

Conference Information

1. Registration

All attendees are requested to register and pay the appropriate registration fee in order to participate in the meeting. A name badge is combined with a receipt.

Payment must be made in CASH (Japanese yen) ONLY. All registrants must wear their name badge to all sessions and exhibition. Name badge cannot be re-issued either during or after the meeting.

Registration Desk:

Date	Hours	Location
Thu., May 17	7:00-18:30	Lobby, 1F, International Conference Hall, Makuhari Messe
Fri., May 18	7:00-18:30	

Registration Fee:

General Participant	JPY 15,000
Medical Staff*	JPY 3,000
Undergraduate Students*	Free of charge

*A student/medical staff certificate is required.

2. Morning/Luncheon/Afternoon/Sponsored Seminars

Morning Seminar:

Date	Hours	Location
Thu., May 17	8:00-8:50	Room 7

Luncheon Seminar:

Date	Hours	Location
Thu., May 17	12:10-13:10	Room 1 to Room 8
Fri., May 18	12:10-13:10	Room 1 to Room 8

Sponsored Seminar:

Date	Hours	Location
Fri., May 18	14:30-15:20	Room 1

Afternoon Seminar:

Date	Hours	Location
Fri., May 18	14:30-15:20	Room 4
	15:30-16:20	Room 4
	16:30-17:20	Room 4

Tickets (Only Luncheon Seminars):

Date	Hours	Location
Thu., May 17	7:00-11:30	Lobby, 1F
Fri., May 18	7:00-11:30	International Conference Hall

Due to a limited amount of lunches offered at these seminars, an admission ticket will be provided on the day at the lobby. Please note that tickets will be limited, and they become invalid in 5 minutes after luncheon seminars begin.

3. Services, Exhibition and Book Selling

Services	Date and Hours	Location
Cloakroom*	Thu., May 17 7:00-19:00	Room 104, 1F
	Fri., May 18 7:00-19:30	International Conference Hall
Exhibition	Thu., May 17 9:00-18:00	Hall 8, International Exhibition Hall
	Fri., May 18 9:00-15:30	
Book Selling	Thu., May 17 9:00-18:00	Lobby, 2F
	Fri., May 18 9:00-15:30	International Conference Hall
Free Wi-Fi	All day	- Lobby of each floor, International Conference Hall - Central Mall, 2F, International Exhibition Hall

*Please keep valuable on yourself.

4. Mobile Phones and Recording/Photo Policy

Please turn off your mobile phone or turn the vibrate mode in the rooms where sessions are held. It is prohibited to make audio/video recordings or take photos.

5. Messages

A message board will be located near the Registration Desk for registrants to post messages.

Instructions for Chairs

1. Chairs for Oral Sessions should take a seat in the front row to the right of the room specially reserved for the next session chairs, at least 15 minutes prior to the session that he/she is scheduled to chair.
2. Chairs for Poster Sessions are requested to check in the Poster Session Desk at least 15 minutes prior to the session.
3. Please adhere strictly to the timetable for presentations and Q&As to ensure the smooth running of the meeting.

Instructions for Oral presentation (RO/RV/O/V)

1. Please be punctual and careful with your time keeping to ensure the smooth operation of the entire program.
2. All oral presentations must be a PC-based presentation.
 - Slide projectors are not available.
 - Single screen only (except for Room 1).
3. Speakers should preview their presentation data and check the connections and operations at the PC Preview Room at least 30 minutes before the session starts.
 - *It is not possible to revise a presentation data at the PC Preview Desk.

PC Preview Room Open Hours:

Date	Hours	Location
Wed., May 16	13:00-15:30	Room 101A, 1F International Conference Hall
Thu., May 17	7:00-18:30	
Fri., May 18	7:00-18:30	

1) Notes on preparing your presentation data

- The output resolution is XGA (1024×768 pixels.)
- Bring your presentation on a USB flash memory or a CD-R.
- When you copy the data to a CD-R, be sure to finalize the disc.
- Preliminary virus scanning is necessary.
- The title of your presentation file should be “your presentation code + your name” (e.g.: 01-9 John Smith)
- The operating system in each session room is Windows 10.
- Use the standard fonts provided with Microsoft PowerPoint 2007/2010/2013 /2016 for Windows.
- Save your slides as a Microsoft 10 for Windows file.
- WMV format is recommended for video, and a file size should be less than 700MB.
- If your presentation data is linked to other files (still or moving images, graphs etc.), please bring

a laptop which you run an operation check.

