

General Information

1. Registration

On-site Registration will be available.

Registration will be open at the Lobby, Nara Centennial Hall.

Open Hours: 8:30 – 16:00

Category	Registration Fees in JPY
Physicians/ Scientists (Members)	15,000
Physicians/ Scientists (Non-Members)	17,000
Medical Professionals* ¹ / Residents* ² / Students* ³	6,000
Accompanying Persons* ⁴	6,000

*1 Medical Professionals: Nurses, Speech Therapists and other co-medicals

*2 Residents: Must provide verification letter to qualify for specific rates

*3 Students must provide documentation to verify their current status.

*4 Accompanying Persons must be the spouse or a family member of the registered delegate.

It is not necessary to register children aged 15 and under.

The participants of 9ISSiS 26JSSiS to be able to attend a program of “APCA2016”. (3rd December Only)
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2. Program and Abstract

One Program and Abstract is sent in advance to JSSiS Members.

Program and Abstract is also available at the venue for 2,500 yen.

3. Information for Moderators

Please be seated at the Next Moderator’s Seat (to the front right side of the room) at least 10 minutes before the start of the session.

4. Information for Presenters

Please be seated at the Next Presenter’s Seat (to the front left side of the room) at least 10 minutes before the start of the session.

[PC Center]

Please submit data to the PC Center for your presentation at least 40 minutes (30 minutes in the early morning) before the start of the session.

PC Center Open Hours:

2nd December 8:30 – 12:30

3rd December 8:30 – 16:00

[For presenters bringing data]

1. Please bring data stored only in the following storage media: USB flash memory only.
2. The specifications of the computer that will be used to display the data are as follows:
OS: Microsoft Windows 7
Software: Microsoft PowerPoint (PPT) 2007 / 2010 / 2013
3. The data file format that can be used for presentations is as follows:
PPT 2007 / 2010 / 2013 (files ending in “.ppt” or “.pptx”)
Recommended fonts: Arial / Times New Roman / Century
Presenters who wish to make a presentation using special applications or fonts are requested to bring and use their own computer.
4. Please name your data file in accordance with the following format:
E.g.) Single byte alphabetic or numeric characters (Presentation Number) “XXXX_name of presenter”
5. If your presentation data includes moving images or sound, please follow the procedures below:
 - Ensure that the moving images/sound in the PPT file is compatible with Windows Media Player.
 - Please bring the moving images/sound files together with the PPT data.
 - In addition, please bring your own personal computer to use as a back-up if required.
6. After the congress has concluded the congress secretariat will delete all presentation data that has been provided.

[For presenters using their own personal computers]

1. Macintosh users should be sure to bring with them a Mac-dedicated output cable, which is sold separately. (iPad is not available)
2. Presenters who wish to use special applications, fonts or video inserts/moving images on a Windows-based computer are requested to bring and use their own computer.
3. At the personal computer center a preview monitor screen will be available for presenters to confirm that the external output signal from their machines is functioning correctly. Please ensure that your computer is compatible with a D-Sub 15 pin (mini) for output purposes. Any pin other than the above is not compatible.
4. The screen resolution for presentations is set at XGA (1024pxcel×768pxcel).
5. Please be sure to disable screen saver and sleep functions prior to your presentation.
6. Please be sure to bring an AC adaptor with you.
7. Please be back up all of your important data in your personal computer in advance as a contingency in case of accident.
8. You are kindly requested to take your personal computer to the technical operator desk situated in the venue where you will give your presentation. After your presentation is over your computer will be returned to you at the technical operator desk in the presentation venue.