter Presentation Details

STEP4  
Upload Abstract File

STEP5  
Review Your Input Details

Complete!!  
Registration Complete

### Step 4! Upload Abstract File

Abstract Submission Method **Required** ☒ File Upload **Abstract Print Preview**

**Upload! Upload Abstract File**

Please be aware:

- 1. Please create your abstract using the downloaded template.
- 2. Do not change **the font size in the abstract text.**
- 3. Be sure to include **"Contact Information and Phone Number"** at the end of the abstract.
- 4. After uploading, please check the "Abstract Book PDF Preview" on the screen.

Abstract Template

How to Use the Abstract Template

1. Select and Upload Abstract File (.doc / .docx)

ファイルの選択

ファイルが選択されていません

Upload

2. Uploaded Abstract File

[Uploaded Word file](#)

(Notes) How to troubleshoot formatting issues in the "Abstract Book PDF Preview".

The Word document may contain hidden character codes or tag elements that are not easily visible, which may interfere with the PDF conversion process. Please recreate the abstract following the steps below and try uploading it again.

- 1. **Paste the abstract text into Notepad (this will convert it to plain text). If there are any unnecessary spaces, please delete them here.**
- 2. **Copy and paste the text from step 1 into the abstract template as plain text (without formatting).**
- 3. **Apply necessary formatting (such as italics) to the text pasted in step 2, and insert line breaks (press Enter) at the end of each line to adjust the layout.**
- 4. Save the file and upload it again.
- 5. After uploading, please check the "Abstract Book PDF Preview" on the screen.

<< Back

Next >>

アップロード後 **Next** から進みます。

## 【STEP 5】 入力内容の確認

- ① 入力内容の全体の確認をします。

入力内容を変更する場合は、[◀ Back](#) で元の画面へ戻るか、[STEP2 Ethical procedures / Conflict of interest confirmation](#) をクリックして変更する画面へ移動して下さい。

- ② [Review the Abstract Book PDF Required](#) をクリックして、抄録集PDFの確認をします。  
文字数が長く、切れている場合は戻って調整して下さい。

STEP1 Abstract details >>> STEP2 Ethical procedures / Conflict of interest confirmation >>> STEP3 Enter Presentation Details >>> STEP4 Upload Abstract File >>> STEP5 Review Your Input Details >>> Complete!! Registration Complete

### Step 5! Review Your Input Details

Your registration or update will be applied based on the information below. After reviewing "Check Abstract Book PDF", please click "Register/Edit" if everything is correct.

**Review the Abstract Book PDF Required**

**General Presentation** [Registration Number] 1

[Your Country] Japan [Association Name] Japanese Association of Medical Technologists  
[Ethical requirements] Approved by the attending physician or the institution [Conflict of interest] No

**First Presenter**

[Name] [redacted] [Institution Name] aaa [JAMT Membership Number] 11 [Email Address] [redacted]

**Co-presenters**

JAMT Membership Number	Name	Institution Name
[redacted]	[redacted]	AABBOC
[redacted]	[redacted]	ZXXX

**Presentation Title**

aa  
bb

[Preferred Presentation Type] Poster Session [Preferred Presentation Field] Microbiology

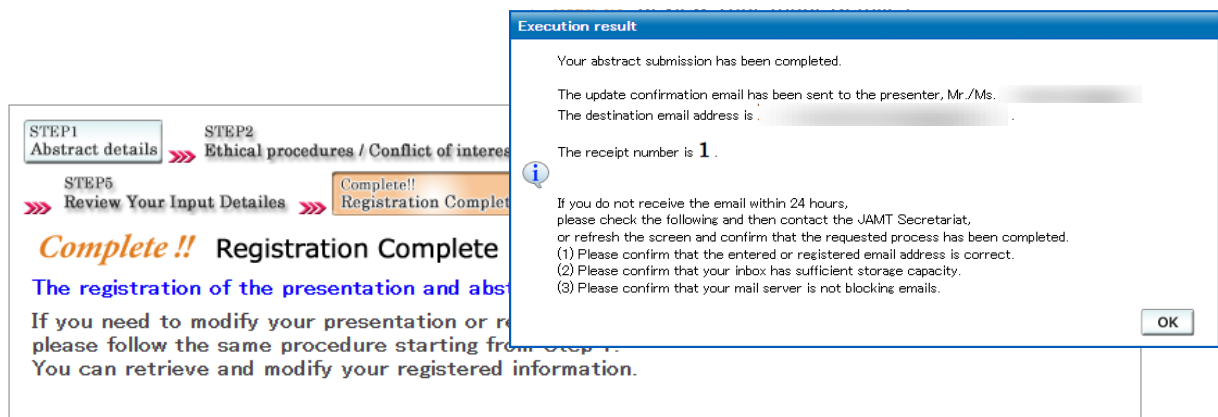
◀ Back ▶ Register / Edit

確認後 [▶ Register / Edit](#) をクリックします。



## 【COMPLETE】登録完了

- ① 「登録を完了しました」のメッセージと受付番号の通知、受領メールを送信した旨のメッセージが表示されれば登録完了です。下記以外のエラーメッセージが表示された場合は、お手数ですが学会事務局へご連絡下さい。



