

# Information for Participants, Chairs, and Presenters

## General Information for Participants

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### 1. Reception

On-site registration, certificate issuing, cloak and other general inquiries are available during the following hours at the venue.

Date	Open Hours
Nov. 2 (Wed)	8:30 – 19:00
Nov. 3 (Thu)	9:00 – 18:30
Nov. 4 (Fri)	9:00 – 13:00

< On-site Registration fee >

\*Regular: 30,000JPY

\*Student: 15,000JPY

\*Recommended Students: 14,000JPY

Only payment in Japanese yen in cash is acceptable.

### 2. Internet

Wireless Internet service is available at the venue.

### 3. Exhibition

Nov. 2 (Wed) 10:00 – 17:00

Nov. 3 (Thu) 10:00 – 17:00

Nov. 4 (Fri) 10:00 – 12:30

### 4. Awards of Young Scientist

ISNAC2022 offers “ISNAC Outstanding Oral Presentation Award for Young Scientist in 2022” and “ISNAC Outstanding Poster Award in 2022”.

## Instruction for Chairs

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### 1. Arrival

Chairpersons are requested to be seated at the “next chairs’ sheet” located in the right front of the hall no later than 10 minutes before the start of the presentations.

### 2. Session Progress

Chairpersons are asked to ensure that all presentations start and finish punctually as scheduled. Staffs will assist with timing. Remaining time will be notified with bell signal as follows;

- 1 ring: Warning – at 3 minutes left to the end of talk
- 2 rings: End of talk – time for discussion
- 3 rings: End of presentation – time for the next speaker

## Instruction for Oral Presenters

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### 1. Time Allocation

Invited Lectures: Presentation 45 min. + Discussion 5 min. (Total: 50min.)

Oral Presentations: Presentation 12 min. + Discussion 3 min. (Total: 15min.)

### 2. Presentation Materials

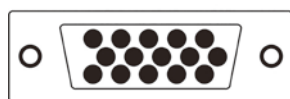
Only computer-based Powerpoint presentations will be accepted, and no sound output equipment will be available.

### 3. Laptop Computer

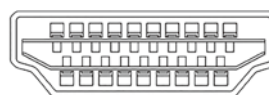
Please be sure to bring your own laptop computer. We ask you to bring your presentation file in USB for back up as well.

#### < Technical Requirements for Your Laptop Computer >

- Ensure that your computer is equipped with the proper monitor connector (Type A for HDMI or mini D-sub 15 pin for VGA) as shown below. If your computer does not have this connection, please bring an appropriate converter with you.
- Be sure to bring an AC adaptor. Please note that voltage in Japan is 100 V and the frequency ranges 50 - 60 Hz depending on the area (50 Hz in Tokyo).  
The socket is type A, which has two flat plug holes. If your laptop is not convertible, transformers and/or plug adaptors are necessary.
- Adjust the settings to prevent activation of the screen saver or power-saving mode.



mini D-sub 15 pins



HDMI Type A

### 4. Preparation

Please bring your computer to the Oral Presentation Hall stage during coffee or lunch break before your presentation.

### 5. Timing

In order to maintain the schedule, you are requested to keep time allocation strictly.

Remaining time will be notified with bell signal as follows;

- 1 ring: Warning - at 3 minutes left to the end of talk
- 2 rings: End of talk - time for discussion
- 3 rings: End of presentation - time for the next speaker

## Instruction for Poster Presenters

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### 1. Set-up and Removal

Poster No. 1P-X (X=1-67)

Set-up: Nov. 2 (Wed) 9:00-13:20

Removal: Nov. 2 (Wed) 18:30-19:00

Poster No. 2P-X (X=1-67)

Set-up: Nov. 3 (Thu) 9:00-13:20

Removal: Nov. 3 (Thu) 18:00-18:30

\* Any posters remaining on panels after the removal time will be discarded by the secretariat.

### 2. Poster Presentations

1P numbers: Nov. 2 (Wed) 13:25-15:25

2P numbers: Nov. 3 (Thu) 13:25-15:25

