

# General Information

## I. Registration

### 1. Registration open hours

(Location: Entrance Hall, 1F, Fukuoka International Congress Center)

|                |                |
|----------------|----------------|
| July 11 (Sun.) | 7 : 30-17 : 30 |
| July 12 (Mon.) | 7 : 30-18 : 00 |
| July 13 (Tue.) | 7 : 30-12 : 00 |

Registration fees are as follows:

Payment should be made by cash or credit card in Japanese yen only.

| Category   | Pre-registration fee<br>(until June 15) | On-site registration fee |
|--|---|--------------------------|
| IAP/JPS Members  | JPY 25,000                              | JPY 35,000               |
| Non-members  | JPY 40,000                              | JPY 50,000               |
| Students *Proof required   | JPY 10,000                              | JPY 15,000               |
| Overseas Young Investigators<br>(35 years old and under/IAP members only)<br>*Proof required | JPY 15,000                              | JPY 20,000               |
| Accompanying Persons   | JPY 10,000                              |                          |

\*Please note that those who register on-site as a Student/Overseas Young Investigator must show some proof at the registration desk.

2. Your name badge must be worn at all times in the meeting venue. It will not be reissued.

3. For presentations, the Japanese main author and co-authors should be members of the Japan Pancreas Society. To apply for membership, please contact the secretariat office listed below.

〈Secretariat Office of the Japan Pancreas Society〉

c/o Department of Surgery and Oncology, Graduate School of Medical Sciences, Kyushu University  
3-3-1 Maidashi, Higashi-ku, Fukuoka 812-8582 Japan

Tel: +81 92 643 7585 Fax: +81 92 643 7586 URL: <http://www.suizou.org/>

Applications for membership will also be accepted on-site during the meeting period.

### 4. GALA Dinner (Reception for all participants)

All participants are welcome to attend the reception as shown below.

Date: 18 : 30, July 11 (Sun.)

Venue: Poster Session Room/Exhibition (201-204, 2F, Fukuoka International Congress Center)

Fee: Included in the registration fee

## II. Instructions for speakers

1. All presentations must be made in English. Simultaneous translation will not be provided.
2. Allocated presentation time is as follows:

|                         | Presentation        | Discussion |
|-------------------------|---------------------|------------|
| Forum (Oral free paper) | 5 min.              | 3 min.     |
| Poster                  | 4 min.              | 2 min.     |
| Other sessions          | Informed in advance |            |

### 3. For oral presentations

- 1) We will only accept computer-based PowerPoint presentations. Please note that 35 mm slides or video presentations will NOT be accepted. (DVDs can be used only for the JPS Video Symposium). Although there is no established limit to the number of slides, please make sure to finish the presentation within the allocated time.

#### 2) Preview for the presentation data

- ① If your presentation data is prepared using Windows, please bring your own PC or submit your presentation data saved on CD-R or USB memory storage. CD-Rs should be limited to hybrid format. Please bring your own PC if you use Macintosh data or moving images in Windows.
- ② Please check your data at the PC preview center at least 30 minutes before your presentation. For the presentation, a display monitor, a keyboard, and a mouse will be provided on the podium for presenters to operate the slides by themselves.

##### PC Preview Center open hours

(Location: Lobby, 2F, Fukuoka International Congress Center)

|                |                |
|----------------|----------------|
| July 11 (Sun.) | 7 : 30-17 : 30 |
| July 12 (Mon.) | 7 : 30-18 : 30 |
| July 13 (Tue.) | 7 : 30-12 : 00 |

- ③ If you bring CD-R/USB (Windows only), please follow the instructions below.

-Only CD-R/USB memory storage are acceptable.

Please note that other devices, such as CD-RW, MO, FD, or ZIP are not acceptable.

-Please name your file with your abstract number followed by your last name and first name as described below:

Example: S1-1 SMITH John

-You can use Windows (2000/XP/7) as your operating system (OS) and Microsoft PowerPoint 2000-2007 for the application software. Please make sure to bring your own PC if you use Macintosh data.

-Please use the following standard English fonts for the presentation data:

Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia

-We will accept animation or moving images replayable with Windows Media Player.

-The file size of the presentation data should be within 700 MB including moving images.

- The resolution of the PC used for the presentation is XGA (1,024×768).
  - Please check your data with the latest anti-virus software to avoid infection via media.
  - Please do not include data other than the presentation data in the media.
  - After making a copy of the presentation data, please check the operation of the data with another PC to avoid a copying error.
  - Copied data will be responsibly deleted by the secretariat after the presentation.
- ④ If you bring your own PC, please follow the instructions below.
- Please check the operation of your PC at the PC preview center at least 30 minutes before your presentation. We will give you a claim tag for your PC.
- After the operation check, please bring your PC to the operator desk near the podium in the presentation room. We will return the PC after the presentation at the operator desk when you show your claim tag.
- Please make sure to pick up your PC immediately after the presentation.
- We accept Windows (2000 or later versions including Windows 7) or Macintosh (Mac OS9 or later) as operating systems.
  - Monitor output with D-sub 15 pins is necessary. If you need a conversion connector, please bring the appropriate connector with you.
  - Please cancel the screen saver or power saving setting in advance.
  - Please make sure to bring the power cable to avoid trouble with the battery.
  - Please bring backup data.
- ⑤ Instructions for video presentations (for speakers of the JPS Video Symposium only)
- If you bring your own media (DVD only, VHS is not accepted), please check your data at the PC preview center at least 1 hour before your presentation. We will give you a claim tag for your media.
- After the operation check, please bring the media to the operator desk near the podium in the presentation room. We will return the media after the session at the operator desk when you show your claim tag.
- DVD media is limited to DVD-R. DVD mode should be DVD-Video. VR mode will not be accepted. Region code should be "free" or "2".
  - If you would like to use moving images on a PC, please bring your own PC. For more instructions, please refer to section ④ above.

