

General Information for Participants

I. REGISTRATION

Date	Time	Place
June 30 (Tue.)	14:00-19:00	2F Atrium
July 1 (Wed.)	7:45-18:30	
July 2 (Thur.)	7:45-18:30	
July 3 (Fri.)	7:45-16:30	

Onsite Registration Fee:

Categories	Early-bird Registration October 1 (Wed.), 2014- April 13 (Mon.), 2015	Regular Registration April 14 (Tue.), 2015- May 31 (Sun.), 2015	Late & On-site Registration June 1 (Mon.), 2015- June 10 (Wed.), 2015
Members	45,000 JPY	60,000 JPY	70,000 JPY
Non Members	55,000 JPY	70,000 JPY	80,000 JPY
Residents	30,000 JPY	35,000 JPY	45,000 JPY
Exhibitors / Commercial	65,000 JPY	85,000 JPY	100,000 JPY
Others (Speech Therapists, Nurses)	25,000 JPY	30,000 JPY	35,000 JPY
Accompanying Persons	20,000 JPY	20,000 JPY	20,000 JPY

*GALA dinner is included in the registration fee. You can participate the 1st WCO as well with 30PSM registration.

**Accompanying persons fee includes: Opening Ceremony, Closing Ceremony, Welcome Reception, Japan Night, Gala Dinner and access to Exhibition Hall

Registration Desk can accept only Japanese YEN for any payment.

Cash and credit cards (VISA or MasterCard) are accepted.

II. SOCIAL EVENTS

Opening Ceremony

Date: June 30 (Tue.)

Time: 17:00-19:00

Venue: Hall 1, 4F International Conference Room (Marine Hall), TOKI MESSE

Welcome Reception

Date: June 30 (Tue.)

Time: 19:00-

Venue: 4F Foyer, TOKI MESSE

Japan Night

Date: July 1 (Wed.), 2015

Time: 19:00-

Venue: Riverfront Park, TOKI MESSE

Dress Code: Casual

Faculty Dinner (Invited Only)

Date: July 2 (Thur.)
Time: 19:00-
Venue: 4F Toki, Hotel Nikko Niigata
Dress Code: Business casual

Closing Ceremony

Date: July 3 (Fri.)
Time: 18:15-18:30
Venue: Hall 1, 4F International Conference Room (Marine Hall), TOKI MESSE

Gala Dinner

*Shinanogawa Water Shuttle will be provided from the Meeting Venue to the Gala Dinner Venue.

Date: July 3 (Fri.)
Time: 20:00-
Venue: 4F Continental Room, Hotel Okura Niigata
Dress Code: Business casual

III. EXHIBITION OPENING HOURS

Date	Time	Place
July 1 (Wed.)	10:00-17:00	2F Exhibition Hall / Foyer
July 2 (Thur.)	10:00-17:00	
July 3 (Fri.)	10:00-16:30	

IV. MEETING POLICIES

- Photographing and audio recordings without permission are prohibited.
- Please set your cell phones into silent mode or turn off during the sessions.
- Eating and drinking during the sessions are prohibited.

V. VENUE INFORMATION

TOKI MESSE Niigata Convention Center
Location : 6-1 Bandajjima, Chuo-ku, Niigata City, Niigata 950-0078 JAPAN
Phone : +81-25-246-8400
Toki Messe is a waterfront landmark in Niigata city which is located at the mouth of Shinano River. Every year it hosts many conferences and recreational events. It is also connected to a hotel.

VI. NAME BADGES

Please wear your name badges at all times during the Meetings.
For reasons of security, delegates not wearing a name badge will be denied access to meeting area.

VII. Pulitzer Prize

From numbers of applicants, 6 excellent studies have been nominated according to strict review. The selected studies will make their presentations in "Pulitzer Prize Awards and Presentations" on July 1 (Thur.) during 14:30-16:00 at Hall 1.

The Jury will select the Prize Winner(s) during their presentations. The winner(s) will be announced at the Gala Dinner on July 3 (Fri.) and also received the Prize and Certificate.