### 3. 登録後の変更および確認方法

① 登録済の演題は一覧表示されています。

演題や抄録内容を変更する場合は [Edit](#) をクリックして下さい。

抄録集 PDF は、必要に応じて  をクリックして印刷できます。

STEP1  
Abstract details

STEP2  
Ethical procedures / Conflict of interest confirmation

STEP3  
Enter Presentation Details

STEP4  
Upload Abstract File

STEP5  
Review Your Input Details




Complete!!  
Registration Complete

## Step1! Abstract details

☒ general presentation

[Submit a New Presentation](#)

general presentation 3 Items

Presentation Category	Registration Number	Presenter	Presenter		Abstract		Abstract PDF
			Details	Delete	Details	Delete	
General	1	aa [Microbiology]	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	
General	4	Title [Immunology]	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	
General	7	aa [Genetics]	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	

Page 1 / 1

#### About the abstract format for general presentations

The abstract can be registered **separately from the title (you may register only the title first and register the abstract later)**.

The session timeout is 120 minutes. If 120 minutes elapse during input, the session will be disconnected.

**If you require more than 120 minutes to complete the input, please prepare the abstract text in advance before starting the registration.**

#### When creating and registering (uploading) an abstract for general presentation using a Word template

Abstracts for this conference can be created from the official Microsoft Word template(\*.dot) and uploaded as a Word document(\*.doc / \*.docx).

**If your abstract includes images or text formatting, please create the file using the "Abstract Template" before starting the registration.**

**Be sure to download and use the official "Abstract Template" specified by the conference.**

[Abstract Template](#)
[How to Use the Abstract Template](#)

- ② 変更する場合も、新規登録と同様ステップを進めていきます。後方ステップの入力内容の変更がないときは、**>> Confirm and Register** をクリックして途中のステップを省略し

へジャンプすることができます。ただし、その場合も 必ず最後のステップまで進んで登録を完了し、直後に送信される受領メールで内容を確認して下さい。

The screenshot shows the registration interface. At the top, there are navigation tabs for STEP1 (Abstract details), STEP2 (Ethical procedures / Conflict of interest confirmation), STEP3 (Enter Presentation Details), STEP4 (Upload Abstract File), and STEP5 (Review Your Input Details). STEP2 is currently active. Below the tabs, the title 'Step 2! Ethical procedures / Conflict of interest confirmation' is displayed. The form includes fields for 'Your Country' (set to Japan) and 'Association Name' (set to aaaa). A section titled 'Please ensure that you provide the necessary ethical information and disclosures for your presentation' contains radio buttons for 'Ethical requirements': 'IRB approval obtained' (selected), 'Approved by the attending physician or the institution', and 'Other information'. Below this is a text box for 'Approval number' with a note: 'If you do not have an approval number, please leave it blank: submission of the approval notice is not necessary.' Another section titled 'If your presentation involves any potential conflict of interest, please provide and declare the necessary details.' lists three links related to conflict of interest management. At the bottom, there is a 'Conflict of interest' field with 'Yes' and 'No' radio buttons, where 'No' is selected. At the very bottom, there are three buttons: '<< Back', '>> Next', and '>> Confirm and Register'. The '>> Confirm and Register' button is highlighted with a red rectangle.

途中でログアウトする、ブラウザを閉じるなど、  
入力を中断すると、演題の受付けはできていま  
せんのでご注意下さい。

## 4. 利益相反(COI)開示スライド例

演題発表時、筆頭発表者における COI の開示が義務付けられています。

COI の有無に関わらず、ポスターにて COI の開示をお願いします。

ポスターのデザイン自体は自由ですが、COI 開示様式は下記をご確認下さい。

様式 1-B(ポスター発表用) : 申告すべき COI 状態がある時

The image shows a template for a COI disclosure slide. It consists of a large white rectangular area with a thin grey border. In the top right corner of this area, there is a small black box with white text that reads "様式 1-B (ポスター発表用)". At the bottom of the white area, there is a light green rounded rectangular box. Inside this box, the text "利益相反の有無 : 有" is displayed in blue. Below this, in smaller black text, it says "※この演題の発表に関連し、開示すべきCOI 関係にある企業名:" followed by "xxx株式会社、〇〇製薬株式会社".