

Instruction for Participants, Chairpersons and Speakers

1. Registration

1) Registration desk will be open as below.

January 21 (Thu): from 12:30 at the Foyer of Multi-purpose Hall 1F

January 22 (Fri): from 9:00 at the Foyer of Multi-purpose Hall 1F

January 23 (Sat): from 9:00 at the Foyer of Multi-purpose Hall 1F

2) Registration is not required for participants who have paid the fee in advance. Abstract book is handed in exchange for your book ticket at the registration desk.

3) Participants of on-site registration are required to proceed with registration at the registration desk. Registration fee is 10,000 JPY (advanced payment: 8,000 JPY), but for students 5,000 JPY (advanced payment: 4,000 JPY). On-site registration for the reception is not accepted.

4) Please attach your name tag holder all the time during the meeting for identification and security purpose.

2. For Chairpersons

1) Chairpersons of all sessions including of special sessions and oral sessions are requested to visit the chairperson reception no later than 30 minutes prior to the session start. The reception will open at the Foyer of Multi-purpose Hall 1F.

2) Session composition is to be controlled by the chairpersons. Chairpersons are asked to ensure all the sessions finish punctually as scheduled. Symposium is requested to set up to general discussion time after all presentations has finished.

3) Concerning Oral Sessions, 9 minutes (presentation 7 minutes and discussion 2 minutes) are allocated to each presentation. Please ask questioner to use a microphone on floor, and to make questions after addressing his/her name and affiliation.

3. For Presenters in Special Lecture and Symposium

1) Please be sure to register your presentation data at the PC Preview Desk (the Foyer of Multi-purpose Hall 1F) no later than 30 minutes prior to the session start.

2) Please be seated at 'Next Speaker's Seat' in the front row in the session room before the session of your presentation.

3) All the presentations are requested to prepare the presentation in a PowerPoint application in the PC. Please refer to Guidelines for PowerPoint Presentation for details.

4. For Award of Encouragement Winners

1) Please be sure to register your presentation data at the PC Preview Desk (the Foyer of Multi-purpose Hall 1F) no later than 30 minutes prior to the session start.

2) Please be seated at 'Next Speaker's Seat' in the front row in the session room before the session of

your presentation.

- 3) Winners are requested to prepare the presentation in a PowerPoint application in the PC. Please refer to Guidelines for PowerPoint Presentation for details.
- 4) Presentation time is for 10 minutes. There is no Q & A.

5. Excellent Paper Award

- 1) In Oral Session (1), a few paper will be selected for the Excellent Paper Award by the chairpersons and the judges.
- 2) The name of award winners will be posted at the registration desk by January 22 (Fri), 15:30. Please complete registration at the registration desk no later than 30 minutes prior to the awarding session (1st day) start.

6. Poster Award

- 1) On each day of January 22 (Fri), 23 (Sat), a few poster will be selected for the Poster Award.
- 2) Please put the presentation number of your favor poster in the ballot paper including your name badge, and put it into the ballot box at the room of poster session.
- 3) Maximum of 3 votes per person is effective on each day of January 22 (10:00~14:00), 23 (10:00~14:00). When the date of the ballot paper is different from the vote date, the ballot paper is not effective.
- 4) The name of award winners will be posted at the registration desk by January 22 (Fri), 15:00 (1st day), and January 23 (Sat), 15:00 (2nd day). Please complete registration at the registration desk no later than 30 minutes prior to the awarding session (both 1st day and 2nd day) start.

7. For Oral Session / Poster Session Presenters

A. For Oral Presenters

- 1) Please be sure to register your presentation data at the PC Preview Desk (the Foyer of Multi-purpose Hall 1F) no later than 30 minutes prior to your presentation.
- 2) Please be seated at 'Next Speaker's Seat' in the front row in the session room 10 minutes before your presentation.
- 3) All the presentations are requested to prepare the presentation in a PowerPoint application in the PC. Please refer to Guidelines for PowerPoint Presentation for details.
- 4) Presentation time is 7 minutes and 2 minutes for discussion (Total 9 minutes). Please be punctual for your presentation time.

