

# Information and Programs

## 1. Registration

### Opening Hours

Thursday, April 11 9:00 – 18:00

Friday, April 12 7:15 – 17:00

Saturday, April 13 7:15 – 17:00

Sunday, April 14 7:15 – 15:00

location: Exhibition Hall A

## Note

- 1) Including admission to all programs of JRS, JSRT and the commercial exhibits.
- 2) Certificate of Attendance for the congress will be issued to participants. The certificate is valid for getting and renewing the JSMP membership. Also the certificate will be a verification of three credits attending Japanese congresses when renewing a membership by the Medical Physics Licensure Law.
- 3) Wearing a name tag is required at all times when in the venue and exhibition area for identification and security purposes.
- 4) The name tag cannot be republished. Please do not lose your name tag.

### 1.1 Member

- 1) Register via a ticket vending machine at the Exhibition Hall A. Registration fee is ¥13,000.
- 2) A name tag, certificate of attendance, receipt and exchange ticket for abstract book will be provided. The abstract book will be distributed at the desk in Exhibition Hall A.

### 1.2 Student Member and Non- Student Member

- 1) Registration fee is ¥1,000. The student ID must be shown at the desk.
- 2) Register via a ticket vending machine in Exhibition Hall A. A name tag, certificate of attendance and receipt will be provided.
- 3) Abstract book is available for ¥2,000. Please buy an exchange ticket from a ticket vending machine.
- 4) The abstract book will be distributed at the desk in Exhibition Hall A.

### 1.3 Non- Member

- 1) Registration fee is ¥20,000.
- 2) Register via a ticket vending machine in Exhibition Hall A. A name tag and receipt will be provided.
- 3) Abstract book is available for ¥2,000. Please buy an exchange ticket from a ticket vending machine.
- 4) The abstract book will be distributed at the desk in Exhibition Hall A.

## 2. Educational Lectures

- 1) Documents of Educational Lectures are available at an exchange ticket counter at Exhibition Hall A. An exchange ticket is sold for ¥2,000 at a ticket vending machine at Exhibition Hall A.

2) Certificate of Attendance for Educational Lecture is issued to participants at the session room. The certificate is valid for gaining and renewing a membership of JSMP. Also the certificate will be a verification of attending a Japanese congress and receiving three credits for the purpose of renewing membership as provided by the Medical Physics Licensure Law.

3) Certificate of attendance is also issued at 6 of lectures as listed below;

Educational Lecture	Friday, April 12	12:05 – 12:50	Tokihiro Yamamoto
Educational Lecture (Lunch Time Lecture 1)			
	Saturday, April 13	12:05 – 12:50	Taku Inaniwa, Taku Akagi
Educational Lecture (Lunch Time Lecture 2)			
	Sunday, April 14	12:00 – 12:50	Hideo Murayama
Morning Educational Lecture 1	Friday, April 12	8:15 – 8:55	Hidetoshi Saito
Morning Educational Lecture 2	Saturday, April 13	8:15 – 8:55	Fujio Araki
Morning Educational Lecture 3	Sunday, April 14	8:15 – 8:55	Hidetaka Arimura

### 3. Instructions for Speakers at Oral sessions

PC Preview Center

Opening Hours

Thursday, April 11	11:30 – 17:00
Friday, April 12	7:15 – 17:00
Saturday, April 13	7:15 – 17:00
Sunday, April 14	7:15 – 15:00

location: Exhibition Hall A / Conference Center B1 Level

- 1) You may not use your own computer for the purpose of showing your presentation. Your presentation data must be uploaded onto a server at the PC Preview Center.
- 2) Please follow the time schedule for the presentation as shown below;  
Each oral session is 7 minutes long.  
The discussion time is limited to 3 minutes long including the time needed to change to the next presenter.
- 3) Preparation for your presentation data
  - (1) Data format – Presentation data must be prepared by Microsoft Power Point 2003, 2007 or 2010. The operating system must be Windows.
  - (2) Data Volume – No limitations on the number of slides, file and movies size as long as time duration is within 7 minutes.
- 4) For those who have not pre-loaded their presentation data, please come to the PC Preview Registration Desk at Exhibition Hall A or the first basement of Conference Center B1. Bringing a USB disk to upload the presentation data onto the server is required. Please review your data to see if it works properly. If your data is not found on the server, it will be considered a cancellation.
- 5) For those who have pre-loaded their presentation data, you can go straight to the congress venue. If you would like to correct your presentation data, please come to PC Preview Center.

#### **4. Instructions for Moderators at Oral sessions**

- 1) All moderators are requested to check in the Registration Desk of their sessions at least 10 minutes prior to the session starts.
- 2) Each presentation is 10 minutes long consisting of 7 minutes oral presentation and 3 minutes discussion including taking turns for the next presenter.
- 3) The yellow light indicates that your presentation will be over in 1 minute. The red light indicates that your presentation is over.
- 4) Moderators must follow the time schedule. A presentation is not allowed to run overtime.

#### **5. Instructions for CyPos viewing**

##### **5.1 Opening Hours**

- 1) CyPos viewing is not available before the congress.
- 2) During the congress at Pacifico Yokohama for participants only  
Thursday, April 11 9:00 – 19:00  
Friday, April 12 7:15 – 19:00  
Saturday, April 13 7:15 – 19:00  
Sunday, April 14 7:15 – 15:00
- 3) During the congress outside of Pacifico Yokohama via Web site for participants only  
Thursday, April 11, 9:00 – Sunday, April 14, 15:00
- 4) After the congress for participants only  
Sunday, April 14, 15:00 – Tuesday, April 30, 12:00

##### **5.2 Instructions for viewing, wireless LAN and WiFi**

- 1) All computers at CyPos Viewing area show all presentations.
- 2) In the WiFi area, your computer can be used to view CyPos presentations via a wireless LAN. WEP KEY is written on your name tag.
- 3) Presentation data on CyPos can be searched by a person's name, affiliation and key words.
- 4) PDF presentation data can be downloaded only if permitted by presenters.

##### **5.3 Additional note**

- 1) CyPos viewing is not available before the congress
- 2) For participants, CyPos presentations can be viewed at your home during and after the congress. Login ID is written on your name card as barcode number.
- 3) Certain presentations are not allowed to be seen after the congress at authors' requests.
- 4) Book mark function is available to re-view presentations.

#### **6. The Congress Awards**

The Congress Awards will be given to five of the best presenters among all of presentations on CyPos and proceedings. In addition, English Presentation Awards will be given after the congress to five of the best English presenters. That is, the Cypos and presentation slides, proceedings, and oral presentation are all in English.

## **7. Luncheon Seminar ticket**

Luncheon Seminar ticket is available at a ticket vending machine at 1st floor of Conference Center and Annex Hall entrance. Your barcode on your name tag is required in order to get the ticket. Only one ticket is provided to a participant a day.

### Trading Hours

Friday, April 12 — Sunday, April 14, 7:15 – 11:45

(After trading hours, vacant seats are allocated to non- ticket holders.)

The ticket will be invalid 10 min after Luncheon Seminar starts.

## **8. Cloak**

Located at Exhibition Hall A , 1F and 2F of Conference Center.

## **9. Bulletin Board**

Located at 2F of Conference Center

## **10. Free Shuttle Bus to Haneda Airport.**

Available on ;

Sunday, April 14

16:00

16:10

16:20

## **11. Smoking**

Smoking is prohibited at the venue except in smoking rooms and areas.

## **12. Restrictions on photography**

Taking photographs and movies without permission is prohibited. A press pass must be presented while taking photographs and movies.

## **13. Day-care facility for children**

Day-care facility is available during the congress for those who have reserved in advance. Please check our website for further information and fees.

## **14. Instructions for General Programs on website and APP on smart phones**

Members of JSMP and JSRT are privileged to see all abstracts of JSMP and JSRT on your computer and smart phone from a week before the congress. Moreover, viewing and searching programs and managing your schedule are available for every participant. Please check the JSMP and JSRT websites for further information.