Meeting Dates
July 5 (Thu.)–7 (Sat.), 2018

Theme
Mentoring and Raising in Pediatric Cardiology
– What We Can Do for the Next Generation –

Venue
PACIFICO Yokohama, Japan
1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan

Meeting President
Hideshi Tomita
(Director and Chief Professor
Pediatric Heart Disease & Adult Congenital Heart Disease Center,
Showa University)
INFORMATION FOR PARTICIPANTS

I. REGISTRATION
Place: Lobby, Floor 2, Conference Center, Pacifico Yokohama
Open Hours: 5th July (Thu.) 7:30 – 19:00
6th July (Fri.) 7:00 – 18:00
7th July (Sat.) 7:30 – 15:00

II. NAME BADGES
Participants and exhibitors are kindly requested to wear their badges during all meeting events.
Admittance to the scientific sessions, exhibition and social events may be refused if the required badge cannot be presented.

III. ABSTRACT BOOK
Only e-Abstract book is available for only registered participants.
Log-in password is on a slip of name badge.

IV. VENUE
Term: July 5 (Thu.) – 7 (Sat.), 2018
Venue: PACIFICO Yokohama Conference Center, Japan
1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan

V. LUNCHEON SEMINAR TICKET
All participants are requested to obtain “Luncheon Seminar Ticket” for admission to all luncheon seminars.
Distribution Place: Lobby, Floor 1, Conference Center
Distribution Time: July 5 (Thu.) 7:30
July 6 (Fri.) 7:00
July 7 (Sat.) 7:30
Luncheon seminar ticket will be distributed for the luncheon seminar for the day.
There is a limited to the number of tickets. Distribution may end as soon as tickets run out.
The ticket become invalid at the same time as the seminar starts.
There is no ticket distribution system for sponsored seminar and evening seminars.
INFORMATION FOR CHAIRS AND SPEAKERS

PRESENTATION FORMAT
1. Appropriate consents, permissions and releases must be obtained when a presenter wishes to include case details or other personal information or images of patients and any other individuals. The personal details of any patient included in any part of the report and in any supplementary materials (including all illustrations and videos) must be removed from presentation slides.
2. Oral presentation must be presented with PowerPoint on a laptop computer.
3. Presentation screen is only a main screen (no sub screen).
4. Video, movie, voice, sound may not be used.
5. Conflict of Interest Disclosure
   The presenting author must declare all COI (Conflict of Interest) in the past 3 years:
   For oral presentation: all COI information should be included on the next slide after the title page.
   For E-oral presentation: all COI information should be included on the last page.
   For poster presentation: all COI information should be displayed in the bottom of the poster.

ORAL PRESENTATION

I. How to bring oral presentation data?
   Bringing media for presentation slides (recommended)
   1. USB Flash or CD-R for Windows only is acceptable. No other type of media is acceptable.
   2. Windows is equipped to the lecture room.
   3. Presentation slides have to be made with:
      Font: OS Standard font only. Other fonts may appear garbled or cause misaligned paragraphs.
   4. Copy only presentation data to the media.
   5. Slide resolution must be XGA (1024 x 768) or lower. Resolutions higher than 1024 x 768 will cause clipping.
   6. Please scan the media in advance for viruses.
   7. Presentation data will be removed from the meeting computers by the secretariat.

   Bringing private laptop for presentation slides
   1. Windows and Macintosh for OS are acceptable.
   2. Confirm that the laptop can connect to the test monitor in the Speakers’ Preview Room.
   3. D-sub15 pin (mini) cable is available.
   4. Bring a specific connector if necessary. The presenter is responsible for having necessary video adaptors for private laptop connection ready.
   5. Confirm the laptop is able to output external monitor and how to output in advance.
6. Resolution may be XGA (1024 x 768).
7. Turn off screen saver and power saver.
8. Bring power cable.
9. Prepare back-up data with on separate media (USB Flash or CD-R).
10. Collect the laptop after the presentation in the lecture room.

II. TIME FOR ORAL PRESENTATION
1. Free Paper: 6min. for presentation, 3min. for discussion.
2. Other Lectures: Presentation time is different for each lecture. Speakers may respect punctuality announced individually.

III. SPEAKERS’ PREVIEW ROOM
All presentations have to be uploaded to the meeting computer system. All lecture rooms are equipped with a projector.
Please visit the Speakers’ preview room at your earliest convenience. You are requested to upload and validate your presentation no later than 1 hour before the session starts (30min. before the first session in the morning), or the day before. There will be staff members available to help prepare and validate the presentation.
Opening hours and location of the Speakers’ preview room are:
Location:
1F Lobby, Conference Center
Open Hours:
5th July (Thu.)  7:30 – 19:00
6th July (Fri.)  7:00 – 18:00
7th July (Sat.)  7:30 – 15:00

IV. MATTERS TO BE ATTENDED
1. Please be punctual avoid schedule delays.
2. All speakers may use a mouse and keyboard at the podium to operate a slide-show presentation.
3. A colored signal light in the lecture room indicates presentation progress:
   - Green: Presentation has started and is in progress
   - Yellow: One minute before the end of presentation time.
   - Red: Presentation time has expired.