#### 4. Instructions for poster presentations

- 1) Poster board size: 120 cm wide×150 cm high (Please refer to the figure on the right.) Please lay out the poster comprehensively in order of conclusion, purpose, background, method, and result.
- 2) Schedule for posting and removal is as follows :  
Pushpins used for posting will be available at the poster room.

##### **【Poster Session 1-12 (P-001~P-081)】**

Set-up 9 : 00-11 : 00, July 11 (Sun.)

Removal 10 : 00-11 : 00, July 12 (Mon.)

##### **【Poster Session 13-24 (P-082~P-159)】**

Set-up 12 : 00-14 : 00, July 12 (Mon.)

Removal 11 : 00-12 : 00, July 13 (Tue.)

- 3) The time allocated is 4 min. for presentation and 2 min. for discussion.

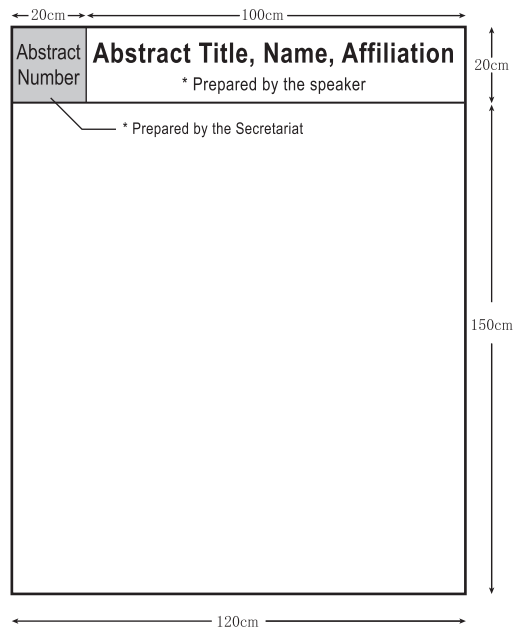
The poster sessions are scheduled as follows. Please wait in front of your poster at least 5 minutes before your presentation.

**Refreshments will be offered in the poster session room during the session.**

**【Poster Session 1-12 (P-001~P-081)】** 8 : 00-9 : 00, July 12 (Mon.)

**【Poster Session 13-24 (P-082~P-159)】** 8 : 00-9 : 00, July 13 (Tue.)

- 4) Posters left after the removal time will be discarded by the secretariat.



#### III. Instructions for moderators **【Oral sessions】**

1. Please come to the venue at least 20 min. before your session starts and be seated at the “next moderator’s sheet” in the right front of the session room.
2. There will be no announcement of the starting time of the session. Please start the session at the moderator’s seat at the starting time.
3. Respect the allowed time for the session and each presentation.

#### IV. Instructions for moderators **【Poster presentations】**

1. Please come to the venue at least 20 min. before your session starts and visit the poster reception desk.
2. Presentations for all sessions start at the same time. Please wait in front of the first poster of your session at least 5 minutes before the starting time.
3. There will be no announcement of the starting time of the session. Please start the session at the starting time.
4. Respect the allowed time for the session and each presentation. There will be no timekeeper.

## V. Others

1. Paging service: Paging service is not available at the meeting in principle. Please use the information board near the information desk (Entrance Hall, 1F).
2. Lunch: Luncheon seminars will be held on all 3 days. Lunch boxes will be provided in front of the seminar rooms.
3. Drink service: Drink service is located inside the Poster/Exhibition Room on the 2<sup>nd</sup> floor of International Congress Center.
4. Cloak room: It is located at the entrance hall on the 1<sup>st</sup> floor of Fukuoka International Congress Center. Please note that we can not keep valuables or keep baggage overnight.
5. Information Desk/Travel Desk: Located at the entrance hall on the 1<sup>st</sup> floor of Fukuoka International Congress Center.
6. Contact information during the meeting period:  
    〈Organizing Committee of IAP & JPS 2010〉 (only during the meeting period)  
    402 & 403, 4F, Fukuoka International Congress Center  
    2-1 Sekijo-machi, Hakata-ku, Fukuoka 812-0032 Japan  
    Tel: +81 92 262 4111 Fax: +81 92 262 4701
7. Members of the Japan Pancreas Society should bring their program & abstracts books sent beforehand to the venue.
8. Please note that the affiliations printed on the program may have been slightly modified by the secretariat.