

# General Information

## Date

December 8 (Thu.) - 10 (Sat.), 2022

On-demand Period: December 22 (Thu.), 2022 – January 31 (Tue.), 2023

\* Poster session will only be available in on-demand style during the congress period as well as the on-demand period.

## Congress Venue

Portmesse Nagoya (Nagoya International Exhibition Hall)

2-2 Kinjo-futo, Minato-ku, Nagoya, Aichi 455-0848, Japan

Congress Chairman

Atsushi Sugioka, MD, PhD

(Department of International Medical Center, Fujita Health University Hospital)

## Official Language

English (Sponsored Sessions will be held in Japanese)

## Registration Reception Desk (1F, First Exhibition Hall)

- Registration is required from the congress website regardless of the participation method.
- Details regarding on-line registration are announced in the congress website.
- The Registration/Reception Desk (only for name tag printing) will be opened during the following hours.

December 8 (Thu.)	8:00 - 17:45
December 9 (Fri.)	7:30 - 18:15
December 10 (Sat.)	7:30 - 15:30

- Registration Fee:

Categories	Early Bird Registration	Regular Registration
Doctor	JPY 18,000	JPY 21,000
Medical Staff	JPY 18,000	JPY 21,000
Other	JPY 18,000	JPY 21,000
Student	Complimentary	Complimentary

**Early Bird Registration** offers you the discount privilege.

- Registration Period:

### Early Bird Registration:

October 28 (Fri.), - 23:59 of November 22 (Tue.), 2022 (JST)

### Regular Registration:

November 23 (Wed.), 2022 – 23:59 of January 31 (Tue.), 2023 (JST)

## Students

Students are required to submit Student ID or a certificate after completing on-line registration. Details are announced on the e-mail after your payment.

**Name Tag**

- Receive your name tag by scanning the QR code at the venue you receive by e-mail after your payment.
- Please wear your name tag while attending congress sessions and related events.

**Cloakroom (1F, First Exhibition Hall)**

December 8 (Thu.)	8:00 - 18:30
December 9 (Fri.)	7:30 - 19:15
December 10 (Sat.)	7:30 - 15:30

**Luncheon Seminar / Sponsored Symposium / Evening Seminar**

Tickets are not required. All participants are welcomed. Please directly come to the seminar room.  
However please kindly note that these sessions will be held in Japanese.

**Exhibition (1F, First Exhibition Hall)**

December 8 (Thu.)	10:20 - 18:00
December 9 (Fri.)	8:00 - 18:00
December 10 (Sat.)	8:00 - 15:20

**Speaker Ready Desk (2F Foyer, Convention Center)**

December 8 (Thu.)	8:00 - 17:00
December 9 (Fri.)	7:30 - 18:15
December 10 (Sat.)	7:30 - 14:00

\* Presenters beside Poster Presentation are required to come to the Speaker Ready Desk for a data check-in.

Please make sure to check-in at least 30 minutes before session starts.

**Abstracts**

Abstracts will be available from our website.

**Smoking**

Smoking is prohibited in the venue.

**No Photos, No Recording**

Photos and recording are prohibited.

**Cellular Phones**

Using cellular phones during the session is prohibited. Please turn off or set to silent mode during the session.

**Congress Secretariat**

c/o Japan Convention Services, Inc.  
14F, Daido Seimei Kasumigaseki Bldg.  
1-4-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013, Japan  
E-mail: acrls2021@convention.co.jp

# Instruction for Chairs

**For chairs of: Presidential Lecture, Special Lectures, JSES/ACRLS Joint Sessions, Symposiums, Video Symposiums, Panel Discussions, Workshops, Debate and Oral Presentations**

## 1. In-Person

For Chairs of: Presidential Lecture, Special Lectures, JSES/ACRLS Joint Sessions, Symposiums, Video Symposiums, Panel Discussions, Workshops and Oral Presentations

Please be seated on next Chairs' seat in the lecture room **15 minutes before the session starts**.

## 2. Online

- We will use zoom meeting system.
- To conduct an audio and video test of the chair and speakers, we would like you to access the designated URL **30 minutes before the session starts**. Please refer to the instructions sent individually in advance.
- Please join the zoom meeting in a quiet place with a good internet access and using earphones with a microphone or headset-microphone.
- Operators may turn on or off the microphone and video if networking trouble occurs.
- Your laptop may become slow if the other apps and software programs are running. Please make sure to close unnecessary apps and programs.

