



Congress Information

General Information

Date:

Saturday, March 13 – Sunday, March 14, 2010

Venue:

Kyoto International Conference Center (ICC Kyoto)
Takaragaike, Sakyo-ku, Kyoto 606-0001, Japan
TEL:81-75-705-1234
URL:<http://www.icckyo.or.jp/en/index.html>

During the congress

Room 157
TEL : 075-705-2001
FAX : 075-705-2002

Official Language:

English

*Japanese simultaneous translation will be provided at oral sessions.

Contact:

Secretariat of 1st AMCF:
Itabashi Chuo Medical Center
2-12-7, Azusawa, Itabashi-ku, Tokyo 174-0051, Japan
TEL:+81-3-3967-2158
FAX:+81-3-3967-1192

Certificate of Attendance:

Certificate of attendance will be given to all registered participants at the registration desk.

Name Badges:

Please wear your name badge at all times during the congress for identification and security purposes. Only registered participants wearing a name badge will be allowed access to the session rooms, exhibition and social programs.

Commercial Exhibition:

A commercial exhibition will be held at the Poster & Exhibition Room "Annex Hall" during the congress. Exhibitors will be eager to demonstrate and explain their latest products, and answer your questions.

--- Open Hours ---

10:00 – 17:00, Saturday, March 13, 2010

10:00 – 16:00, Sunday, March 14, 2010

Special Program:

• Special Program "Traditional & Culture in Japan" will be held during the congress.

Exhibition & Demonstration of traditional crafts and arts of Japan:

13:00 – 17:00, Saturday, March 13, 2010 at "Room 101 ~ 104"



- Tea Ceremony:

12:00 – 16:00, Saturday, March 13 and 12:00 – 15:30, Sunday, March 14, 2010
at the lobby of the “Annex Hall”

(Japanese tea and cake will be provided for JPY500.)

Internet Access Service:

Available for using internet, checking e-mails, making documents at the Annex Hall.

--- Open Hours ---

10:00 – 17:00, Saturday, March 13, 2010

10:00 – 16:00, Sunday, March 14, 2010

Drink Service:

Beverages are available at Poster & Exhibition room “Annex Hall” for free during the congress.

Lunch:

Lunches will be provided at the luncheon seminars during the congress. As there will be a limited number of meals, the vouchers will be distributed at the Main Lounge in front of Main Hall from 8:00 to 11:20 on Saturday, March 13, 2010 and from 8:00 to 11:50 on Sunday, March 14, 2010.

Evening Seminar:

Evening Seminar will be held at Room C-2 from 17:00-18:00 on Saturday, March 13, 2010. The vouchers for special gift will be distributed at the same schedule of Luncheon Seminar above.

Travel Desk:

Travel desk will be on the 1F of the congress venue operated by JTB.

Mobile Phones:

During the session, you are prohibited from using a mobile phone. Please turn off or switch to the silent mode.

Message Board:

To prevent from interrupting the sessions, we do not call up anyone in the congress venue. Please use message boards near the registration desk. Leave your message for your friends and colleagues and look for messages left for you.

Smoking:

Smoking is forbidden anywhere except for smoking sections.

Be warned against pickpockets or stolen:

Please keep valuables in your possession at all times. The congress cannot be responsible for lost or stolen items.



Registration

Registration Desk:

A registration desk will be open during the following hours at the congress venue.

--- Open Hours ---

8:00 – 17:00, Saturday, March 13, 2010

8:00 – 16:00, Sunday, March 14, 2010

Registration Fees: (Japanese Yen only)

Category	Onsite Registration
Regular*1	JPY 50,000
Non-doctor*2 (Medical Worker, Student / Graduate Student)	JPY 20,000
Accompanying person*3	JPY 10,000
Welcome Reception*4	JPY 8,000

*1 "Regular" means a doctor (including a resident/trainee), and a person working for a commercial supplier in the industry.

*2 "Medical Worker" means a nurse, a technician and others working for a medical institution,

but not a person working for a commercial supplier in the industry.

An official certificate or a letter signed by one's immediate superior must be shown at the on-site registration desk.

Also, "Student / Graduate Student" is required to show a student ID there.

*3 "Accompanying Person" must be a spouse or a family member of the registered delegate. It is not necessary to register for the child aged 15 and under.

