

## GENERAL INFORMATION

### Registration

#### Registration Desk

Place: In front of Plaza Hall, B1 in Keio Plaza Hotel Sapporo

Open Hours: July 29 (Mon) ~ 31 (Wed) 8:30~17:00 / August 1 (Thu) 8:30~12:30

Service: Registration, General Information, Inquiries, Tourdesk, Message board

#### Pre-registered participants

Please visit the Registration Desk on the first day of your attendance in order to receive your meeting materials.

#### Registration Fees

Category	Advance Registration		On-site Registration
	Early Bird (on and before May 24)	Standard (May 25 ~ Jun 28)	
Delegate	JPY 50,000	JPY 55,000	JPY 60,000
Industrial participant	JPY 60,000	JPY 65,000	JPY 70,000
Student / Trainee	JPY 30,000	JPY 35,000	JPY 40,000
Accompanying Person (Family member)	JPY 10,000		

\*Only payment by cash in Japanese Yen is acceptable.

#### Registration Fee Coverage

Type	Congress Bag	Program / Abstract Book	Scientific Sessions	Exhibition	Welcome reception / Banquet
Regular	√	√	√	√	√
Student / Trainee	√	√	√	√	√
Accompanying Person	-	-	-	√	√

### Welcome Reception

Welcome reception will be held as follows, you can attend for free.

Date: July 29 (Mon) 19:15~21:15

Venue: Eminence Hall, Keio Plaza Hotel Sapporo  
a buffet-style dinner party

### Banquet

Banquet will be held as follows, you will be highly-welcomed.

Date: July 31 (Wed) 19:20~21:00

Venue: Eminence Hall, Keio Plaza Hotel Sapporo  
a buffet-style dinner party

### **Other facilities and services**

#### Cloakroom

Place: 1F, 3F and B1 in Keio Plaza Hotel Sapporo

Cloakroom is available for your luggage. No valuable and computer can be accepted. Please be advised that we are not responsible for any damage or loss of your items.

Open Hours (1F): 0:00~24:00

Open Hours (3F/B1): July 29 (Mon) ~ 31 (Thu) 9:00~21:00 / August 1 (Thu) 9:00~12:30

At the Banquet on 31 (Wed), cloakroom of the hotel is available.

#### Internet

Wireless LAN Internet access (FREEPOT) is available in the hotel. Password will be announced.

#### Parking

The hall has a parking space, however, participants are encouraged to use public transportation because of the limited capacity.

### **Prohibitions**

#### Photos / Recording

Photos and audio/ video recordings by camera, video camera, mobile phone etc. are prohibited.

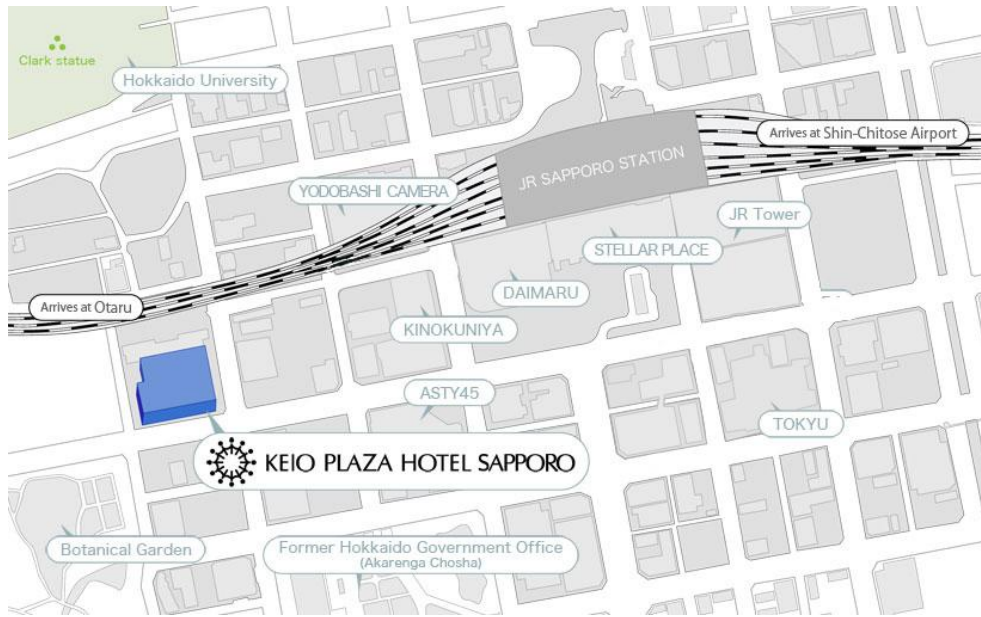
#### Mobile Phone

Talking on mobile phones in the hall is not permitted. Please make sure to set your mobile phone to silent mode.

#### Smoke

Smoking is allowed only at the separated smoking areas.

## ACCESS GUIDE



### By Train

[ Departure: Shin-Chitose Airport → Arrival: JR Sapporo Station. ]

[New Chitose Airport](#) and [Sapporo Station](#) are connected by frequently departing JR [rapid trains](#) (36 minutes, 1040 yen one way, 4 trains/hour). Seat reservations are optional and cost 300 yen. The trains are covered by the [Japan Rail Pass](#) and [Hokkaido Rail Pass](#).

From Sapporo Station, 5 minutes on foot.

### By Bus

[ Route ] Keio Plaza Hotel Sapporo ⇒ Royton Sapporo ⇒ Sapporo Prince Hotel ⇒ Nakajima Park ⇒ Asahimachi 1 ⇒ Toyohira 3-10 ⇒ Shin-Chitose Airport

[ Transit Time ] approx. 80 minutes.

[ Fare ] Adults: **¥1,000**, Children: **¥500**

\*Tickets may be purchased at the front desk.

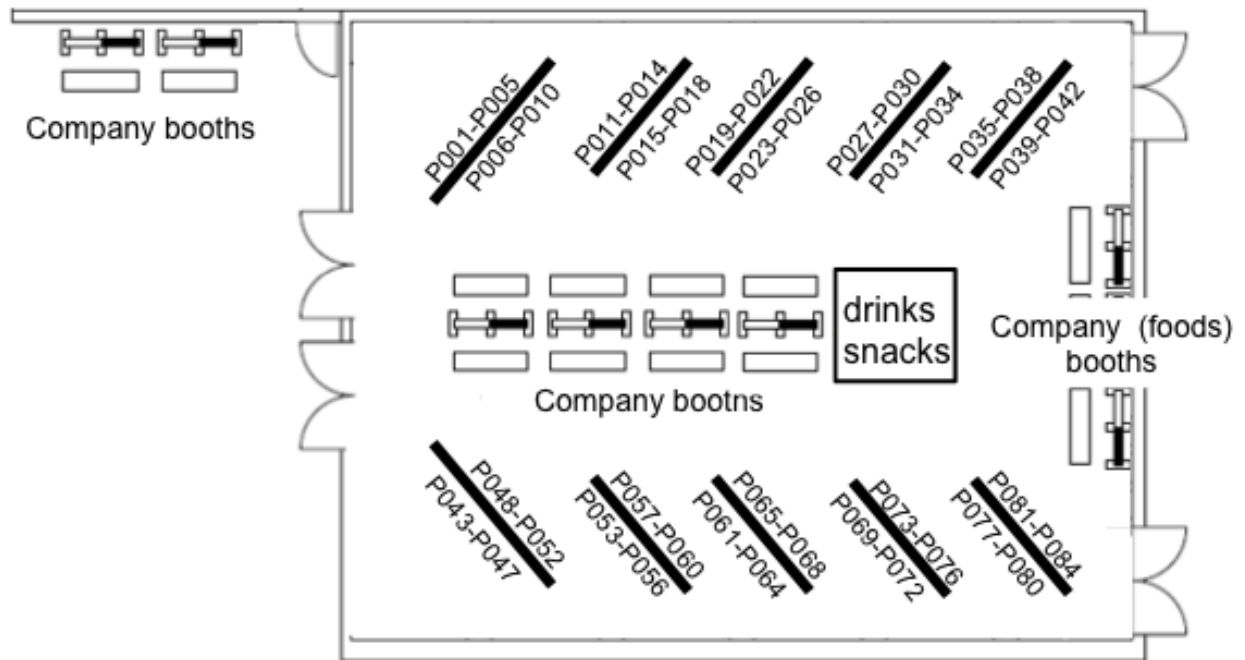
### Timetable

Departure:	Arrival:
Keio Plaza Hotel Sapporo	Shin-Chitose Airport
07:40	09:00
08:15	09:35
09:00	10:20
09:40	11:00
10:25	11:45
11:00	12:20

