

Information and Programs

1. Registration

Registration Hours

Thursday, April 16	9:00 – 18:00
Friday, April 17	7:15 – 17:00
Saturday, April 18	7:15 – 17:00
Sunday, April 19	7:15 – 15:00

Location: Exhibition Hall A

Note)

- 1) The registration fee includes: Admission to all scientific sessions of JRS/JSRT and the exhibition hall.
- 2) Certificate of Attendance will be issued to all registered participants. It will be a verification of earning three credits for attending Japanese academic conferences in accordance with the guideline of the Japanese Board for Medical Physicist Qualification for initial certification and renewal.
- 3) Pre-registration is not available.
- 4) Wearing a name tag is required at all times when in the venue and the exhibition area for identification and security purposes.
- 5) The name tag cannot be reissued. Please do not lose your name tag.

1.1 Member

- 1) Registration fee is ¥13,000.
- 2) Register via a ticket vending machine at Exhibition Hall A.
- 3) A name tag, certificate of attendance, receipt and 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-Member)

- 1) Registration fee is ¥1,000.
- 2) Register via a ticket vending machine in Exhibition Hall A. The student ID must be shown to register. A name tag, certificate of attendance and receipt will be provided.
- 3) Abstract book is available for ¥2,100. A ticket for the book will be sold at the ticket vending machine. The abstract book will be distributed in exchange for the ticket at the desk in Exhibition Hall A.

1.3 Non-Member

- 1) Registration fee is ¥20,000.
- 2) Go to the registration desk for non-member in Exhibition Hall A and fill in a non-member registration form.
- 3) Register via a ticket vending machine in Exhibition Hall A. A name tag, certificate of attendance and receipt will be provided.
- 4) Abstract book is available for ¥2,100. A ticket for the book will be sold at the ticket vending machine.

The abstract book will be distributed in exchange for the ticket at the desk in Exhibition Hall A.

2. Educational Lectures

- 1) Handouts of Educational Lectures are available at an exchange counter in Exhibition Hall A. A ticket for the handouts is sold for ¥2,000 at the ticket vending machine in Exhibition Hall A.
- 2) A ticket for Certificate of Attendance for Educational Lecture is attached to the receipt of the handouts. Certificate of Attendance for Educational Lecture is issued to the participants in exchange for the ticket after attending the lecture. The certificate will be a verification of earning three credits for attending educational lectures given in Japanese academic conferences in accordance with the guideline of the Japanese Board for Medical Physicist Qualification for initial certification and renewal.

- 3) Certificate of attendance is issued on the 6 lectures as listed below;

Morning Educational Lecture 1	Friday, April 17	8:15 – 8:55 [418]	Makoto Suzuki
Morning Educational Lecture 2	Saturday, April 18	8:15 – 8:55 [418]	Keiichi Akahane
Morning Educational Lecture 3	Sunday, April 19	8:15 – 8:55 [418]	Toshiyuki Kohno
Lunch Time Lecture 1 (Educational Lecture)			
	Friday, April 17	12:00 – 12:50 [418, 419]	Masashi Ohno
Lunch Time Lecture 2 (Educational Lecture)			
	Saturday, April 18	12:00 – 12:50 [418, 419]	Eric E. Klein
Lunch Time Lecture 3 (Educational Lecture)			
	Sunday, April 19	12:00 – 12:50 [418, 419]	Takeshi Yasuda

3. Instructions for Speakers at Oral Sessions

- 1) You do not need to upload your presentation slides onto a server at the PC Preview Center as it has been uploaded upon your pre-registration. Please go straight to the session room.
- 2) You may not change or alter your presentation data which has been pre-registered.
- 3) You may not use your own computer during your presentation.
- 4) 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.

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 a presentation will be over in 1 minute. The red light indicates that the 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) During the congress at Pacifico Yokohama for participants only.
Thursday, April 16 9:00 – 19:00
Friday, April 17 7:15 – 19:00
Saturday, April 18 7:15 – 19:00
Sunday, April 19 7:15 – 15:00
- 2) During the congress outside of Pacifico Yokohama via web site for participants only.
Thursday, April 16, 9:00 – Sunday, April 19, 15:00
- 3) After the congress for participants only.
Sunday, April 19, 15:00 – Thursday, April 30, 12:00
- 4) CyPos is not available before the congress.

5.2 Instructions for Viewing, Wireless LAN and WiFi

- 1) All computers at CyPos Viewing area show all presentations.
- 2) In the WiFi area, you can browse to CyPos to see presentations with your computer.
- 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) Bookmark function is available to re-view presentations.

6. The Congress Awards

The Congress Awards will be given to the best presenters among all of presentations on CyPos and proceedings.

7. The English Presentation Awards

The English Presentation Awards will be given to the best English presenters among all of English proceedings and English oral presentations.

8. Luncheon Seminar Ticket

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

Tickets for Luncheon Seminar will be available during the following period;

Friday, April 17 – Sunday, April 19, 7:15 – 11:45

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

If there will be seats left at that point, the participants without a ticket can attend the seminar.

9. Cloak

Located in Exhibition Hall A, the 1st floor and the 2nd floor of Conference Center.

10. Bulletin Board

Located on the 2nd floor of Conference Center.

11. Reception for all participants

Reception for all participants will be held as follows;

Time & Date: Friday, April 17, 18:15 – 19:30

Venue: B2F, Queen's Grand Ball Room, Yokohama Bay Hotel Tokyu

In the case of the participation, please wear your name tag for this Meeting (JRC 2015) by all means.

12. WiFi

WiFi is available in all areas of Pacifico Yokohama including the Annex Hall, with the exception of the lecture halls. WiFi SSID: FREE-PACIFICO (No password)

13. Free Shuttle Bus Service to Haneda Airport

Free shuttle bus service will be available after the closing ceremony which will be held on Sunday, April 19.

Departure Times: 16:15 / 16:30 / 16:45

14. Smoking Areas

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

15. Restrictions on Photographing and Audio/Video Recording

Photographing and Audio/Video Recording without permission are prohibited at the conference venue. To those who obtain approval from the organizing committee for publicity purposes, a press pass badge will be provided in Exhibition Hall A. It must be worn while taking photographs and recording videos/sounds.

16. Day-care Facility for Children

Day-care facility is available during the congress. Reservation will be required to use this service. Please check the JSMP website for further information.

17. JSMP Program App

JSMP program App for viewing all abstracts is available.

18. The participants from AFOMP (Asia-Oceania Federation of Organizations for Medical Physics)

We would like to specially note that we open the opportunity to the colleagues with AFOMP (Asia-Ocea-

nia Federation of Organizations for Medical Physics) membership whose abstracts were accepted. They will be treated as invited speakers and their registration fee will be supported by JSMP. We hope this meeting serves as a continuous opportunity for all the participants to build a new cooperation within these countries and eventually boost mutual development of medical physics and cultural exchange among these countries.