*4 Date and time: 18:00 – 20:00, Saturday, March 13, 2010 (Tentative)

Venue: "Swan", 1F, the Kyoto International Conference Center

Please note that the reception fee can be paid with the Registration fee.

Registration Fees Inclusions:

Regular participants

- Admission to scientific programs of the congress
- Admission to the exhibition of the congress
- Admission to special programs of the congress
- Documentation including a program and abstracts book
- Opening Ceremony and Closing Ceremony

Non-doctor, Medical Worker, Student / Graduate Student

- Admission to scientific programs of the congress
- Admission to the exhibition of the congress
- Admission to special programs of the congress
- Documentation including a program and abstracts book
- Opening Ceremony and Closing Ceremony



Accompanying person

- Admission to the exhibition of the congress
- Admission to special programs of the congress
- Opening ceremony and Closing ceremony
- ✳️Accompanying Persons will not be admitted to scientific programs.

Payment Method:

Payment must be made in Japanese Yen, by cash or with a credit card at the congress site. Please note that neither personal checks nor any other currencies will be accepted.

Credit Card: American Express, Visa, MasterCard, Diners Club and JCB are acceptable.

Abstracts:

Abstracts selected for the congress are published in the program and abstracts book. If you have registered to the congress, you are able to receive one at on site registration desk. If you would like to purchase additional book, you are able to buy at the registration desk for JPY2,000.

Social Events

The organizing committee takes pleasure in presenting the following social events that offer all participants and accompanying persons a chance to meet other participants and experience the cultural diversity of the host country, Japan.

Opening Ceremony

Date and Time: 9:00 – 9:40, Saturday, March 13, 2010

Venue: 1F, Main Hall

Welcome Reception

Date and Time: 18:00 – 20:00, Saturday, March 13, 2010

Venue: 1F, Swan & Garden

Style: Buffet

Note: Smart Casual

Closing Ceremony

Date and Time: 16:40 – 16:50, Sunday, March 14, 2010

Venue: 1F, Room D



Instruction for Speakers and Chairpersons

Instructions for Speakers

Presentation Time

Session	Presentation (min.)	Discussion (min.)	Method	Slide / Poster	Presentation
Oral Presentation	7	3	PC	English / English and Japanese	English / Japanese
Poster Presentation	7	3	-	English / English and Japanese	English / Japanese

※ For Symposist: Please follow all the instructions for the presentation and discussion by the chairperson. The detailed information regarding the allotted time to each speaker will be announced later.

Oral Presentation Information

Equipment:

- Computers

Windows: OS= XP PowerPoint ver. 2003&2007

※ In the case of using Machintosh, you should bring your own PC and there is no Machintosh PC available to use.If you bring and use your own laptop PC for presentation, the following OS are recommended.

Windiws: Windows XP

Machintosh: Mac OSX 10.1.2

Preview Room:

- 1F, "Room H" (Located near the Registration Desk)
- Opening hours:

Saturday, March 13, 2010	8:00 - 17:00
Sunday, March 14, 2010	8:00 - 16:00

- All speakers are requested to come to the Preview Room at least 1 hour in advance of their presentations to verify that the data functions properly on the equipment provided.
- ※ If you bring your own laptop PC, after checking-in at the Preview Room, please come to the PC desk in front of the podium located at the left-front in the session room by 30 minutes prior to your presentation and hand your PC to the staff. (You can come to the PC desk while the previous session is proceeding.)
- Speakers will use PowerPoint ver.2003 & 2007 presentations. All presentations will be loaded onto a server (At the Preview Room) and distributed to the appropriate session room at the appropriate time via a LAN.

PowerPoint Presenters:

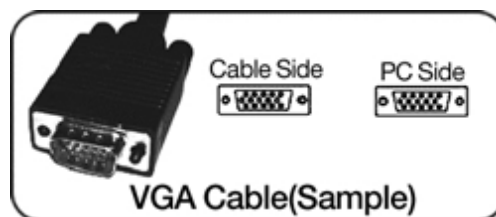
- Bring your presentation on a Windows readable USB flash Drive or CD-ROM. In case you use animation, you should bring your own laptop and make sure that the data is applicable to Windows Media Player.
- Make sure that you close or "finalize" your presentation file when create a CD. If you omit this step, you cannot access the CD from any other computer.



