

General Information

1. About the symposium

1.1. Outline

- **DATE**
July 26-27, 2024 (Fri-Sat)
- **VENUE**
Kanda Myoujin Hall (2-16-2 Kanda, Chiyoda-ku, Tokyo 101-0021, Japan)
* 2nd Floor of Edo Culture Complex Bldg. (Edocco)
- **OFFICIAL LANGUAGE**
English

1.2. Session Program (Symposium website)

<https://www.mediproduce.com/2isbnvo/contents/program.html>

1.3. Dining Occasions

[Friday, July 26]

- **6:00 p.m. –**
Cocktail party
Venue: Lobby of Kanda Myoujin Hall
Dress code: Business casual

[Saturday, July 27]

- **12:00 p.m. – 1:00 p.m.**
Lunch (Bento box)
Venue: Conference room/ Lobby of Kanda Myoujin Hall

2. General Information

2.1. Registration Desk Open hours

Name badges must be worn by registrants to gain admission to all sessions and programs. Please return your name badges to the Reception Desk at the end of the Symposium.

Registration Desk open hours

Date	Open hours
Friday 26 July	12:00 p.m. – 6:00 p.m.
Saturday 27 July	8:30 a.m. – 3:00 p.m.

2.2. Onsite Registration

The registration fee is JPY 10,000/ Regular, JPY 5,000/ Students.

The payment is only acceptable by online credit card Payment.

2.3. Photography and Recording

Photographing and recording by any means (photographing, audiotaping, videotaping) of any presentation/session are prohibited except ones authorized by the organizer. We thank you for your cooperation.

3. Instruction for Oral Presenters

3.1. Presentation Time

[Plenary Session 1&2]

-Presentation: 50 min, Q&A: 10 min

[Session 1-4]

-Presentation: 30 min, Q&A: 10 min

[AMED Joint Session]

-Presentation: 25 min, Q&A: 5 min

[Oral Presentations]

-Presentation: 8 min, Q&A: 2 min

3.2. Conflict of Interest

All Speakers must state and declare, on the SECOND SLIDE of their presentation PowerPoint, any Conflict of Interest (including Financial Disclosure) regarding each presentation. If there is no Conflict of Interest, Speakers simply state 'Conflict of Interest: NONE' on the slide. If there is a conflict, please state 'Conflict of Interest: Yes' followed by details.

3.3. Data Check-in (Operator's desk beside the stage)

- 1) Speakers are requested to present their data at least 30 min before their session starts.
- 2) Presenter view is not available. If you need a manuscript, please prepare it by printing it in advance.

3.4. Data Check-in Desk Open hours

Date	Open hours
Friday 26 July	12:00 p.m. – 5:00 p.m.
Saturday 27 July	8:30 a.m. – 3:00 p.m.

3.5. Guidelines of Oral presentations

All the speakers are requested to prepare their PC presentation data in English. Please save your presentation data following the guidelines below, and save it on a USB flash drive. If you have prepared your data with a Windows PC, you can submit your data at the Check-in Desk. If you have prepared your presentation data on a Macintosh, you are advised to bring your own PC.

For smooth progression of the sessions, speakers are requested to follow the below guidelines.

OS and Applications

OS: Windows/ newer version than Windows 11

Applications: PowerPoint

Backup Data: Please bring backup data to the meeting site if at all possible.

Font: Please use default-setting fonts of Microsoft PowerPoint for Windows.

Videos:

For those who wish to show a video, it is recommended that they bring their own PC to run the presentation slide.

Videos should be prepared in Windows Media Player for Windows users.

Video data should be saved in the same folder as your presentation data.

- Note for video files

For Windows users, please bring a video file that can be played using a codec that can operate on Windows Media Player in their default settings (video files are recommended to be mp4 or WMV formatted).

Screen ratio: 16:9

Audio

Sound function will be available. Please notify the Check-in Desk staff that your presentation data contains audio files.

Presentation in the session rooms

An LCD monitor, a keyboard and a mouse are available on the podium. When you come up to the stage, your first slide will be projected on the screen automatically. Any following operations must be self-operated by the speaker. For those who wish to have an operator for PC handling, please request it at the Check-in Desk. Presenter view is not available. If you need a manuscript, please prepare it by printing it in advance.

Data Deletion

All data saved into the server at the Check-in Desk will be completely deleted upon the completion of the Annual Meeting.

