

General Information

■REGISTRATION

Location: Conference Bldg, 2F, Sendai International Center

Opening Hours:

May 11, Saturday 12:45-18:00

May 12, Sunday 7:30-16:00

Registration Fee:

Regular : 10,000 JPY

Graduate Students/ Residents/ Fellows* : 5,000 JPY

Undergraduate Students and below* : For Free

*If you are student, please show your student ID at Registration Desk.

■REGISTRATION FEE INCLUDES:

1. Attendance in all sessions
2. The Program & Abstracts book
3. Tickets to IZAKAYA NIGHT

■NAME BADGE

Your name badge is your entrance ticket to all scientific programs of ISARSH2019.

Please wear your name badge at all times.

Please note that this badge will not allow you to participate in the 92th Annual Meeting of the Japan Endocrine Society.

■Information about Traffic Restriction

Traffic regulations will be going on due to the Sendai International Half Marathon during 8:50-12:50, May 12(Sun) around the Sendai International Conference Center.

Any cars and taxis can not enter the restricted area.

Please kindly find further details from the official website below;

<http://www.sendaihalf.com/english/>

■SOCIAL PROGRAM**IZAKAYA NIGHT**

Date: May 11th (Sat.)

Time: 20:10-22:10

Venue: “Bonten Gyoko”, Kotodai

Address: 3-6-12, Kokubuncho, Aoba Sendai, Migayi, 980-0803, Japan

Tel: 022-263-7227

Access: 5minutes from Kotodai-Koen Station

specific location will be announced for participants onsite.

■ORAL PRESENTATION

- The room allocated for oral sessions will be equipped with a video projector, a projection screen, a laser pointer and microphones.
- Speakers must operate their own equipment during their presentations.
- For slide advance, please use the keyboard and mouse on the podium.
- If you intend to use a video in your presentation, please bring your own video-capable computer. The computer provided in the meeting room may not be capable of video playback.

■PRESENTATION DATA

All speakers are requested to come to the PC Preview Desk set up in the oral session room at least 30 minutes before their presentations. At the PC Preview Desk, speakers can view and submit their Power Point files for presentation.

PC Preview Desk

Opening Hours:

May 10, Friday 7:15-16:30 (“Foyer”, Coference Bldg. 2F)

May 11, Saturday 12:45-18:00 (“Sakura 1”, Conference Bldg. 2F)

May 12, Sunday 7:30-16:00 (“Sakura 1”, Conference Bldg. 2F)

1. Speakers must use the computer set up in the room. The presentation will be shown on the single-screen provided in the venue.
2. Only Windows OS is available. Mac users are requested to bring your own laptops.
3. Available applications are:
Windows PowerPoint 2003 / 2007 / 2010 / 2013 / 2016
4. Only the following media storage device is acceptable:
USB memory disk
5. Please name your presentation file as: “Subject no. Your name.ppt”
6. Please bring your own computer / laptop and back-up data for video, animation and sound data.
***Laptop cable connecter available at the venue is D-sub 15 only.

7. Even if you intend to use your own computer / laptop, please come to the AV Desk at least 20 minutes advance to check that your presentation functions correctly.
8. Please make sure to check the files with anti-virus software before your submission at the Desk.

Guidelines for Poster Presenters

■POSTER PRESENTATION

May 11 (Sat), “Sakura2”, Conference Bldg. 2F, Sendai International Center

1) 18:20-19:40

- Presentations will be initiated by the session chair.
Please wait in front of your own poster panel at least 10 minutes before presentation.

■SET-UP

Please set-up your own poster during the time detailed below.

Set-up / mounting at “Sakura2”, Conference Bldg. 2F, Sendai International Center May 11 (Sat), 15:30-18:00

- Please use double-sided tape to affix your poster presentation to the board firmly. The Secretariat will provide equipment and items required for affixing the posters.
- All posters will be disposed of by the secretariat after the close of the meeting.

■POSTER SIZE AND SPECIFICATIONS

- Poster numbers are shown on the poster panels. Presenters are requested to attach their posters to the panel space that corresponds to their poster number. (Please attach the poster firmly, using double-sided tape provided by secretariat.)
- The specifications of the exhibition panels are as detailed in the diagram below:

