

Warm Welcome from 70JATS to All Foreign Participants

To All Participants

1. Registration

All Foreign participants must visit Registration desk at 1F General Information desk, Royton Sapporo to register and pick up the congress kit.

Please wear the congress badge whenever access the venue to attend the sessions and obtain the services.

[Registration Desk Opening Hours]

September 26 (Tue.)	September 27 (Wed.)	September 28 (Thu.)	September 29 (Fri.)
10:00 - 19:30	7:30 - 18:00	7:30 - 18:00	7:30 - 14:00

2. Program / Abstract Application (Web, iPad, Smartphone)

Please visit the congress website for further details to released application.

<http://www2.convention.co.jp/70jats/en/index.html>

- The password is required to access the abstracts for the first time only.
- Password : **70jatssapporo**

Web	· Access the Program page of the congress website.
iOS	· Search by keywords of "70JATS" in the App Store and download and install the application.
Android	· Search by keywords of "70JATS" in the Google play and download and install the application.

3. Lunch Time Seminars and Evening Seminars (Industrial Sponsored)

The ticket is required to attend the Lunch Time Seminars which will be distributed on the day of the seminar held with a first-come-first-served basis at the following ticket desk, and those holding the numbered tickets will be admitted to the Lunch Time Seminar on a priority basis.

Please note that the numbered tickets will become invalid after the appointed seminars start.

For the Evening Seminars : feel free to participate in the Evening Seminars as there is no voucher required.

[Lunch Time Seminar Ticket Desk and Ticket Distribution Hours]

2F Rotanda, Royton Sapporo

September 26 (Tue.)	September 27 (Wed.)	September 28 (Thu.)	September 29 (Fri.)
9:00 – 11:30	7:30 – 11:30	7:30 – 11:30	7:30 – 11:30

4. Internet Service Available

SSID: 70jats

Password: 70jatssapporo

5. Exhibition

Exhibition will be held at Exhibition Hall Royton Sapporo 3F

[Opening Hours]

September 27 (Wed.)	September 28 (Thu.)	September 29 (Fri.)
8:30 – 18:00	8:30 – 18:00	8:30 – 14:50

6. Cloak

Cloakroom at Royton : 2F / 3F Foyer

Cloakroom at Nitori Culture Hall and Hotel Sapporo Geibunkan : 1F

[Opening Hours]

September 26 (Tue.)	September 27 (Wed.)	September 28 (Thu.)	September 29 (Fri.)
10:00 –	7:30 –	7:30 –	7:30 –

*Be sure to check each closing time when you check in the luggage.

7. Rest Area with Free Drink

Rest areas will be placed at the Exhibition Hall / Restaurant at Royton Sapporo 1F

8. Industrial Sponsored Lounge (as shown as Hospitality Room)

2F / 3F Royton Sapporo

[Opening Hours]

September 27 (Wed.)	September 28 (Thu.)	September 29 (Fri.)
8:30 – 18:00	8:30 – 18:00	8:30 – 14:50

9. Tour Desk

Any inquiry for travel tour, accommodation, transportation and others

JTB Coop. will happy to assist you during the congress at 1F General Information desk

10. Business Center

Near the main lobby at Royton Sapporo 1F

11. Secretariat during the Congress Priod

Near the Registration Desk, Royton Sapporo 1F TEL : +81-11-207-2000

Join us, All Primary Sessions!

Simultaneous interpreting for overseas participants will be provided on all Primary Sessions and Surgical Technique Sessions.

To Presenters

1. Presentation Formats

1) Oral Presentations

- Please make a PC-based presentation.
- Presentation Time : Please follow the instructions of the moderator (informed by the secretariat prior to the congress)
- Presentation Method : Please refer to PC-based Presentations.
- Presentation Language : English

2) Poster Presentations

- Please make a paper-based poster presentation.
- Presentation Time : 5 minutes talk and 2 minutes Q&A
- Presentation Method : Please refer to Poster presentations.

※ Please be sure to prepare COI slide on your first Data.



2. PC-based Presentations

1) Data Registration

- Presentation data for all session rooms can be submitted at either one of PC Centers
- After previewing your data, please come to the “Next speaker’s seat”, which is located at front of each session rooms at least 15 minutes before your presentation, and notify your arrival to either the room staff or PC operator.

PC Center is located as follows.

Be sure to check in the same building as your presentation room.