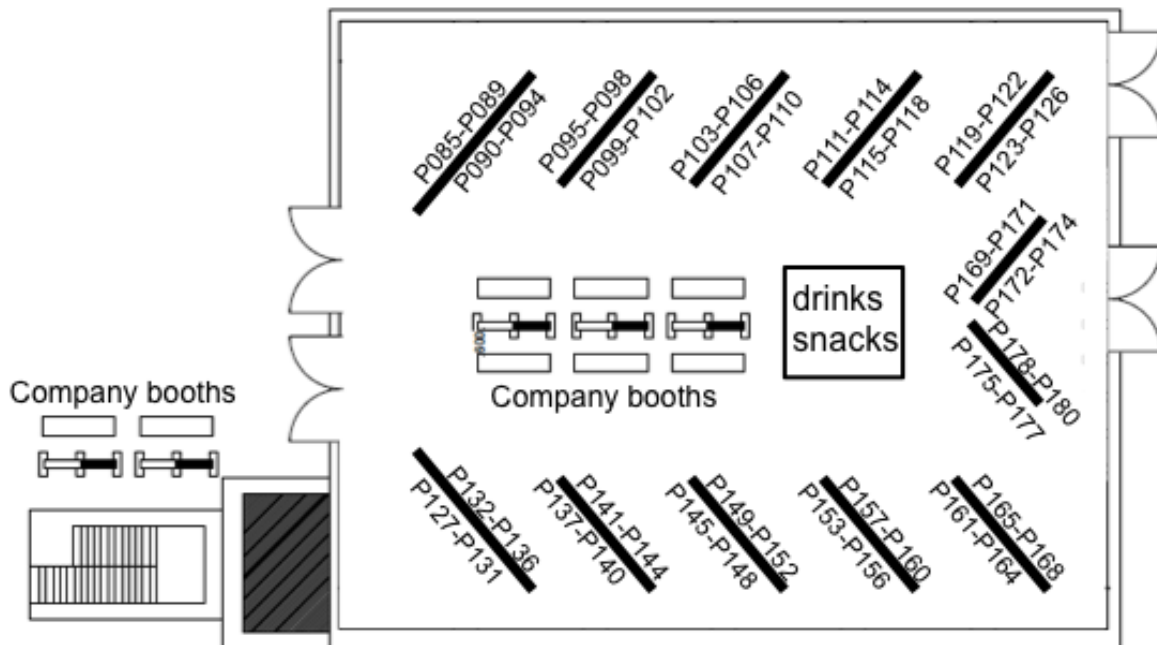
Departure:	Arrival:
Shin-Chitose Airport	Keio Plaza Hotel Sapporo
12:25	13:45
13:25	14:45
14:25	15:45
15:25	16:45
16:10	17:30
17:10	18:30
18:10	19:30
19:10	20:30

Poster and Exhibition, Coffee Service, 3<sup>rd</sup> Floor

MIYABI



OHGI



# INSTRUCTIONS FOR CHAIRS & PRESENTERS

## Instruction for Chairs

### Arrival

Chairs are requested to come to the “Time keeper’s desk “located at the left front of the hall no later than 15 minutes before the first presentation begins.

### Process and Timing

Chairs are asked to ensure that all presentations start and finish punctually as scheduled.

Staff will assist with timing. If there is no request from chairs, remaining time will be notified with light signal.

## Instruction for Invited Speakers and Oral Presenters

### Languages

English

### Presentations

Only computer-based PowerPoint presentations will be accepted. No sound output equipment will be available.

Please make sure to bring your own laptop. (Please see the following “Technical Requirements for Your Laptop”

### Preview

Please bring your laptop to the “preview Desk” in the hall at least 20 minutes before your session.

#### [Technical Requirements for Your Laptop]

- Ensure that your computer is equipped with the proper monitor connector (D-sub 15 pin).  
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 100V and the frequency ranges 50-60 Hz depending on the area (50Hz in Sapporo). 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.**
- Advance slides using a switch on the podium. Monitor and mouse are also prepared.

## Instruction for Poster Presenters

### Posters

All posters remain on the panels for July 29 (Mon) ~ 31 (Wed) as no replacement needed during the meeting. Please post from July 29 15:00 to July 30 (Tue) 12:00.

### Set up, Presentation, Discussion, Removal & Language

Please stand by for presentation and discussion in front of your poster during the poster presentation.

Date	July 30 (Tue)	July 31 (Wed)
Presentation & Discussion	19:00~20:00	13:30~14:30
Presenter	Odd poster number	Even poster number
Language	English	
Set up	July 29 (Mon) 15:00~ July 30 (Tue) 12:00	
Removal	July 31 (Wed) 14:30 ~14:45	

## Guidelines

### Poster Panel

Please post your poster on the panel with your poster number at the upper left. Push pins for posting will be prepared for each panel. Please see the location at the Poster session layout.

### Size

The panel size is W90cm x H210cm. Please write the title, author(s), and affiliation(s) at the top of poster as large as participants can read from at least 5m away.

### Indication of Presenter

Please draw a line under the presenter.

### Characters

Please write in a large hand so that participants can read from 2m away, Figures or charts should be as large as possible.

### Removal

Please remove your poster at the removal time by yourself. The secretariat does not store or return.

