

General Information for Participants from Overseas

1. Registration

Information and Registration desks are located in the main entrance of Otsu Prince Hotel. Please register and receive your name tag. You will be required to show your name tag during the scientific sessions.

Registration Desk

The Registration Desk will open at the following times:

First day	Thursday, October 1	7:30–18:00
Second day	Friday, October 2	7:30–18:00
Third day	Saturday, October 3	7:30–16:00

Registration Fee JPY5,000

Proof of status is mandatory. Please show your ID card or documents to verify that you are from abroad.

2. Meals

Meals will be served in the sponsored seminars: Luncheon, Afternoon and Evening Seminars.

Please follow item 3 below for procedures to participate in the sponsored seminars.

3. Sponsored Seminars

A. Luncheon & Evening Seminars: Participants are required to get free tickets. Please pick up your tickets at the Ticket Desk of Sponsored Seminar in the 1F, Lobby, Otsu Prince Hotel on the day of the seminar.

The Ticket Desk will open at the following dates and times:

Luncheon Seminar	October 1, 2, 3	7:30–11:30
Evening Seminar	October 1	7:30–18:00

Note: Limited tickets are available on a first-come-first-served basis.

B. Afternoon Seminar: Seminar tickets are not required.

4. Exhibition

Place: Room 5.6.7, Convention Hall OHMI (2F)

Date: Thursday, October 1 8:30–18:00

Friday, October 2 8:30–18:00

Saturday, October 3 8:30–16:30

5. Smoking is prohibited in and around the convention site.

6. Secretariat Office

Please ask at the Secretariat Desk regarding messages, lost & found and any other assistance you require.

Place: 1F, Otsu Prince Hotel, Shakunage 2

Tel: 077-522-3771

Instructions for Chairpersons and Presenters

1. Instructions for Chairpersons

- A. Chairpersons for the oral session should visit the chairman reception desk in the Main Entrance no later than 30 minutes before the start of the session. Please be seated next to the chairperson no later than 10 minutes before the start of the session.
- B. Chairpersons for the poster session should visit the Chairman Reception Desk in the main entrance no later than 60 minutes before the start of the discussion, and then wait at their poster booths no later than 10 minutes before the start.

2. Instructions for Presenters

One LCD projector with a PC (Microsoft PowerPoint 2003, 2007) will be available for the oral presentation.

Presentation and discussion times:

- 8 minutes for presentations and 4 minutes for discussions (12 minutes total)
- A **Yellow** lamp will be on one minute before the end of the presentation.
A **Red** lamp will indicate the end of the presentation.

PC Review Center

Place: Lobby, Convention Hall OHMI (2F)

Opening hours: Thursday, October 1 7:30–18:00

Friday, October 2 7:30–16:00

Saturday, October 3 7:30–16:00

Before your presentation

- Please bring your PC data to the reception desk at least one hour before your presentation.
- Data will be copied to a server and transferred to the presentation room via LAN.
- Please bring the PPT (Microsoft PowerPoint) file copied into USB memories or CD-R. MO, FD will not be available.
*You will be asked which version of PPT you used to create the data. Please be sure to check the version of your PPT.
- We recommend creating your data using PPT 2003, 2007 with Windows XP.
- Windows Media Player is recommended to use for the motion pictures, only MPEG 1 is available.
- In the preview center, confirm your files and check how the presentation will look before the relevant session.
- Please prepare backup data of both PPTs and movies in case of any problems.

On your presentation

- A TFT monitor, remote key, mouse, laser pointer and clock monitor will be prepared on the speaker's desk.
- The first page of the slides will be placed on the screen by our staff. Speakers must control their slides themselves by using the switch on the speaker's desk. Please follow the instructions given by our staff.

After your presentation

- Copied files will be completely deleted by our staff after the conference.

