

Information for Participants, Chairs, and Presenters

参加者・座長・発表者へのお知らせ

General Information for Participants

1. Reception & Cloak

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

Date	Open Hours
Nov. 12 (Wed)	9:00-19:00
Nov. 13 (Thu)	9:00-19:00
Nov. 14 (Fri)	9:00-13:00

<On-site Registration Fee>

Regular: 35,000 JPY

Student: 15,000 JPY

Recommended Student: 14,000 JPY

Only payment in Japanese yen in cash is available.

当日支払いにつきましては、日本円・現金のみの受付となります。

(※カードは使用できません)

学生参加者は学生証の提示が必要となります。

Note: The venue will open at 9:00. Please do not come earlier before the opening time.

施設の開場は 9:00 です。この時間までは屋外で待機いただくことになりますのでご注意ください。

Exchange Meeting

Nov. 13 (Thu) 19:15-21:15 at ANA Crowne Plaza Hotel Toyama (a hotel adjacent to the symposium venue)

*Application on-site is available for 5,000 JPY (student).

*当日参加も受け付けます(学生 5000 円)。

2. Internet

Wireless internet service is available at the venue.

3. Exhibition

Nov. 12 (Wed) 10:00-19:00

Nov. 13 (Thu) 10:00-19:00

Nov. 14 (Fri) 09:40-12:30

Instructions for Chairs

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 min before the start of the presentations.

座長は会場前列右手にある席に、発表時間の10分前までにお越し下さい。

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

Instruction for Oral Presenters

1. Time Allocation

Invited Lectures: Presentation 35 min. + Discussion 5 min. (Total 40 min.)

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

2. Presentation Materials

Only computer-based PowerPoint presentation (or Keynote for Mac) will be accepted, and no sound output equipment will be available.

3. Presentation & Laptop Computer

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

<Technical requirement for your Laptop Computer>

- Ensure that your computer is equipped with the power monitor connector (Type A for HDMI) as shown below. If your computer does not have this connection, please bring an appropriate converter with you.
- Be sure to bring and AC adopter. Please note that voltage in Japan is 100 V and frequency ranges 50-60 Hz depending on the area.
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 of power-saving mode.



4. Preview

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

Instruction for Poster Presenters

1. Size and Set-up/ Removal

Presentation Number	Set-up	Removal
1P-nn	Nov. 12 (Wed) 9:00-13:30	Nov. 13 (Thu) 9:00-9:50
2P-nn	Nov. 13 (Thu) 9:00-9:50	Nov. 14 (Fri) 9:00-9:30

Any poster remaining on panels after removal time will be discarded by the secretariat.

- ・ 片付け時刻以降に残されたポスターは事務局で適宜処分させていただきます。
- ・ ポスターをボードに貼るためのピンは事務局で準備します。

2. Poster Presentations

1P-nn: Nov. 12 (Wed)
Odd Numbers: 14:00-14:45
Even Numbers: 14:45-15:30

2P-nn: Nov. 13 (Thu)
Odd Numbers: 14:00-14:45
Even Numbers: 14:45-15:30

3. Poster Size

The usable size of the poster is 180 cm (Height) x 90 cm (Width).

掲示可能なポスターの最大サイズは 180 cm (高さ) x 90 cm (幅)です。

