The 1st Japan-Korea-Taiwan Neurorehabilitation Conference

General Information

Registration

-Opening Hours:

Sunday, April 28	12:00-16:30

-Registration Desk:
Foyer in front of Science Campus Hall, in Aobayama East Campus, Tohoku University

-Registration Fee

Member	JPY3,000
Non member	JPY3,000
Student	JPY1,000

*Cash only

Exhibition
Foyer in front of Science Campus Hall, in Aobayama East Campus, Tohoku University

-Opening Hours:

Sunday, April 28	12:00-17:00

Language

The Official Language of the congress is English.

Venue Information

Venue

School of Engineering, Tohoku University
Science Campus Hall in Aobayama East Campus
(Administration Office-School of Engineering [Graduate School of Biomedical Engineering])
6-6-04, Aramaki Aza Aoba Aoba-ku, Sendai, Miyagi 980-8579, Japan

Secretariat Room

Secretariat Office is located at the foyer in front of Science Campus Hall

Cloakroom

No service available at the congress site.

Lost and Found

Please visit the General Information Desk for lost and found.

Foreign Exchanges and Travelers Checks

No service available at the congress site.

Internet

Free Wi-Fi Service is available. If necessary, please inquiry to the general information desk.

Smoking Areas

There is no smoking area.

Information for Speakers / Presenters

Information for Chairpersons

Please be seated in the Chairperson's seats located at the front right of your sessions room at least 15 minutes prior to your session starts.
The time indicator is set on the chairperson's desk to indicate each speaker's allotted time. Please manage the session time no to delay the schedule.

Information for Oral Presenters

1. Your presentation:
   Please make sure to be seated in the designated front seats at least 15 mins prior to the start of your session.

2. Technical Equipment available for oral presentations:
   ・Video Projector
   ・Front Projection Screen
   ・Remote presentation system (A TFT monitor, mouse and USB keyboard are on the podium to operate your presentation.)

3. Presentation guideline:
   1) Please make sure that your presentation is fully operational before you start talking.
   2) PC presentation only (No OHP or film slides are accepted).
   3) The official language of the congress is English. Please prepare your presentation PowerPoint slides in English and also make your presentation in English.
   4) Only Presentations on CD/DVD unit and USB Memory device will be accepted.
   5) Windows (OS: Windows7) is the only operating system available for the presentations. Version Microsoft PowerPoint 2010/2013/2017 is recommended.
   6) Only Windows Media Player can be used to playback movie files.
   7) Your media should contain only the presentation data for the Conference.
   8) Your presentation data file should be named as <Session Number>-<Name> .ppt. (ex: "AR-1-SmithWilson.ppt")

9) If your presentation data is linked to other files (i.e. still or moving images, graphs, etc.), those files should also be saved in the same folder, and the links should be checked beforehand.

Presentation Data

Please bring your final version of Presentation Slide (PowerPoint Data) to the designated front seats in the Science Campus Hall. All arrangement is strictly at the risk of the presenter. We suggest that your Computer presentation is installed and tested as soon as possible, but not less than 1 hours before your presentation.

Information for Poster Presenters

Venue

Room 2 (Cafeteria Dock)

Schedule

Mount Time: 11:00 - 14:00
Free discussion time: 14:35 - 15:10
Removal Time: 15:10 - 17:00

Each presenter(s) is/are encouraged to stand by their poster(s) during core viewing time. Since there will be no chairperson or host, participants will be free to view and discuss the posters with presenters during the allocated time.

Posters that are not removed by 17:00 on 28 of April will be removed by the organizers.

Information for Poster Presenters

- Poster size:
  A0 (A zero) portrait format, (H1189mm x W841mm)
- Poster panel size
  (H2100mm x W900mm) *see right image
  * Poster numbers will be provided by the Congress Secretariat.
  * You may include Title, Name and Affiliation in your poster, instead of preparing it on a separate sheet.
- Suitable pins will be provided.
- Poster(s) is/are should be prepared in English.
- Posters must be brought to the Congress by the presenting author or a co-author and should not be mailed in advance.
- Please note that the hanging, taking down and storing of posters is the poster presenter's responsibility. Any posters remaining after the poster removal times will be removed and disposed by the Congress Secretariat. The Secretariat will take no responsibility for removed, disposed posters or unwanted posters.
- Please note that photographs of posters may be taken for publicity purposes while they are on display.