- Let an operator at the PC Preview Room know if your data contains audio files.
- Be sure that your file is compatible with Windows operation system.
- If your data is created by Macintosh, please bring your own laptop.

2) For speakers who bring their own laptop (Windows / Macintosh)

- Remember to bring your own power adaptor and cables.
- Your computer must be equipped with a Dsub-15 pin video output.
- Speakers with their own PC are also requested to preview their presentation and check the operation at the PC Preview Room. After the preview, please bring their PC to the operator desk of the session room.

3) Notes on Video Session

- Make sure that you compress the video. Please check its functionality with the operator in the PC Preview Room at least 30 minutes before the session starts.
- If you make presentation with DVD, please check if you can run it on a laptop, and be sure to bring the back-up data together.
- The title of your presentation file should be "your presentation code + your name".
- (e.g.: RV1-01 John Smith)

4. Presentation Time:

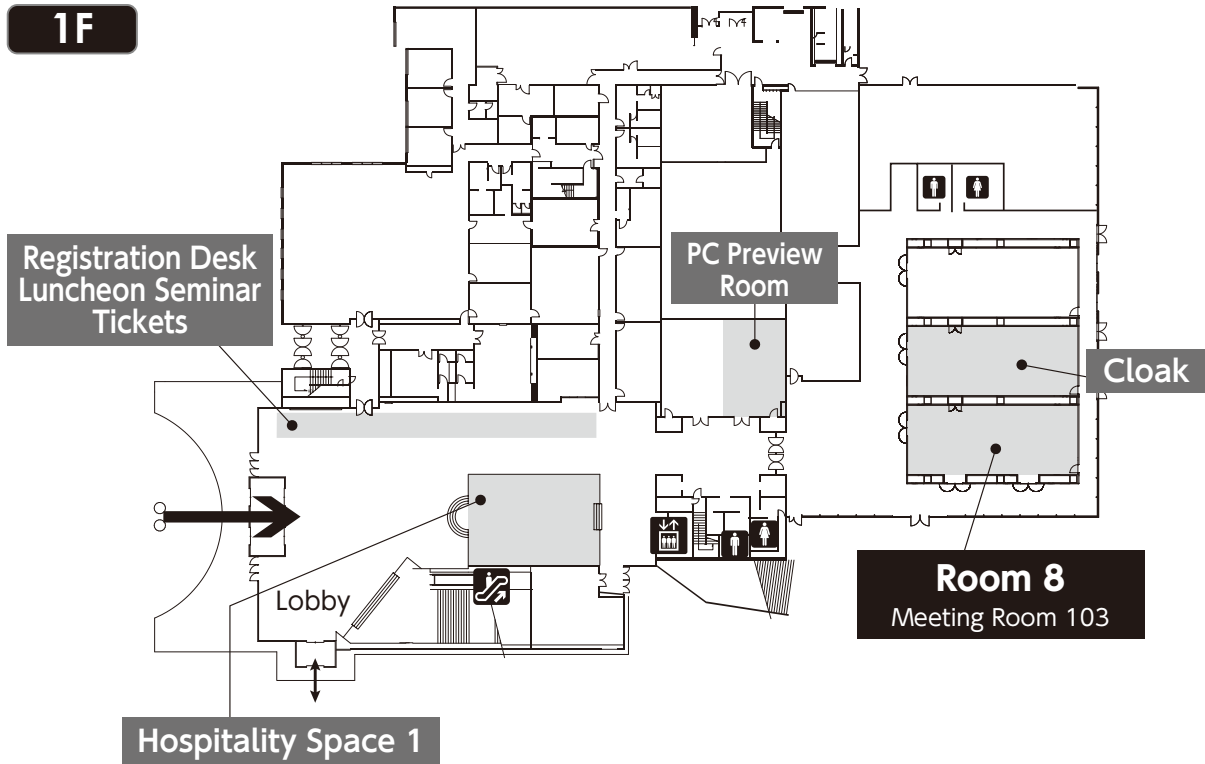
Sessions	Time	Q&A
Request Oral (RO)	7 mins	3 mins
Request Video (RV)	7 mins	3 mins
Oral (O)	5 mins	3 mins
Video (V)	5 mins	3 mins
Poster (P)	4 mins	3 mins
International Session	6 mins	3 mins

Time allocations for other sessions have been announced to each speaker preliminarily.

