

Information for Participants

1. Registration Procedure

◆ Registration

On-site registration is available at Entrance Hall in Kobe international Conference Center 3F from 14:30 on May 28th (Mon).

Participants who have already completed advance registration with a full payment of the registration fee by the due date will receive a name badge in advance, thus do not need to stop by at the Registration Desk. Please be sure to wear your name badge when entering the meeting site.

As advance registration was canceled automatically in case you did not pay by the due date, please register as on-site registration at the meeting site.

*Participants from Overseas & Foreign residents in Japan who have completed advance registration: Please receive your name badge at the Registration Desk.

◆ Registration Desk

Location: Entrance Hall at Kobe international Conference Center 3F

Open Hours: 8:30-17:00 (14:00-17:30 on May 28th)

Service: On-site registration, General information, JSDB membership registration, JSCB membership registration

◆ On-site registration fee • Banquet fee

Category		Registration fee	Banquet fee	Program & Abstracts booklet
Member	Regular	JPY 8,000	JPY 8,000	Included in annual membership fee
	Student	JPY 5,000	JPY 4,000	
Non-member	Regular	JPY 10,000	JPY 8,000	JPY 3,000
	Student	JPY 6,000	JPY 5,000	
Student (Undergraduate)		Free (Student ID required)	JPY 4,000	

※ Cash payment only.

※ Registration fee will be waived for student(undergraduate). Please show your student ID at the Registration Desk.

◆ Name badge

Please be sure to wear your name badge showing your name and affiliation while you are at the meeting site.

No entry without name badge is acceptable.

◆ Banquet

Banquet will be held as follows. On-site registration will be welcomed.

Date & time: May 30th (Wed) [Day 2] 19:30-21:30

Venue: The Kobe Portopia Hotel B1F Kairaku

Capacity: 400 persons

◆ Program & Abstracts Booklet

Program & Abstracts booklet have been sent to JSDB • JSCB members in advance.

If you wish to purchase it, it is available for JPY3,000/booklet at the Registration Desk.

2. Luncheon Seminar

Lunch tickets will be needed to receive lunch service at Luncheon seminars due to the limited number of lunch. Please exchange the exchange tickets attached to the name badge for a lunch ticket of the seminar you wish to attend.

The lunch tickets will be distributed at the luncheon Seminar Desk below.

Luncheon Seminar Desk

Place: Entrance Hall at Kobe International Conference Center 3F

Date & Time: May 29 (Tue), 30 (Wed), 31(Thu) 8:30-11:00

*Tickets for the seminars held on the day only.

*Lunch at the seminar is provided by cosponsoring companies and groups.

Please note that the number of lunch differs depending on the seminars and distribution of lunch tickets will be finished as all the tickets are distributed.

◆ Attention

The lunch tickets are invalid after the starting time of the seminars (12:10 on 29 (Tue), 12:00 on 30 (Wed) and 31(Thu)). Please arrive at the seminar room before the starting time of the seminars. Please be advised that if you do not show up by then, lunch will be provided to those who are attending the seminar without lunch tickets.

◆ Attending luncheon Seminar after the lunch ticket distribution

Please bring the exchange ticket directly to the seminar room. Please note that there will be no lunch provided in this case. (Lunch will be provided if there is any left.)

3. Commercial Exhibition - Exhibition of Machineries, Reagents, Publications

Exhibition will be held as follows.

Date: Day 1 (May 29th (Tue)) - Day 3 (May 31st (Thu))

Time: 9:00-17:00 (9:00-16:00 on May 31st)

Place: Exhibition Hall (The Kobe Chamber of Commerce and Industry, Event Hall(2F) & Shinsho Hall (3F))

4. Services & Facilities

◆ Paging service • Bulletin board

No paging service is available except for an emergency. Please use bulletin board located around the Registration Desk in order to communicate with the other participants.

◆ Cloakrooms

Cloakrooms are available at the following location. No valuable or computer can be checked in to the cloak since the meeting does not hold any responsibility for any loss or damage of your items.

Open Hours: 8:00-19:30 (14:00-19:30 on May 28th)

Location: Kobe International Conference Center 3F, Lounge

◆ Internet

Wi-Fi is available at the meeting site for you to use your own laptop.

Please see page 14 for Wi-Fi available area at the meeting site.

• Kobe International Conference Center

SSID: 45JSDB64JSCB Password: icckb

◆ **Parking**

Participants are encouraged to use public transportation due to heavy traffic and limited number of the parking lots during the meeting.

5. Participants with children

Day nursery by a babysitting company will be located at the meeting site. (charged service, advance application needed)

For further information, please refer to the following website.

<http://www.aeplan.co.jp/jsdb-jscb2012/nursery.html>

6. Prohibitions

◆ **Photography · Recording**

No photography and recording with camera, video, cellphone or any device is allowed at the lecture, presentation and poster rooms.

