GENERAL INFORMATION

Reception/Registration

The welcome desk will be opened in the main entrance (Entrance Hall) from October 30, Thursday.

October 30, Thursday	15:00 – 18:00
October 31, Friday	08:30 – 17:00
November 1, Saturday	08:30 – 11:00

At your arrival, you will be given your badge and your conference materials including conference abstract etc. Please note that the meeting, breaks and exhibition area are accessible only with your badge.

Language of Conference

The language of the conference is English.

Insurance

The organizers do not accept responsibility for individual medical, travel or personal insurance. Participants are strongly advised to take out their own insurance policies.

Internet

Wireless access will be available for all participants.

Currency and Bank

The official currency is Japanese Yen ¥. Currencies can be exchanged in banks which you can find in the city center and the airport.

Emergency Phone Number

These numbers are free.

Medical care: 119

Police: 110

INSTRUCTION FOR PRESENTATION

Oral Presentation

Oral presentations will be allotted 15 – 30 minutes including discussion and change of speakers. An LCD project and a PC (Windows) will be available in the session rooms where speakers are invited to upload their presentation well in advance, in order to avoid last minute problem. Speakers must bring backup data of the presentation slides stored in a USB thumb drive. All the speakers are recommended to check if their slides are properly projected on a screen before the start of their session.

Speakers may use their own laptop computers for their presentation. The projector has only a usual analog mini D-sub 15 pin connector. Speakers should bring an adapter for the interface conversion if necessary.

Poster Presentation

Panels for posters have a width of 120 cm and a height of 180 cm. For the sake of readability, we recommend authors to prepare posters with A0 format. Poster panels ([Session] P - [panel number], e.g., AP-01) will be identified by the same number assigned to the poster in the Technical Program.

Poster sessions will be held on the following schedule.

Poster presentation 1:	13:30 – 17:30 on October 31 (Fri)
Poster presentation 2:	09:00 – 13:00 on November 1 (Sat)

Posters will be mounted on and removed from the supporting panels by the authors. During sessions, presenters are requested to be presented at their posters. Right after the poster session, the authors must remove their posters. Posters left on panels after each session will be discarded.