For Speakers bringing their own PC

Even if you use your own PC, you are required to check your presentation data at the Check-in Desk and bring your PC to the operation desk in the session room no later than 30 min. before the session starts.

** Please bring an AC adapter for your PC.

** Only HDMI is available for cable connection on site. Make sure your own machine supports this type of connection, or prepare the appropriate connector to hook up your laptop. Please cancel your screen saver, power saving, and password setting in advance.

** Please prepare backup data on a USB flash drive.

** Your laptop computer should be a newer version than Windows 11 and Macintosh OSX 10.5.



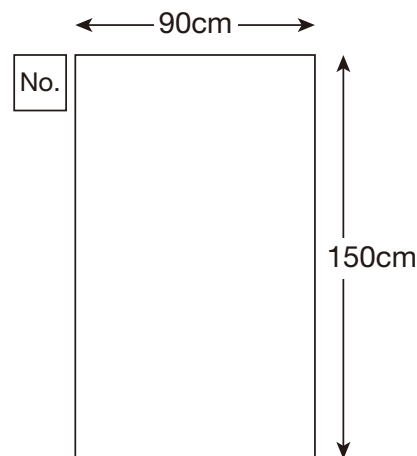
Examples of external connector attachments

4. Instruction for poster presenters

Date	Set-Up	Poster Viewing	Removal
Friday 26 July	12:00 p.m. – 12:50 p.m.	3:20 p.m. – 3:50 p.m.	n/a
Saturday 27 July	n/a	2:30 p.m. – 3:00 p.m.	3:00 p.m. -5:30 p.m.

4.1. Preparation of the poster

- Poster authors will be required to create a poster and bring it to the venue.
- The size of the poster panel is 90 x 150 cm.
- State the title, the author(s), and institutions at the top of your poster in easily readable bold letters.
- Indicate the presenting author if different from the first author.
- The text and the illustrations should be readable from a distance.
- The poster number will be prepared by the secretariat.



4.2. Requirements for poster presenters

- The secretariat will provide tape. The usage of pushpins is not allowed.
- On the first day of the symposium (Friday, July 26) posters must be mounted on their assigned poster panel by 12:50 and remain displayed until 15:00 on the next day.
- At the beginning of the poster sessions, Presenters are required to stand next to their posters. Presenters will give a quick summary of their poster and will answer questions about the research.
- Posters remaining on the poster panels after the removal deadline will be removed by the secretariat and discarded.

4.3. Conflict of Interest

All speakers must state and declare, at the end of the poster, any Conflict of Interest (including Financial Disclosure) regarding each presentation. If there is no Conflict of Interest, Speakers simply state 'Conflict of Interest: NONE'. If there is a conflict, please state 'Conflict of Interest: Yes' followed by details.

5. Instruction for Chairs

The time-keeping equipment is prepared on the chair's desk and podium. Please keep control of the session time and remind each presenter of their allocated time.

The elapsed time will be notified on the time-keeping equipment as follows.

Green light: Presentation time (Count down)

Yellow light: 1 minute before the end of presentation time (Countdown)

Red light: Q&A time (Count up)

6. Contact

The Symposium Secretariat

c/o Mediproduce, Inc.