◆ **Cellphone**

Talking on the cellphone in the lecture and presentation rooms is not allowed. Please set your cellphone on the silent mode and make sure it will not make a noise during the lecture/presentation.

◆ **Smoking**

Smoking is prohibited in all area except for the separate smoking spots. The smoking spots are prepared at each building.

Instruction to Chairs and Presenters

1. For Organizers/Chairs

◆ Arrival

Please come to the “Time keeper’s desk” at the right-front of the room and let the staff know by 15 minutes before the starting time.

◆ Process and Timing

The organizers/ Chairs are expected to ensure that all presentations start and finish punctually as scheduled.

< Plenary Lecture/ Joint Keynote Symposium/ Symposium/ Workshop >

Please note that presentation time and discussion time vary depending on presentations.

< Joint Workshop/ Poster Flash Talk/ Joint Young Scientist Session >

Time allocation for each presentation is as follows. Staff will assist with timing by bell signal.

	Total	Presentation	Discussion	1 ring (2 min. left to the end of presentation)	2 rings (End of presentation)	3 rings (End of discussion)
Joint Workshop	15	12	3	10 min. passed	12 min. passed	15 min. passed
Poster Flash Talk	5	5	0	4 min. passed	5 min. passed	-
Joint Young Scientist Session	10	7	3	5 min. passed	7 min. passed	10 min. passed

2. For Oral Presenters

◆ Language of presentation

All the program will be in English. Please prepare your slides (Power Point) and posters in English.

However, only oral presentation at Joint Young Scientist Session will be in Japanese. *Poster presentation will be in English.

◆ Presentation time

< Plenary Lecture/ Joint Keynote Symposium/ Symposium/ Workshop >

Please note that presentation time and discussion time vary depending on presentations.

< Joint Workshop/ Poster Flash Talk/ Joint Young Scientist Session >

Time allocation for each presentation is as above chart. Staff will assist with timing by bell signal.

◆ Presentation Method

Projector (connected to a laptop) will be used for presentations. Please note that no slides or OHP are prepared. Your own laptop and data (USB flash memory or CD-R) are available.

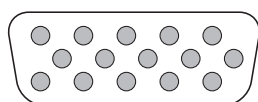
If you bring your own laptop, please see the following “Technical Requirements for your laptop”.

◆ **Preview**

Please come to the “Preview desk” at the left-front of the room with your laptop or data (USB flash memory or CD-R).

[Technical Requirements for your laptop]

- ① Ensure that your computer is equipped with the proper monitor connector (mini D-sub 15 pin) as shown below. If your computer does not have this connection, please bring an appropriate converter with you.
- ② Be sure to bring an AC adaptor. Please note that voltage in Japan is 100V and the frequency ranges 50-60 Hz depending on the area (60 Hz in Kobe). The socket is type A, which has two flat plug holes. If your laptop is not convertible, transformers and/or plug adaptors are necessary.
- ③ **Set up your laptop not to show screensaver or be on the power saving mode.**
- ④ Adjust screen resolution to 1024 × 768 pixel (XGA).
- ⑤ Monitor, computer mouse, and slide operating switch will be prepared on the podium for you to operate by yourself.



Mini D-sub 15 pins



Monitor Connector

3. For Poster Presenters

◆ **Poster session room**

The Kobe Chamber of Commerce and Industry, Event Hall (2F) & Shinsho Hall (3F)

◆ **Periods of poster displayed**

Each poster will be posted for one day. Please set up your poster in the morning of your presentation day and also remove it by yourself. The secretariat will not remove, store or return.

◆ **Posting, presentation, discussion, removal**

Please stand by your poster and respond to questions and discuss during the presentation and discussion time. Please wear a yellow ribbon indicating a poster presenter on your chest.

Date		May 29 (Tue) [Day 1]	May 30 (Wed) [Day 2] / 31 (Thu) [Day 3]
Posting		8 : 00 ~ 9 : 00	
Presentation & Discussion	Odd Number	14 : 10 ~ 15 : 10	14 : 00 ~ 15 : 00
	Even Number	15 : 10 ~ 16 : 10	15 : 00 ~ 16 : 00
Removal		19 : 20 ~ 19 : 30	19 : 10 ~ 19 : 30

◆ **Posting information**

① Location

The last 3-digit presentation number is on the upper left of each panel. Please use the panel that matches your presentation number. Push pins are prepared at each panel. Please refer to the Poster session room layout (on page 16) to find your panel.

② Panel size

Each panel space available is 90cm wide x 150cm high. Please indicate your presentation title, author(s), and affiliation(s) on top of the poster.

③ Language

Poster must be made in English. Presentation and discussion will be in English as well.

