# General Information

◆ Registration desk
➢ Sub-entrance Hall on the 2nd Floor.
    June 23   8:15 - 16:00     June 24   8:15 - 16:00

◆ Congress badges
➢ Upon registration, you will receive a personal badge and other congress information. We kindly ask you to wear your badge during the whole congress.

◆ Language
➢ The official language is English. There are no translation facilities provided.

◆ Lunch
➢ Lunch box will be provided at lunch time for both days.

◆ Internet service
➢ Free Wi-Fi is provided inside of Kitakyushu International Conference Center.

◆ Smoking Policy
➢ Smoking is prohibited inside of the facility.

◆ Speakers and chairpersons
  (keynote speech, workshop, symposium and lecture)
➢ Presentation time in keynote speech is about 25 minutes. presentation time in workshop and symposium is about 17-18 minutes. presentation time in lecture is minus 5 minutes from own time. The time other than presentation is used for question time et al.

➢ This conference will be held with hybrid style using Zoom. Please access the URL, which we will send for all **speakers (on-line participants), 30 minutes** before session starts. Please access the URL, which we will send for all **chairpersons (on-line participants), 15 minutes** before session starts.

◆ Speakers and chairpersons (Free communication Oral: FCO)
➢ presentation time is 12 minutes. composed 8 minutes presentation time and 4 minutes question time.

➢ The presentation slide is PowerPoint.

➢ This conference will be held with hybrid style using Zoom. Please access the URL, which we will send for all **speakers (on-line participants), 30 minutes** before session starts. Please access the URL, which we will send for all **chairpersons (on-line participants), 15 minutes** before session starts.

◆ Poster presenters

➢ Poster presentations show online and on-site. <u>For on-site display, the secretariat prints and displays the online poster data, if presenters will not participate on-site. Presenters, who participate on-site, put up the poster by themselves by **13:00 on 23rd June.**</u>

➢ The online poster viewing period will be 2 weeks, and you can view posters and ask questions about each presentation through the URL (website for viewing) sent to you later. Questions will be directed to the presenter via the Secretariat. The answer will be emailed to the questioner via the Secretariat.

➢ The questions and answers periods are as follows

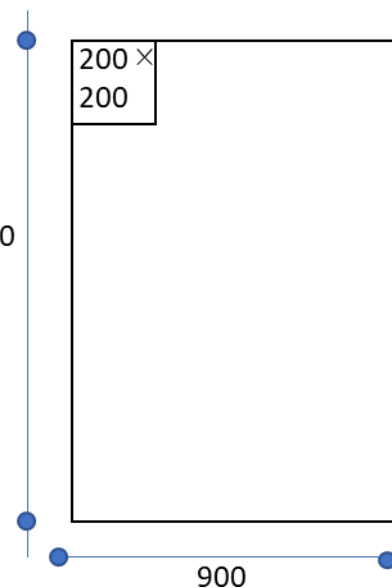   **Acceptance of questions:  June 23 (Thu)- 29 (Wed)**
   **Answering questions:  June 30 (Thu)- July 6 (Wed)**

➢ The answer will be at the discretion of the poster presenter and will not necessarily be given.

➢ For on-site display, the secretariat prints and displays the online poster data, if presenters will not participate on-site.

Poster panels will be provided for displaying posters as shown in the figure on the right.

➢ The poster size should be **180 cm (H) x 90 cm (W)**. The conference secretariat will provide the abstract number in the upper left corner of the panel.



➢ There are no restrictions on poster format. You may print and display your poster using the online slide data. The conference secretariat will prepare the poster panel with an abstract number and studs.

There will be no registration desk for presenters on-site. Please attach your poster to the designated panel during the poster attachment time.

Poster attachment time and poster session are as follows.

   **Poster attachment: Thursday, June 23, 8:30-13:00**
   **Poster session: Thursday, June 23, 16:35-17:10**

Posters must be attached to the panel with your presentation number within the attachment time. Please do not remove your poster after the poster time is over. If you wish to collect your poster, please do so on the morning of the 24th.

➢ If any posters are left after the conference, they will be removed by the conference secretariat. Speakers are requested to stand in front of their posters during poster time. There will be free discussion and no presentations during poster time. Please ask questions and answer them on-site or online.