B. For Poster Presenters

- 1) The schedule of poster session is as listed below.

	Mount Poster	Discussion	Removal
January 22 (Fri)	9:00~10:00	13:00~14:00	16:00~18:00
January 23 (Sat)	9:00~10:00	13:00~14:00	16:00~17:00

- 2) Poster Mounting area is H1800mm×W900mm. Please space the upper left corner (H200mm×W200mm) because of putting the presentation number. The secretariat will prepare your presentation number.
- 3) A ribbon for the presenters and pins for placing the posters are attached on the panel.
- 4) You are requested to wear the ribbon and be in front of your poster panel during the discussion time. Poster Presentations are a free discussion style.
- 5) Please remove your poster when your session finished, and return a ribbon and pins to the original place.
- 6) Any posters left behind after the removal time shall be removed and discarded by the Secretariat.

8. Guidelines for PowerPoint Presentation

- 1) The presentation data will be registered as below.
 - January 22 (Fri): from 9:00 to 17:45 at the Foyer of Multi-purpose Hall 1F
 - January 23 (Sat): from 9:00 to 14:30 at the Foyer of Multi-purpose Hall 1F
- 2) Please be sure to register your presentation data at the PC Preview Desk (the Foyer of Multi-purpose Hall 1F) no later than 30 minutes prior to your presentation. Please prepare presentation data in English or Japanese.

A. For Using Windows (Not Using Playback Movie Files)

- 1) All the presentation are to be given only on PC prepared by the Secretariat. (OS: Windows 7). Microsoft PowerPoint 2003, 2007, 2010 and 2013 are available application for the presentation.
- 2) Please use the Windows standard fonts.
- 3) Please bring your presentation data with either USB memory stick or CD-ROM. You will be asked to preview it at the PC Preview Desk.
- 4) Please put 'Presentation Number' and 'filename extension' using half-width English numbers and letters at the beginning of your filename (e.g. O-01.ppt).
- 5) The data installed to the congress-provided PC will be completely deleted by the secretariat after the congress.

B. For Using Macintosh or Using Playback Movie Files

- 1) When the presentation data is prepared in Macintosh or playback movie files, please bring your own PC. If you bring your own PC, please make sure to confirm shape of output terminal and bring terminal for connection if necessary. Mini D-sub15 pin 3 row connector (normal monitor terminal) will be used for connection.
- 2) Please set up mirroring display on your PC in advance.
- 3) Please release the setting for starting a screen saver and power saving on your PC.
- 4) Please bring your back-up data with either USB memory stick or CD-ROM with you for data trouble.

9. COI (Conflict of Interest) Disclosure

A slide should be included the COI disclosure in your presentation. See the details on the JEA website. (<http://jeaweb.jp/english/about/coi.html>)

10. Lunch and Break

Please use cafeterias and restaurants around the venue. There is a restaurant inside the venue.

11. Drink Service

Date: January 22 (Fri), January 23 (Sat)

Place: Room for Poster Session (International Conference Hall 2F)

12. Others

- 1) All the venue is smoke-free.
- 2) Drinking or eating is not allowed at Room A (Multi-purpose Hall).
- 3) There is no calling service in the venue.
- 4) Please refrain from the use of cellular phone in the presentation room. Please turn off the power or set it in manner mode.
- 5) Cloak is to open at the Foyer of Multi-purpose Hall as below.

January 21 (Thu): 12:30~19:15

January 22 (Fri): 9:00~18:00

(Participants of the reception are requested to receive your baggage before attending the reception.)

January 23 (Sat): 9:00~17:20

Please keep the valuables by yourselves.

13. Reception

Date: January 22 (Fri) 18:30~20:30

Venue: Yonago Washington Hotel Plaza

Fee: 5,000 JPY (advanced registration only)

Registration was over. Thank you.