- Only the standard fonts (e.g., Times Roman, Helvetica, Arial, Times New Roman) are accepted for your presentation file, and unusual fonts may not be displayed properly on the computers in session rooms.
- Include any external files utilized e.g. movie files in the same folder as your presentation. Copy the entire folder to the USB flash Drive or CD ROM.
- Video clips (other than certain animated gif files) are not embedded in PowerPoint presentations; you will need to bring the separate video files with you and submit them along with your presentation file.
- Please name the file as:
 "Abstract no. (or session name)_presenter name.ppt" (If Windows2007, pptx).
- In order to avoid virus infection, please scan your data with updated anti-virus software beforehand.
- Please note that you cannot make any modification at the session room.

Laptops:

- Speakers using their own laptops MUST HAVE a VGA D-sub 15pin female output. Special video output cable is required for some laptops to use the D-sub 15pin to connect to external monitors and data projectors. Please note that we are not equipped with that special cable and you must bring it in case it is necessary. The laptop output resolution should be no more than XGA (1024 x 768). The higher resolutions than the native resolution (1024 x 768) would possibly lose some information or not project by forcing the data projector into a compression mode.



Poster Presentation Information

Guidelines for Poster Session:

Presenters are requested to follow the schedule below in mounting their poster on their assigned board. The poster number for your presentation can be found in the program. Please follow the instructions provided.

<Schedule>

Date	Mounting	Poster Exhibition	Presentation	Removal
Saturday, March 13, 2010	10:00 – 12:00	12:00 – 17:00		
Sunday, March 14, 2010		10:00 – 13:30 14:40 – 16:00	13:30 - 14:40	16:00 – 17:00

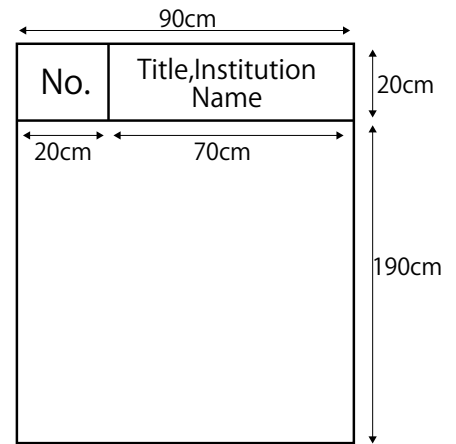
- Please come to the session room no later than 15 minutes prior to the session.
- Any posters remaining on their panels after the removal time will be discarded by the secretariat.

Posters:

- Size: 90cm wide X 190cm high
- Your poster program number will already be on your assigned board.
- Please prepare a label showing the title, institution and the speaker's name.



- Pins for mounting will be available from the “poster reception desk” at the poster and exhibition room “Annex Hall”.
- Poster should be brought to the congress and not mailed, as the organizing committee cannot be responsible for loss or mishandling.
- Presenters are responsible for posting and removing their own materials.
- Audio-visual equipment may not be used.
Please refer to the poster image for your poster.



The Best Poster Award:

This award will be established by the scientific program committee of the congress to encourage the high quality performance of the presenters in the poster session. The winner will be selected during the poster presentation time by the chairpersons. All winners will be notified by a red flower mark on their poster boards.

For Chairperson: Please select an excellent presenter as a winner for your session. Please come to “poster reception desk” at the entrance of the poster session room (Annex Hall) no later than 30 minutes prior to the beginning of the session, and pick up the detailed instruction. Please announce the winner to the “poster reception desk” after the poster session. Secretariat will mark the winning posters on the poster board at the end of the day.

For the winner: A certificate will be given to each winner by the organizer of the congress at the closing ceremony, 16:40-, March 14.

Instructions for Chairpersons

Oral Sessions

All chairpersons are requested to come to the “Next chairpersons' seat” of the session room (the front row on your right side) no later than 30 minutes prior to the beginning of the session.

Poster Sessions

All chairpersons for poster session are requested to come to the “poster reception desk” at “Annex Hall” no later than 30 minutes prior to the beginning of the session.

All chairpersons are asked to ensure that all sessions start on time and finish punctually as scheduled.



Floor Plan