3. Instructions for Poster Presenters

Place: Convention Hall OHMI No. 5, 6, 7

Date: Thursday, October 1, 13:00–14:00 (International Session)

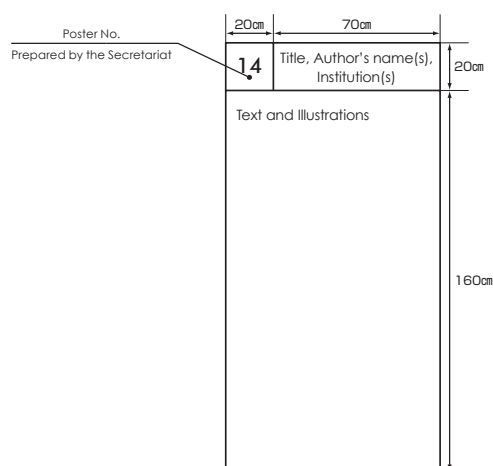
Presentation Time: 3 minutes for presentation, 2 minutes discussion (5 minutes total).

- Your poster presentation number will be posted on your designated tack board.
- Push pins for mounting your poster materials will be provided on site.
- Please be ready in front of your poster at least 10 minutes before your presentation.

Poster Presentation Schedule

	Mounting	Session	Removal
Thursday, October 1	9:00–10:00	13:00–14:00	17:00–18:30

Note: Please remove your poster materials from the tack board within the removal time. Materials remaining after 18:30 will be discarded by the Secretariat.



Access Guide

<http://www.princehotels.com/en/otsu/access/>



Otsu Prince Hotel

Address: 7-7, Nionohama 4-chome, Otsu-Shi, Shiga 520-8520 Japan

TEL: +81-77-521-1111

URL: <http://www.princehotels.co.jp/otsu/>



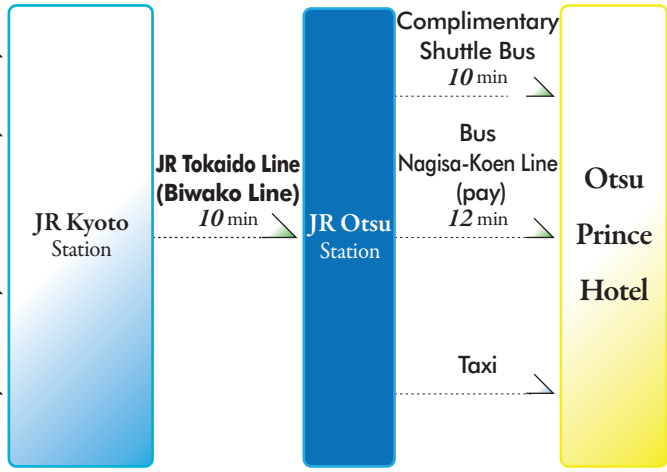
ホテルの白い扉あるいは近江鉄道ノースにご乗車ください。
http://www.princehotels.co.jp/otsu/access/shuttlebus/kotu_ttable_2008.html

How to get to Otsu Prince Hotel

by Air

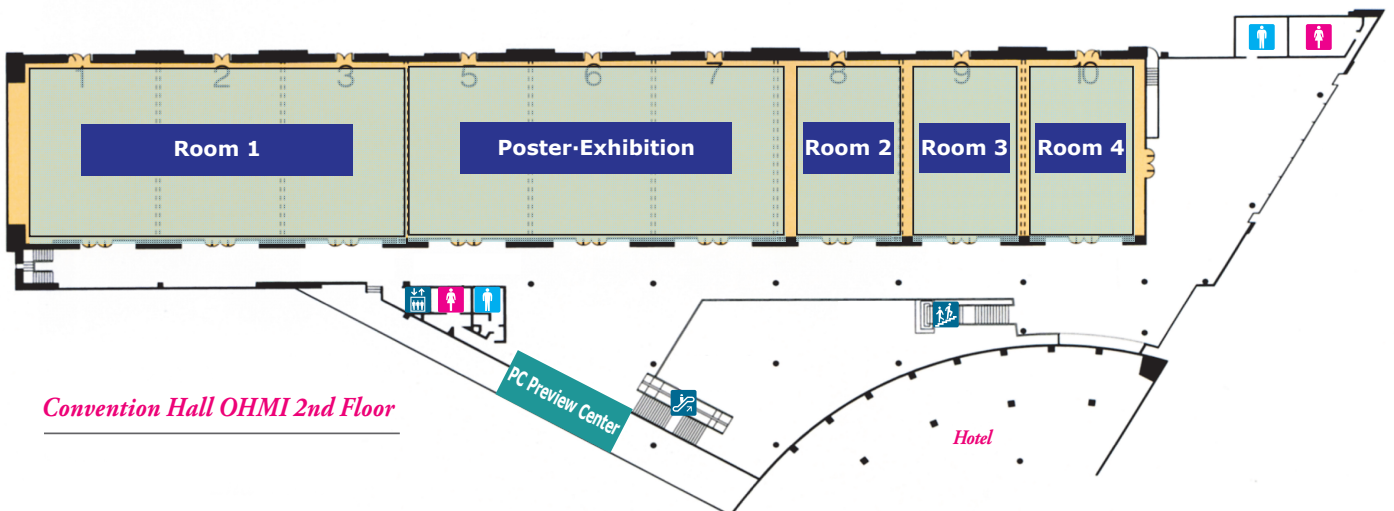
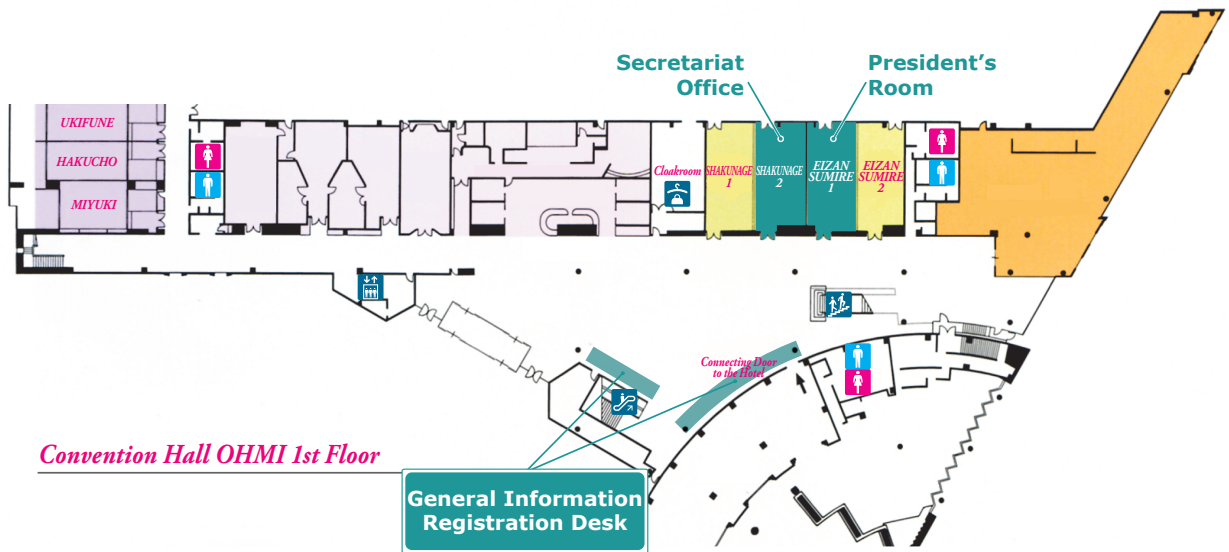
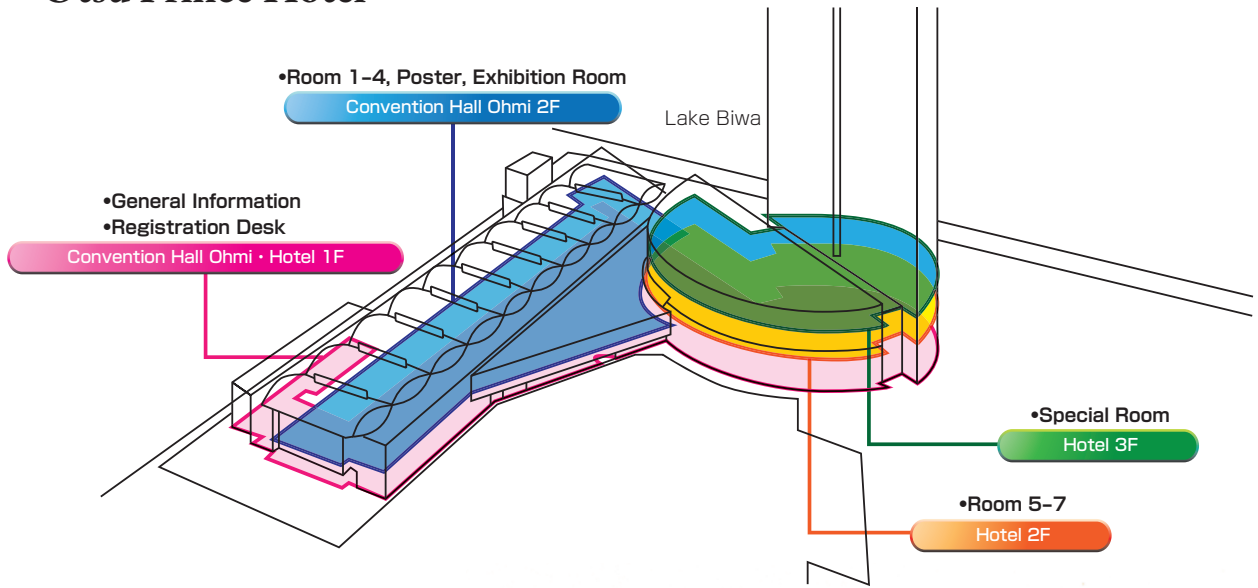


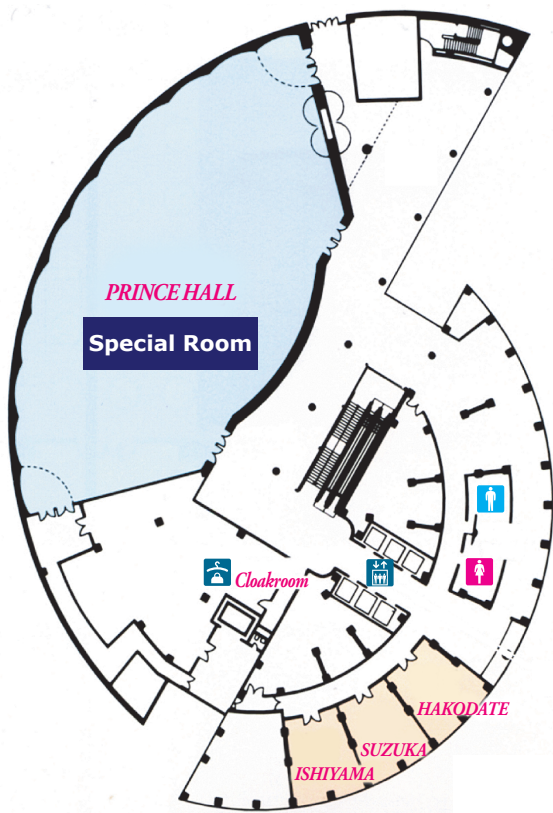
by Train



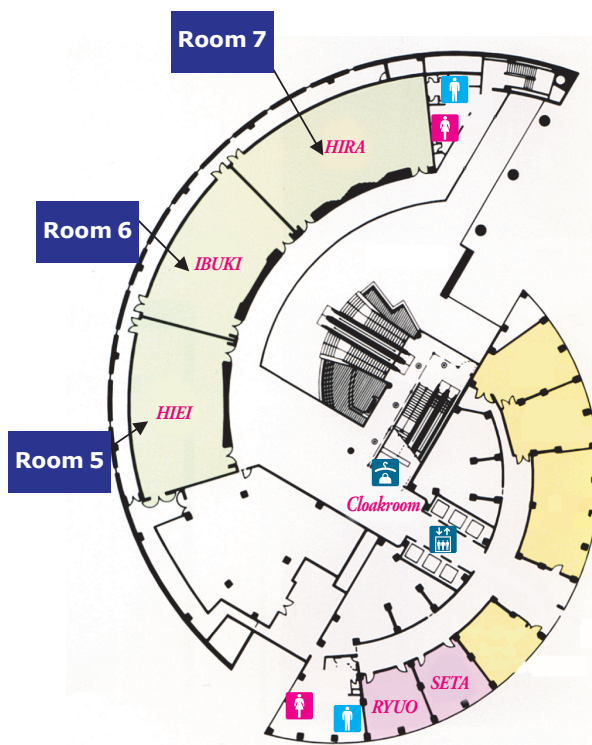
Room Location

Otsu Prince Hotel





Hotel 3rd Floor



Hotel 2nd Floor