Floor Map

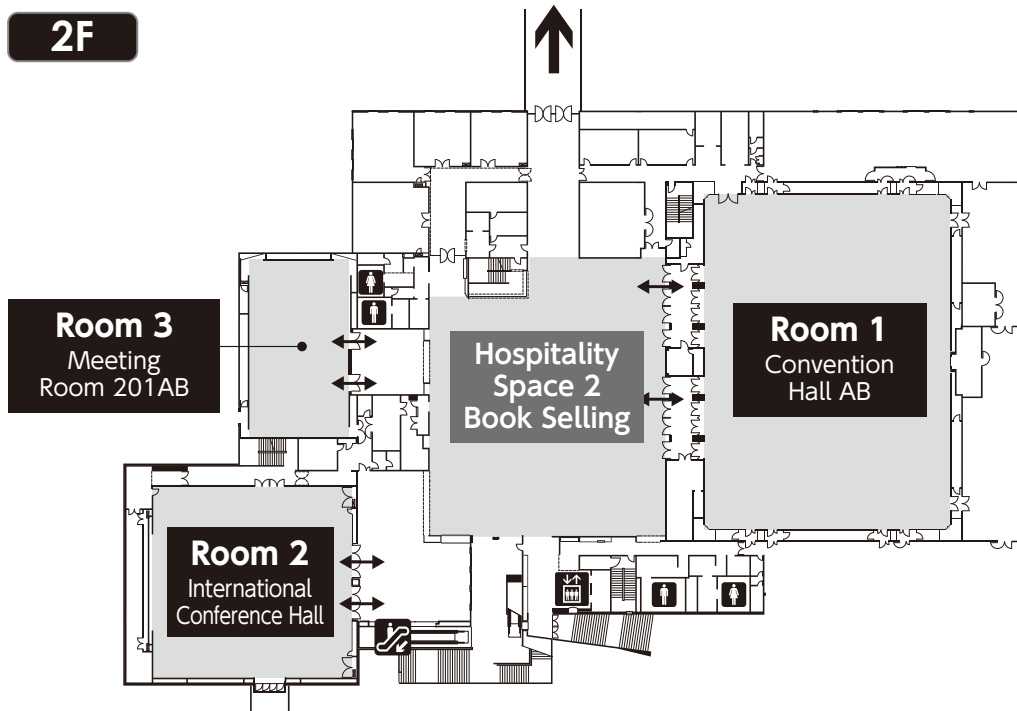
MAKUHARI MESSE International Conference Hall

1F

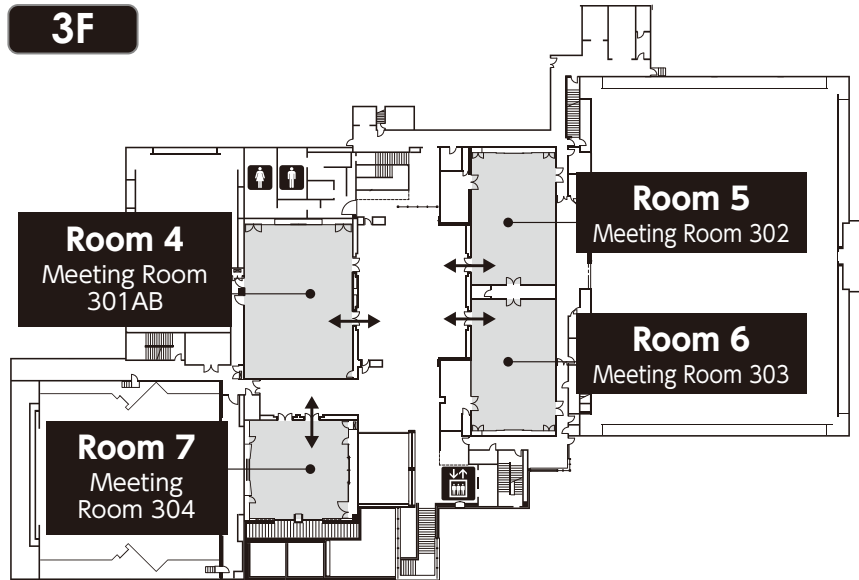


International Exhibition Hall Hall 8

2F



MAKUHARI MESSE International Conference Hall



International Exhibition Hall

Hall 8

