

Guidance for Participants

1. Registration

Registration Hours

Thursday, April 13 9:00 – 18:00

Friday, April 14 7:15 – 17:00

Saturday, April 15 7:15 – 17:00

Sunday, April 16 7:15 – 15:00

Location: Exhibition Hall A

Registration Process

- ① Register for the conference (Please use the automated registration/ticket terminals)
- ② Purchase a ticket to exchange for the Educational Lecture Booklet (Only for those who need the Certificate of Attendance for Educational Lectures).

Note: those who need the Certificate of Attendance for Educational Lectures are required to purchase the Educational Lecture Booklet, additionally.

Please purchase a ticket (JPY2,000) at one of the automated ticket terminals, number 30, in the Exhibition Hall A. Then, exchange the ticket for the Booklet at the Japan Society of Medical Physics (JSMP) Educational Lecture Booklet Exchange Desk, also located in the Exhibition Hall.

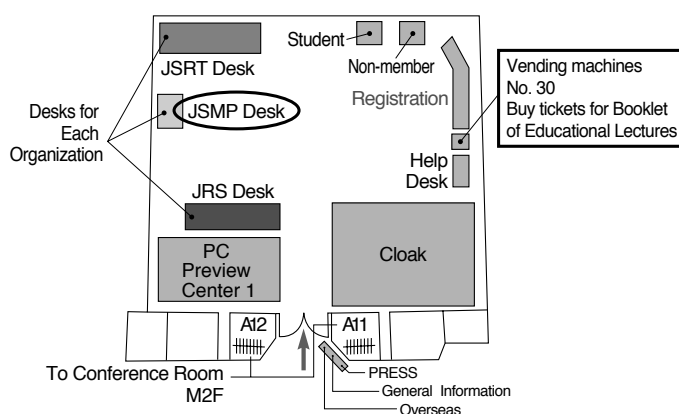
The Booklet will not be available for sale at the session room in the conference center. Please purchase and pick the Booklet up before going to the session room.

- ③ Fill in the form (Name, affiliation)
- ④ Proceed to the JSMP Desk in Exhibition Hall A (please refer to the above map) to exchange this in return for your name tag, the proceedings and Educational Lecture Booklet (those who have purchased the ticket).

Note)

- 1) The registration fee includes: Admission to all scientific sessions of JRS/JSRT and the exhibition hall.
- 2) Japan Society of Medical Physics Certificate of Attendance will be issued to all registered participants. It will be a certification of earning three credits for attending a Japanese academic conference in accordance with the guidelines of the Japanese Board for Medical Physicist Qualification for initial certification and renewal.
- 3) Pre-registration is not available.
- 4) You are required to wear your name tag 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.

Enlarged map of the participant registration area in Exhibition Hall A



1.1 Member

- 1) Registration fee is (JPY13,000).
- 2) Register by using one of the automated registration/ticket terminals in Exhibition Hall A.
A name tag, certificate of attendance, receipt and ticket to exchange for the proceedings will be provided. The proceedings will be distributed at the desk in Exhibition Hall A.

1.2 Student (Member and Non-Member)

- 1) Registration fee is (JPY1,000). (Students must present a valid student ID in order to register.)
- 2) Register by using one of the automated registration/ticket terminals in Exhibition Hall A. A name tag, certificate of attendance and receipt will be provided.
- 3) The congress proceedings are available for (JPY2,100). Tickets for the book of proceedings can be purchased at one of the automated ticket terminals, number 30, in the Exhibition Hall. The proceedings will be distributed in exchange for the ticket at the JSMP Proceedings Exchange Desk in Exhibition Hall A.

1.3 Non-Member

- 1) Registration fee is (JPY20,000).
- 2) Go to the Non-Member registration desk in Exhibition Hall A and fill in a non-member registration form.
- 3) Register by using one of the automated registration/ticket terminals in Exhibition Hall A. A name tag, certificate of attendance and receipt will be provided.
- 4) The congress proceedings are available for (JPY2,100). Tickets for the book of proceedings can be purchased at one of the automated ticket terminals, number 30, in the Exhibition Hall. The proceedings will be distributed in exchange for the ticket at the JSMP Proceedings Exchange Desk in Exhibition Hall A.

2. Educational Lectures

Note: those who need the Certificate of Attendance for Educational Lectures are required to purchase the Educational Lecture Booklet additionally.

- 1) Please purchase a ticket (JPY2,000) at one of the automated ticket terminals, number 30, in the Exhibition Hall A. Then, exchange the ticket for the Booklet at the JSMP Educational Lecture Booklet Exchange Desk, also located in the Exhibition Hall. The Booklet will not be available for sale in the session room in the conference center. Please purchase and pick the Booklet up before going to the session room.
- 2) A ticket to exchange for your Certificate of Attendance for Educational Lectures is attached to the receipt along with the ticket for the Booklet. The 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 certification of earning three credits for attending a Japanese academic conference in accordance with the guidelines of the Japanese Board for Medical Physicist Qualification for initial certification and renewal.
- 3) A Certificate of Attendance is applicable to and will be issued for the 6 lectures listed below;(418+419)