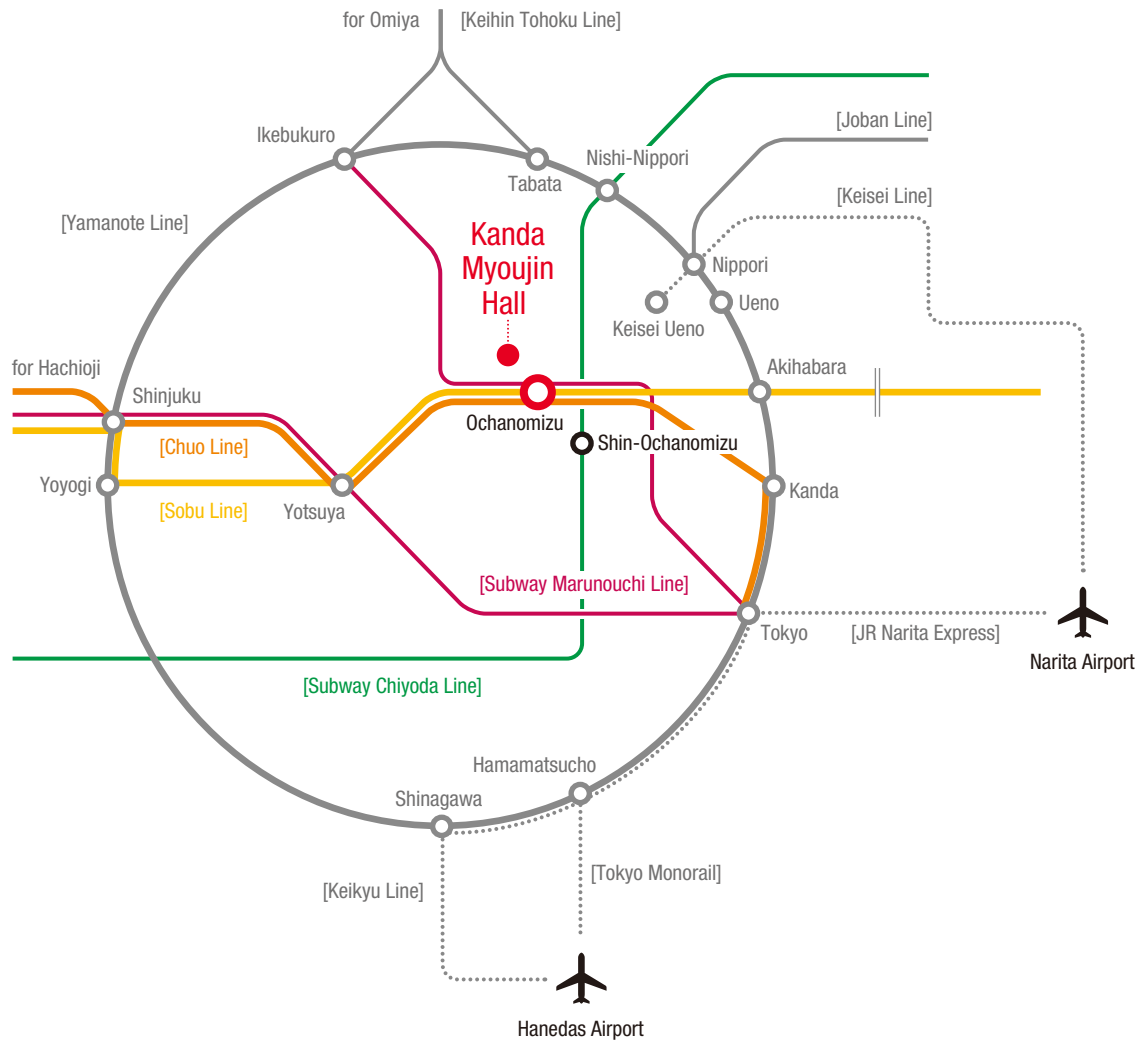
PORTAL POINT Ebisu #B5, Glass Square, Yebisu Garden Place, 4-20-4 Ebisu, Shibuya-ku, Tokyo, 150-6090, Japan

E-mail: 2isbno@mediproduce.com

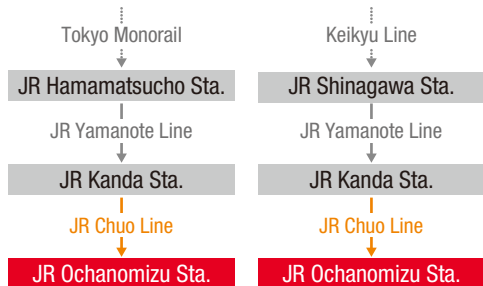
Access to the venue

Kanda Myoujin Hall

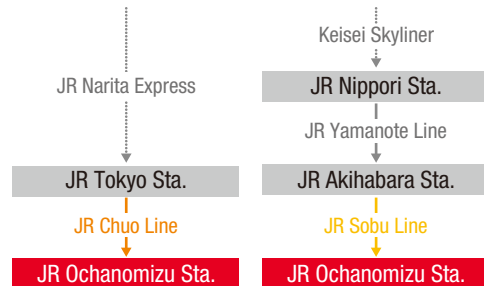
- JR Line Ochanomizu Sta.
- Subway Marunouchi Line Ochanomizu Sta.
- Subway Chiyoda Line Shin-Ochanomizu Sta.