VIII. General Information

Coffee Breaks

Date	Time	Place
July 1 (Wed.)	10:45-11:15 & 16:00-16:30	2F Foyer
July 2 (Thur.)	10:00-10:30 & 15:30-16:00	
July 3 (Fri.)	10:45-11:15 & 15:30-16:00	

Lunch

Lunchbox (es) / buffet will be provided at the Foyer located at 2F and 3F respectively. Please have your lunch inside the meeting room.

July 1 (Wed.)	13:30-14:30
July 2 (Thur.)	13:15-14:15
July 3 (Fri.)	13:15-14:15

Official Language

Official language of the meetings and of correspondence is English. There will be no simultaneous translation.

Mobile Phones

Delegates are kindly asked to verify that mobile phones are switched off (silent mode) during sessions, as a courtesy for speakers and attendees.

Wi-fi

Wi-fi service will be provided for the entire building with limited access.

ID: FREESPOT-TOKIMESSE (AES)

Password: 30psm1wco

IX. Secretariat

Scientific Secretariat

Department of Otolaryngology, Head and Neck Surgery, Niigata University Faculty of Medicine

Organizing Secretariat

c/o Convention Linkage, Inc.

Sanbancho KS Building, 2 Sanbancho, Chiyoda-ku, Tokyo 102-0075, JAPAN

TEL: +81-3-3263-8688 / FAX: +81-3-3263-8693

E-mail: psm30@c-linkage.co.jp

URL: <http://www.c-linkage.co.jp/politzer2015>

Information for Moderators/Chairs/Speakers

Moderators/Chairs/Speakers

Please show up at the session room at least 10 minutes before the session starts.

Speakers are requested to have a front seat.

Information for Speakers

Please visit the PC Center to upload your MS-PowerPoint slide (MS office 2007, 2010, or 2013) **at least 60 minutes prior to your session starts**. If your presentation is scheduled early in the morning, speakers are kindly requested to visit the PC Center on the previous day. Please bring your PowerPoint presentation file on a USB thumb drive or CD-R with you. If you have any audio or videos in your presentation data, the operators will assist you. For Macintosh users, please make sure to bring your laptop and peripheral equipment.



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examples of special adaptors

PC Center

Date	Time	Place
June 30 (Tue.)	14:00-19:30	3F Foyer
July 1 (Wed.)	7:45-18:30	
July 2 (Thur.)	7:45-18:30	
July 3 (Fri.)	7:45-18:30	

Scientific Abstracts

Free Papers

Each Speakers has 7 minutes for your presentation and 3 minutes for Q & A.

Poster (Mixer)

There is no poster session, however, it is favorable for each presenter to stand by his/her poster board during the afternoon coffee break at Exhibition Hall to answer the questions.

Japanese Sake (rice wine) will be served during the period below. Please enjoy and have a nice time!

Poster No.	Date	Time	Place
P-01, 04, 07, 10, 13, 16, 19, 22, 25, 28, 31, 34, 37, 40, 43, 46, 49, 52, 55, 58, 61, 64, 67, 70, 73, 76, 79, 82, 85, 88, 91, 94	July 1 (Wed.)	16:00-16:30	2F Exhibition Hall Main Hall B (Snow Hall)
P-02, 05, 08, 11, 14, 17, 20, 23, 26, 29, 32, 35, 38, 41, 44, 47, 50, 53, 56, 59, 62, 65, 68, 71, 74, 77, 80, 83, 86, 89, 92	July 2 (Thur.)	15:30-16:00	
P-03, 06, 09, 12, 15, 18, 21, 24, 27, 30, 33, 36, 39, 42, 45, 48, 51, 54, 57, 60, 63, 66, 69, 72, 75, 78, 81, 84, 87, 90, 93	July 3 (Fri.)	15:30-16:00	

Poster presenters can locate their poster board with the presentation's corresponding abstract number. The Organizing Secretary will provide pushpins to assist with poster set-up.

Setup / Removal	Date & Time
Setup	July 1 (Wed.) 8:00 - 10:30
Removal	July 3 (Fri.) 16:30 - 18:30

It is the poster presenter's responsibility to bring the poster to TOKI MESSE and to remove the poster at the end of the meeting.

All posters remaining July 3 (Fri.) 18:30 will be discarded.

If the poster presenter is unable to meet the set-up or removal times, you must arrange for someone else to assist.

[Poster Details]

Height: 2100mm / Width: 900mm