Friday, April 14

8:15 – 8:55 Morning Educational Lecture 1

Jie Shi

12:00 – 12:50 Lunch Time Lecture 1 (Educational Lecture)

Anatoly B. Rozenfeld

Saturday, April 15

8:15 – 8:55 Morning Educational Lecture 2 Noriyasu Homma

12:00 – 12:50 Lunch Time Lecture 2 (Educational Lecture) Atsushi Teramoto

Sunday, April 16

8:15 – 8:55 Morning Educational Lecture 3 Hiroyuki Okamoto

12:00 – 12:50 Lunch Time Lecture 3 (Educational Lecture) Keiichi Akahane, Tadahiro Kurosawa

3. Instructions for Speakers at Oral Sessions

- 1) Please go straight to the session room. (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.)
- 2) Please be reminded that you may not change or alter the presentation data that you have pre-registered.
- 3) You may not use your own computer during your presentation. Thank you for your understanding.
- 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 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 at the Registration Desk in their session room at least 10 minutes prior to the starting time of your session.
Each presentation is 10 minutes long consisting of 7 minutes oral presentation and 3 minutes discussion including the time needed to change to the next presenter.
- 2) The yellow light indicates that your presentation will be over in 1 minute. The red light indicates that your presentation is over.
- 3) Moderators may run their sessions according to their discretion, but are requested to strictly adhere to the time schedule.

5. Instructions for Cyber Poster (CyPos) Viewing

5.1 Opening Hours

- 1) During the congress, inside Pacifico Yokohama for participants only.
Thursday, April 13 10:00 – 19:00
Friday, April 14 7:15 – 19:00
Saturday, April 15 7:15 – 19:00
Sunday, April 16 7:15 – 15:00
- 2) During the congress, outside of Pacifico Yokohama via the website for participants only. Thursday, April 13, 9:00 – Sunday, April 16, 15:00
- 3) After the congress for participants only.
Sunday, April 16, 15:00 – Friday, April 28, 12:00
- 4) CyPos is not available before the congress.

5.2 Instructions for Viewing, Wireless LAN and WiFi

- 1) All computer terminals at the CyPos Viewing area and your PC connected with Internet will show all

presentations.

- 2) In the WiFi area, you can browse CyPos to see presentations with your wireless LAN-compatible computer.
- 3) Presentation data on CyPos can be searched by a presenter's name, affiliation and key words.
- 4) After the congress, PDF presentation data can be downloaded only if permitted by presenters.

5.3 Additional Notes

- 1) For participants, CyPos presentations can be viewed at your home during and after the congress. The "Login ID" is printed on your name tag as a bar-code number.
- 2) Certain presentations are not allowed to be seen after the congress at authors' requests.
- 3) A Bookmark function is available. Please utilize this function when you would like to view presentations, etc. again at a later time.

6. Congress Awards

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

7. English Presentation Awards

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

8. Lunchtime Seminar Ticket distribution

Lunchtime Seminar tickets are available on a first-come, first-served basis at the automated ticket terminals on the 1st floor of the Conference Center or at the entrance to the Annex Hall. To print out a ticket, please touch the bar-code on your name tag to the reader on the terminal. Only one ticket is provided per participant per day. Please note that once a seminar reaches capacity, no more tickets will be issued.

Tickets for Lunchtime Seminars will be available during the following period;

Friday, April 14 – Sunday, April 16: 7:15 – 11:45

The ticket will be valid up until 10 minutes after Lunchtime Seminar starts.

Please be aware that the ticket will become invalid 11 minutes after the Lunchtime Seminar starts. If there are seats left at that point, participants without a ticket can attend the seminar.

9. Cloakroom

Located in Exhibition Hall A, and on the 1st floor and the 2nd floor of Conference Center. Please feel free to deposit your belongings there.

10. Bulletin Board / Message Board

Located on the 2nd floor of Conference Center. Please feel free to utilize the message board for communications.

11. Reception for all participants

Reception for all participants will be held as follows. Please come along with your fellow participants. We

look forward to welcoming many colleagues at this Reception.

Time & Date Friday, April 14, 18:15 – 19:30

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

Reception fee is included in registration fee. You will be required to wear your meeting name tag to attend the Reception.

12. WiFi

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

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 16.

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

No ticket is necessary. Please go to the Free Shuttle Bus boarding area (in front of the main entrance to the Conference Center, on the ground floor).

14. Smoking Areas

Smoking is prohibited at the venue except in the designated smoking 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 at the Press Registration Desk in Exhibition Hall A. It must be worn while taking photographs and recording videos/sound.

16. Day-care Facility for Children

A day-care facility is available during the congress. A reservation will be required to use this service. Please check the 113th JSMP congress website ("Child Room") for further information.

17. JSMP Program App

The JSMP program App for viewing all abstracts is available. In addition to viewing abstracts, other functions are also available, such as viewing/searching the program and managing your schedule. For more information, please access the congress website.

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

We would like to specially note that we are promoting the participation of colleagues who are members of AFOMP (Asia- Oceania Federation of Organizations for Medical Physics) in the oral presentations. We hope this meeting will serve as a continuing opportunity for all the participants to deepen cooperative scientific relationships with colleagues in the same fields, which we believe will serve to further boost development in both research and clinical aspects of medical physics among these countries.