General Information

1. Meeting Information

(1) Registration Desk

Date	Time	Venue
Oct. 27 (Thur.)	7:15-18:30	Tokyo Dome Hotel B1F Foyer
Oct. 28 (Fri.)	7:30-17:00	
Oct. 29 (Sat.)	7:30-15:00	

(2) Registration Fee

You will receive a name badge and congress kit when you register at the Registration Desk.

All participants are requested to wear your name badges at all times within the meeting venue.

*For students, please show your student ID at the Registration Desk.

2. Program Book

Participants will receive a Program Book at the Registration Desk.

Please download all abstracts from the website.

http://www.c-linkage.co.jp/aphs2016/contents/program.html

3. Luncheon Seminars

For the Luncheon Seminars, boxed lunch will be served in the seminar rooms based on first-come-first-served basis.

Please come and get a ticket with the following schedule.

Date	Time	Venue
Oct. 27 (Thur.)	7:45-11:30	Tokyo Dome Hotel B1F Foyer
Oct. 28 (Fri.)	7:45-11:30	
Oct. 29 (Sat.)	7:45-11:30	

*Each tickets will be invalid 10 minutes after the session starts.

*For pre-registered participants who have special request on Food Restriction, please be assured that limited number of "Vegetarian" and "Halal Friendly" lunch boxes will be prepared. In reason of limited availability, please note that short of provision will be happened to on-site registered participants. Please note that there is no service for "Vegetarian" and "Halal Friendly" on Oct. 29 (Sat.).

4. Reception *On-site Registration is available.

(1) APHS/JHS Banquet

[Date & Time] Oct. 27 (Thur.) 19:00-

[Venue] Tenku, B1F, Tokyo Dome Hotel

(2) APHS/JHS Get-together

[Date & Time] Oct. 28 (Fri.) 19:00-

[Venue] Tenku, B1F, Tokyo Dome Hotel

5. Coffee Break

Please come to the exhibitor booths and hospitality space to get something to drink.

6. **Others**
   (1) Cloakroom is located on B1F, Tokyo Dome Hotel.
       Valuables cannot be left at the Cloakroom.
   (2) Smoking is prohibited in the venue. (Smoking Area on B1F
       is excluded.)
   (3) Photographing and audio recording without the
       permission are prohibited.
   (4) Please set your cell phones into silent mode or turn off
       during the sessions.
   (5) No paging service is provided in the venue. Instead, a
       message board is available at Registration.
   (6) Wi-Fi service is provided for the entire area with limited
       access.
       [ID] Wi-Fi-TDH
       [Password] tdhw1006

Information for Moderators

(1) Please stop by the "Moderators' Desk" after you complete
    your registration.
(2) Please be seated in the Next Moderators' seats located at the
    front right of your session room at least 10 minutes prior to
    your session starts. Please manage the session time not to
    delay the schedule.

Information for Speakers

1. **Oral Presentation**
   (1) All oral presentation is limited to PC presentation.
   (2) Please come to the PC Center at least 30 minutes prior to
       your presentation to check in your data. Please be seated
       in the Speaker's seats located at the front left of your
       session room at least 15 minutes prior to your session
       starts.
   (3) By using the PC provided by the Secretariat, please kindly
       prepared your data on USB flash memory or CD-ROM. If
       you own PC or Mac is being used, please check in and
       notify at the PC Center your plan to use your own PC/
       Mac for presentation. In that, please also bring your
       presentation data on a media (either on USB flash memory
       or CD-ROM) as a backup file. Please be sure to use an
       aspect ratio of 4:3 for your presentation slides.
   (4) Remote presentation system is equipped in each session
       room. Please operate your presentation by using the
       monitor and mouse provided on the podium.

2. PC Center

(1) Please check in your data at PC Center 30 minutes prior to your session starts.

(2) Opening Hours:

Date	Time	Venue
Oct. 27 (Thur.)	7:15-18:30	Tokyo Dome Hotel B1F "Irodori"
Oct. 28 (Fri.)	7:30-17:00	
Oct. 29 (Sat.)	7:30-15:00	

(3) The Secretariat is responsible for destroying all copies of any data after the session.

3. PC Presentation

(1) Please bring your presentation data on a media (USB Flash memory or CD-ROM) or bring your own PC or Mac.

(2) For Macintosh users, please make sure to bring your own Mac for your presentation.

(3) Please manage the allotted time not to delay the schedule as below.

	Program	Presentation	Question & Answer
APA	APHS Presidential Address	20 minutes	-
AKL	Keynote Lecture	13 minutes	2 minutes
AGL	APHS Faculty and Invited Guest Lecture	8 minutes	2 minutes
AVS	Video Session	8 minutes	2 minutes
ASP	Symposium	(*it depends on each sessions.)	
AS	Session	6 minutes	2 minutes
AFP	Free Paper Session	6 minutes	2 minutes

(4) The resolution of the LCD projector is XGA (1024 × 768). If your machine requires a resolution setting change, please change this setting beforehand.

4. For bring-in PC or Mac

(1) Please save your presentation data on the desktop.

(2) For any password setting, screensaver and power-saving setting, please release it beforehand.

(3) The Secretariat will prepare a MiniD-Sub 15 pin PC cable connector (see the below image). If your machine is not compatible with this cable connector, please bring an adaptor to connect your machine to the MiniD-15 pin PC cable connector. Also, please bring your AC adaptor with you.

(4) If you own PC or Mac is being used, please bring your presentation data on a media
(either on USB flash memory or CD-ROM) as a backup file.

(5) Following the conclusion of your session, your machine will be returned at the Operation Desk located at the front left of the session room. Please come to the Operation Desk promptly to collect it.