From Haneda Airport

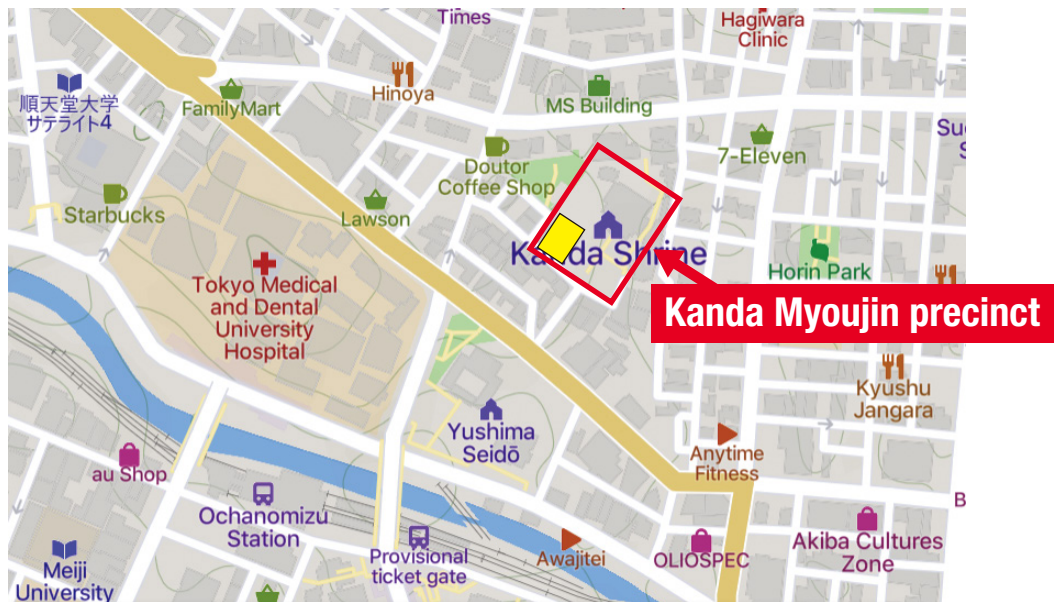


From Narita Airport

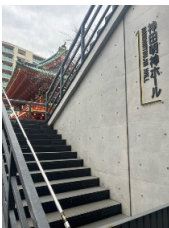


Location

· Area Map – Ochanomizu



· Kanda Myoujin precinct



Staircases to the entrance

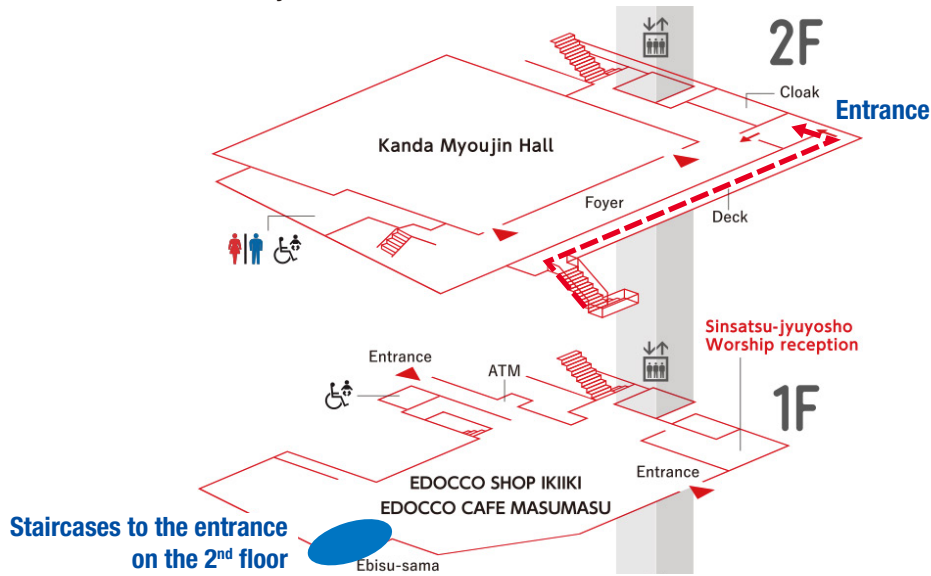
2nd floor of Edocco Bldg.
Kanda Myoujin Hall



Floormap

Edocco Building Floor Map

The conference venue, Kanda Myoujin Hall is located on the 2nd floor of Edocco building.
You can access the 2nd floor by staircases outside.



2nd floor of Edocco Building/ Kanda Myoujin Hall