PC Center 1 : 1F Sapporo Arts Hall; Nitori Hall / For Room 1-3

PC Center 2 : 1F Hotel Sapporo Geibunkan Foyer / For Room 1-3

PC Center 3 : 2F Royton Sapporo / For Room 4-9

[Data Registration Desk Opening Hours]

September 26 (Tue.)	September 27 (Wed.)	September 28 (Thu.)	September 29 (Fri.)
10:00 - 14:00	7:15 - 18:00	7:15 - 18:00	7:15 - 15:00

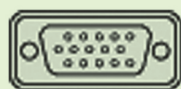
2) Data Preparation

A : To those who bring presentation data by recording-media

- Please check your data at the PC Center at least 1 hour before your presentation, and verify if your presentation works properly at the provided equipment in presence of the operator.
- The following recording-media are acceptable :
USB Flash Memory, CD-R (* Please bring the backup media in case)
※ MO, FD, ZIP and Blu-ray are not acceptable.
※ Please scan your media using the latest definition of anti-virus software, and bring it with you if not affected any viruses.
- Please bring your own laptop if your presentation data exceeds 1GB.
- Windows 10 and PowerPoint 2007/2010/2013/2016 are available for presentation.
- If your data is made by Macintosh, please bring your own laptop. Your data could be shown on Windows PC, however, your data might be garbled.
- Only the standard fonts of Windows 10 are bundled.
- All PCs equipped at session rooms have XGA (1024 x 768) screen resolution.
- If your presentation runs with Presenter View, please bring your own laptop.
- If using audio and video in your presentation, please notify to the PC Center staff when previewing your data. All related data need to be stored in the same folder. WMV format is recommended. Please be sure to bring the backup data of your presentation.
- The first page of your presentation data will be projected on the screen with the Slideshow setup when your presentation begins. The Slideshow can be controlled by using a keyboard and mouse on the podium.
- The data will be temporarily stored on the server of the desk, and on a PC in your presentation room, but it will be deleted in a responsible manner after the meeting ends.

B : (Additional Information) To those who bring own laptop

- Please come to the PC Center at least 1 hour before your presentation, and verify if your presentation work properly with connecting your laptop and the equipped monitor.
- The type of connector is MiniD-sub15 pin and other types of connector cannot be used. Please bring your connector if your laptop requires any specific connector.



MiniD-sub 15 pin



Samples of connector

- Please remove screen savers, power saving settings and boot password in advance.
- Please make sure to bring AC power code.
- Please come to the operator desk at the left-front of the session room and hand your laptop to the operator at least 20 minutes before your presentation. Your laptop will be returned to you at the operator desk after your presentation has finished.

- Please set your screen resolution at XGA (1024 x 768).
- Presenter View can be run with your presentation if you bring your own laptop. If using Presentation View in your presentation, please notify the PC Center staff.
- Please be sure to bring the backup data of your presentation.
- After your presentation, please come to the operator desk at the left-front of the session room as soon as possible to receive your laptop.

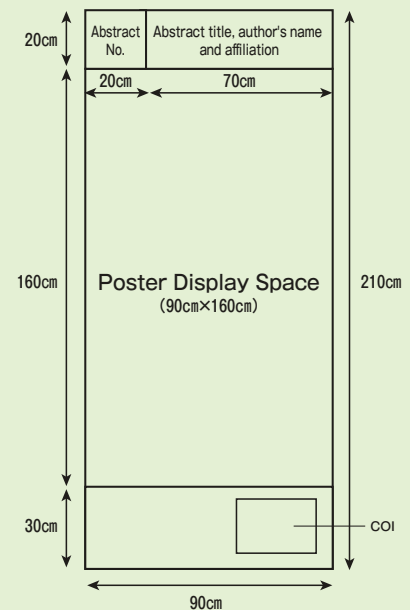
3. Poster Presentations

1) Presentation Method

- The presentation and discussion will be taken place with moderators.
- Please come in front of your poster at least 10 minutes before your session.

2) Poster Panel Instruction

- The poster panel will be provided for each presentation.
- The abstract number will be displayed at the left-top side of the panel (20cm x 20cm). Please prepare your abstract title, author's name and affiliation (70cm x 20cm) on the right-top side.
- Please prepare your poster 90cm x 160cm, at maximum.
- Any posters remain displayed on the panel after the removal time will be disposed by the congress secretariat.



3) Display / Presentation Schedule

Presentation Date	Display	Review	Discussion	Removal
September 27 (Wed.)	8:00 – 10:00	10:00 – 16:30	16:30 – 18:10	18:10 – 19:00
September 28 (Thu.)	8:00 – 10:00	10:00 – 16:30	16:30 – 18:10	18:10 – 19:00
September 29 (Fri.)	8:00 – 10:00	10:00 – 13:10	13:10 – 14:50	14:50 – 15:40

To Chairpersons

Chairpersons are requested to take their seats at the front of each session rooms at least 15 minutes before the sessions start. The session room staff will confirm your name and the session details if it's needed. Progress will be at your discretion, but keep the presentation time to close the session punctuality.