5. **For media (USB Flash memory or CD-ROM)**
   (1) Windows 7 is the only operating system available for the presentations.
       (If you have prepared the presentation data on a Macintosh, you are advised to bring your own computer.)
   (2) Application Software is limited to Windows PowerPoint 2007/2010/2013.
   (3) Font styles are limited as below:
       • MS Gothic, MSP Gothic, MS Mincho, MSP Mincho
       • Arial, Arial Black, Arial Narrow, Century, Century Gothic, Times New Roman
   (4) For any audio or video playing, please kindly bring the date which could be used for movie files on Windows Media Player.
   (5) For a better confirmation on your data, please kindly check your presentation data in another computer.

6. **Information for Poster Presenters**
   (1) No Poster registration is provided. As pushpins and presenter's ribbons will be provided along with the board, please place your poster in the designated area.
   (2) Please come for the set-up and removal at the designated time. For any posters or handouts left behind after the removal time, please note that it will be destroyed by the Secretariat.
   (3) The schedule of Set-up, removal and presentation are as below:

Set-up	Oct. 27 (Thur.) 7:15-10:30
Presentation	-
Removal	Oct. 28 (Fri.) 17:00-18:30

(4) The size of the poster panel is W90cm × H210cm (see under image).
As the number plate will be prepared by the Secretariat, each presenter is responsible for preparing your posters with a slip written with the Presentation Title, name(s) of author(s) and affiliation(s).
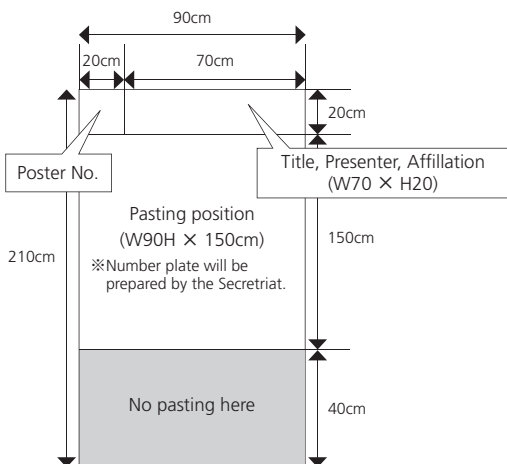
(5) Poster presentation should be held in front of your posters. Please be in front of your poster during the designate time above.
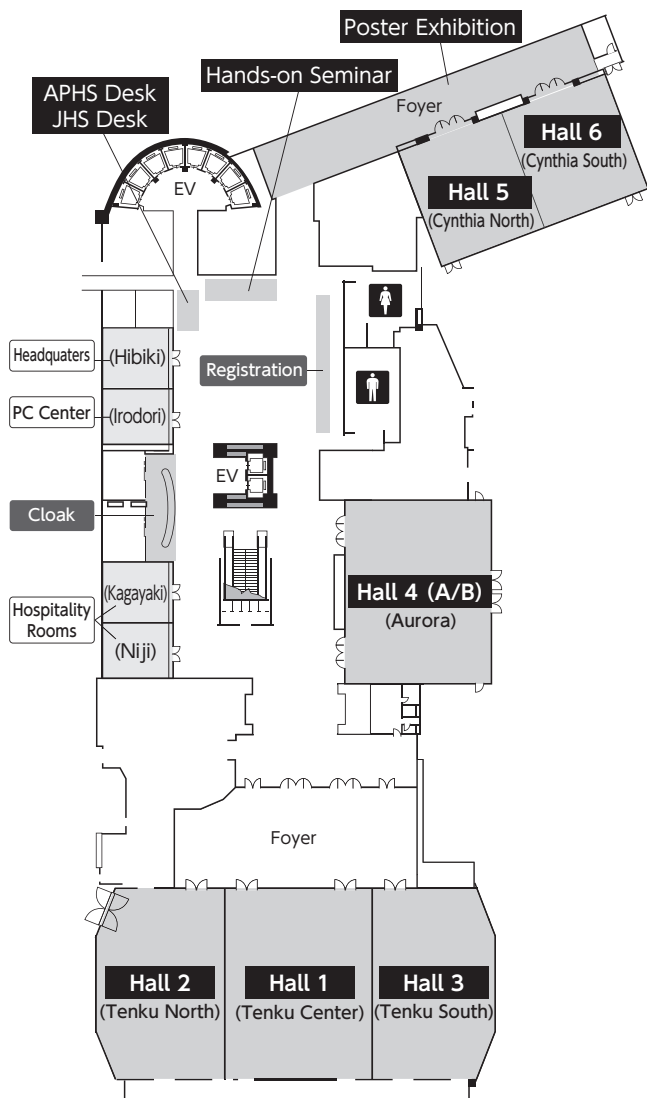(6) All presenters are required to disclose Conflict of Interest (COI) related to the topics. Please list any financial relations with commercial interests and to place a slide in your presentation data. If there is nothing to be disclosed, presenters are required to place a slide or a poster to demonstrate nothing to disclose.

7. Awards
Excellent abstracts will be selected under a strict review and the winner(s) will be awarded a special prize.

Floor Plan

■ B1F, Tokyo Dome Hotel

Poster Exhibition

Hands-on Seminar

Foyer

APHS Desk
JHS Desk

Hall 6
(Cynthia South)

Hall 5
(Cynthia North)

EV

Headquaters

(Hibiki)

Registration

PC Center

(Irodori)

EV

Cloak

Hall 4 (A/B)
(Aurora)

Hospitality
Rooms

(Kagayaki)

(Niji)

Foyer

Hall 2
(Tenku North)

Hall 1
(Tenku Center)

Hall 3
(Tenku South)

Floor Plan

■ 5F

EV

Hall 7
(Hatsune)

Hands-on
Seminar
(Masago)

EV

Anteroom
(Hourai)

Meeting
Room
(Kissho)