



Information for Participants

1. Outline

Date: October 3 Mon. - October 5 Wed., 2016

Venue: Tokyo Dome Hotel, Tokyo, Japan

President: Hiroyuki Hirasawa, M.D., Ph.D.

Professor Emeritus, Department of Emergency and Critical Care Medicine,

Chiba University Graduate School of Medicine

HP: <http://www.congre.co.jp/ifss2016/>

2. On-Site Registration Fee and Categories

Registration Categories	Member	Non-Member	Post Graduate Fellow/Resident	Student/Lab Technician*	Spouse/Guest**
Fee	55,000JPY	60,000JPY	55,000JPY	40,000JPY	30,000JPY

Student/Lab Technician*: A certificate of registration by Department Head or affiliated supervisor is required.

Spouse/Guest**: Admission to all sessions/exhibition and social events.

3. Registration Desk

Please come to the Registration Desk and pay the registration fee to receive your name tag.

Please write your name and affiliation on your name tag and wear it all the time to enter the Conference Rooms.

Location: B1st Floor Foyer, Tokyo Dome Hotel

Opening Hours: October 2 (Sun.) 15:00-17:30

October 3 (Mon.) 8:00-18:30

October 4 (Tue.) 8:00-12:30

October 5 (Wed.) 8:00-17:00

4. Cloakroom

A cloakroom is located on the B1st Floor. Please make sure that no personal belongings are left after sessions closing each day.

5. Lunch Seminar

There is no ticket distribution for lunch seminar, please come to the venue you would like to join directly, then take a lunch box.

6. Corporative Exhibitions

In parallel with the scientific program, Corporative Exhibitions will be held at Foyer on the B1st Floor.

7. Instructions and Directions for Using the Venue

- It is prohibited to photograph, film or record the presentations and lectures of the Conference.
- The venue is a non-smoking area inside. Please smoke only at the designated smoking areas.
- Please be sure to switch off all mobile phones and PHS or set them on silent (manner) mode upon entering the venue.

8. Internet Access

Tokyo Dome Hotel provides a Free Wi-Fi access at B1st Floor, 42nd Floor and guest rooms.

SSID: Wi-Fi-TDH

Password: tdhw1006

Social Events

*Fee included in each registration fee. Separated registrations for social events are not required.

■ **Welcome Reception**

Date: October 2 (Sun.)

Time: 19:00-21:00

Venue: Room Pegasus, Tokyo Dome Hotel 42nd Floor

Style: Buffet Style

■ **IFSS Get Together**

Date: October 4 (Tue.)

Time: 19:00-21:00

Venue: La Flamme d'Or, Super Dry Hall 1st, 2nd Floor (ASAKUSA)

Style: Buffet Style

*The shuttle bus to Super Dry Hall will be provided for the participants. Those who would like to the venue (La Flamme d'Or) take a bus will meet in the lobby, Tokyo Dome Hotel at 17:30.

Please note that the number of seats is limited.

■ **IFSS & JSS Joint Reception**

Date: October 5 (Wed.)

Time: 18:00-20:00

Venue: Room Tenku/South, Tokyo Dome Hotel B1st Floor

Style: Buffet Style

Information for Chairpersons and Speakers

<To Chairpersons>

- All chairpersons are requested to be seated in the next chairperson's seat, in the front right side of the venue, **at least 15 minutes before the start of the session.**
- Each session is leaded by the chairpersons, please cooperate to be punctual.

<To Speakers>

- All speakers are requested to provide and check presentation data at the PC Preview Center **at least 60 minutes before the start of the session.**

■ PC Preview Center

Location: B1st Floor Foyer, Tokyo Dome Hotel

- All speakers are requested to be seated in the next speaker's seat, in the front left side of the venue, **at least 15 minutes before the start of the session.**

2. PC Presentation

PC Presentation Format

	Bring your own PC	Bring your presentation data in USB flash memory or CD-Rom
Windows	○	○
Macintosh	○	×

- **For Macintosh users, please be sure to bring your own PC.**
- **If your PowerPoint presentation includes moving images, we recommend you to bring your own PC.**
- Please save your presentation data as "Presentation number_Full name.ppt" (.ppt is extension)

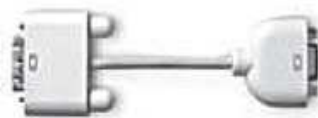
《For presenters using your own computers (Windows or Macintosh)》

- Please be sure to bring back up data of your presentation.
- Please be sure to bring your own AC adapter to make use of power on site. Please also bring a foreign adapter plug for an A type outlet, if needed.
- The Secretariat will prepare a VGA (Mini D-sub 15pin). Please bring any additional VGA adapter or connector (Macbook, Sony Vaio etc.), should you require them.

VGA (Mini D-sub 15pin)



accessory external output connector



- Please delete in advance any settings on your note PC such as passwords, screen savers, virus checks, energy saving, etc.
- Please be sure to back up data on your PC in order to avoid loss of data.

《For Presenters preparing the presentation data on a USB flash memory or a CD-R》

- Please check your PC with an antivirus latest program, there is a case of virus infection through media.
- Please check your presentation data on a different PC other than that you made your presentation data.
- The seminar rooms will be equipped with Windows Computers. Please ensure that your presentation will function on the specifications given below.

OS: Windows (Windows 10).

Software: Windows: MS PowerPoint 2003/2007/2010/2013

Fonts: Standard Fonts

ex) Times New Roman, Arial, **Arial Black**, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia

Resolution: up to XGA (1024×768)

- Your presentation data will be copied onto the venue PCs; however, once the Conference has finished, the Congress Secretariat is responsible for deleting any data copied onto the PC used by the speaker.
- It is not accepted to amend your presentation data at the PC Operator Desk.
- Points on using video

If your PowerPoint presentation includes moving images, we recommend you to bring your own PC.

- ◆ In case you use moving images or sound, please tell when you come to the PC Operator Desk.
- ◆ In case there is video reference file, put all data into the same folder.
- ◆ Bring video file that is able to play by codec include initial state of Windows 10 (OS) and Windows Media Player 9 (We recommend WMV type video file).
- Please manually operate the mouse and keyboard of the note PC set on the podium during your presentation.

<To Poster Presenters>

Venue: Room 3 (Cynthia/South)

1. Poster Materials should be prepared in English.

- All poster boards will be assigned with a number which corresponds to poster number.
- Authors are required to mount their posters on the designated board and remove them during the time specified below.
- Please use push-pins to affix your poster presentation to the board firmly.
The Secretariat will provide equipment and items required for affixing the posters.
- Any poster left after the scheduled removal time will be kept by the secretariat until 18:00.

2. Poster Mounting, Sessions and Removing Schedule

Mounting	October 3 (Mon.) 10:00-17:00	Push-pins will be provided by the secretariat.
Viewing	October 5 (Wed.) 8:00-9:00/10:30-13:10	Continental Breakfast will be provided in the morning.
Session	October 5 (Wed.) 9:00-10:30	The Chairperson will facilitate the presentations and discussions during the poster session.
Removing	October 5 (Wed.) 13:10-13:30	Posters not removed by 13:30 on Oct. 5 will be kept by the secretariat until 18:00.

3. Presentation Times

Presentation: 5 min Discussion: 2 min

※Please keep your time to ensure smooth proceedings.

4. Poster size

One panel will be provided for each poster presentation (W90cm × H180cm).

※Poster Number (W20cm × H20cm) will be posted by the secretariat. Please prepare all other presentation materials, including the title of your presentation by yourself.

◇ Please refer to following poster image for your poster.