## **For Chairs of Poster Presentations (on-demand only):**

Poster session will only be available in on-demand style so that you will not need to have oral presentation in Nagoya, though you are welcome to join the congress in person if the situation allows.

Please watch the videos of your session and leave comments or any questions. You are encouraged to actively engage in a dialogue with the Poster Presenters.

# Instruction for Speakers of:

**Presidential Lecture, Special Lectures, JSES/ACRLS Joint Sessions, Symposiums, Video Symposiums, Panel Discussions, Workshops, Debate and Oral Presentations**

## 1. In-Person

1. Only computer presentations will be available for the oral sessions.
2. Your presentation data must be prepared in English.
3. Please list any financial relations with commercial interests and place a slide at the beginning of your presentation data. If there is nothing to be disclosed, presenters are also required to place a slide to demonstrate nothing to disclose.
4. Oral Presentation Guideline:
  - ① Bring your presentation data on a USB flash drive to the Speaker Ready Desk. Windows is the only operating system available for the presentations. If you have prepared the presentation data on a Macintosh, you are required to bring your own laptop with a VGA adaptor or HDMI adaptor. \*For those wishing to show a movie, please bring your own laptop. You are also required to make sure to check that your data has not been infected by any virus in advance by using the latest version of the security software.
  - ② Please review your data at the Speaker Ready Desk and check whether all the data are shown properly.
  - ③ Even if you use your own laptop, you are required to check your presentation data at the Speaker Ready Desk and bring your laptop to the operation desk in your session room, 30 minutes prior to the session starts. Following the conclusion of your session, we will return your laptop at the operation desk.
  - ④ If you need any assistance with the set-up, please do not hesitate to ask for an assistance at the Speaker Ready Desk.
  - ⑤ When you are next one in line to give your presentation, please be seated on the Next Speakers Seat.
  - ⑥ ACRLS 2022 will not be responsible for any troubles caused by the operation or actions that do not follow the guidelines.
5. Speaker Ready Desk will be open during the following hours. Speakers are required to present their data at least 30 minutes before the session starts.

## Speaker Ready Desk (2F Foyer, Convention Center)

December 8 (Thu.)	8:00 - 17:00
December 9 (Fri.)	7:30 - 18:15
December 10 (Sat.)	7:30 - 14:00

## OS and Applications

OS: Windows 10

Applications: PowerPoint 2013 / 2021

## Monitor Size (Resolution)

Full HD (1920 1080)

\* Please check in advance that all data appear properly.

\* Slide sizes are recommended to be in 16:9 format though 4:3 format is also available.

## Backup Data

Please also bring a backup data on a media (USB).

### Font

Please use default-setting fonts of Windows 10.

### File Name of the Presentation Data

Please write file names in the following manner: "Presentation Number\_Speaker's Name"

### Movies Data

For those who wish to show a movie, it is recommended to bring your laptop to run the presentation slide. Movies should be prepared in Windows Media Player for Windows users and QuickTime Movie for Macintosh users. Movie data should be saved in the same folder as your presentation data.

### Audio

Sound function will be available.

Please notify the Speaker Ready Desk staff that your presentation data contains audio files.

### Presentation in the session rooms

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 handlings, please ask for an assistance.

### Data Deletion

All data saved into the server will be completely deleted upon the completion of the Congress.

## 2. Online

- We will use zoom meeting.
- The Way of Presentation;

**For Presenters in Japan:** Please share your Presentation data by yourself.

**For Presenters in overseas:** Presentation video data (PowerPoint Presentation with recorded audio) is played by operators due to time difference. Please join the Q&A session and the discussion by virtual live.

- To conduct an audio and video test of the chair and speakers, we would like you to access the designated URL 30 minutes before the session starts. Please refer to the instructions sent individually in advance.
- Please join the zoom meeting in a quiet place with a good internet access and using earphones with a microphone or headset-microphone.
- Operators may turn on or off the microphone and video if networking trouble occurs.
- Your laptop may become slow if the other apps and software programs are running. Please make sure to close unnecessary apps and programs.

# Instruction for Poster Presentation Speakers

## On-Demand

1. Posters must be prepared in English.
2. The poster should contain the COI disclosure statement.
3. Chairs are assigned for every Poster Sessions. Each presentation has 5 minutes to present.  
All the presenters are asked to keep to the allocated time.

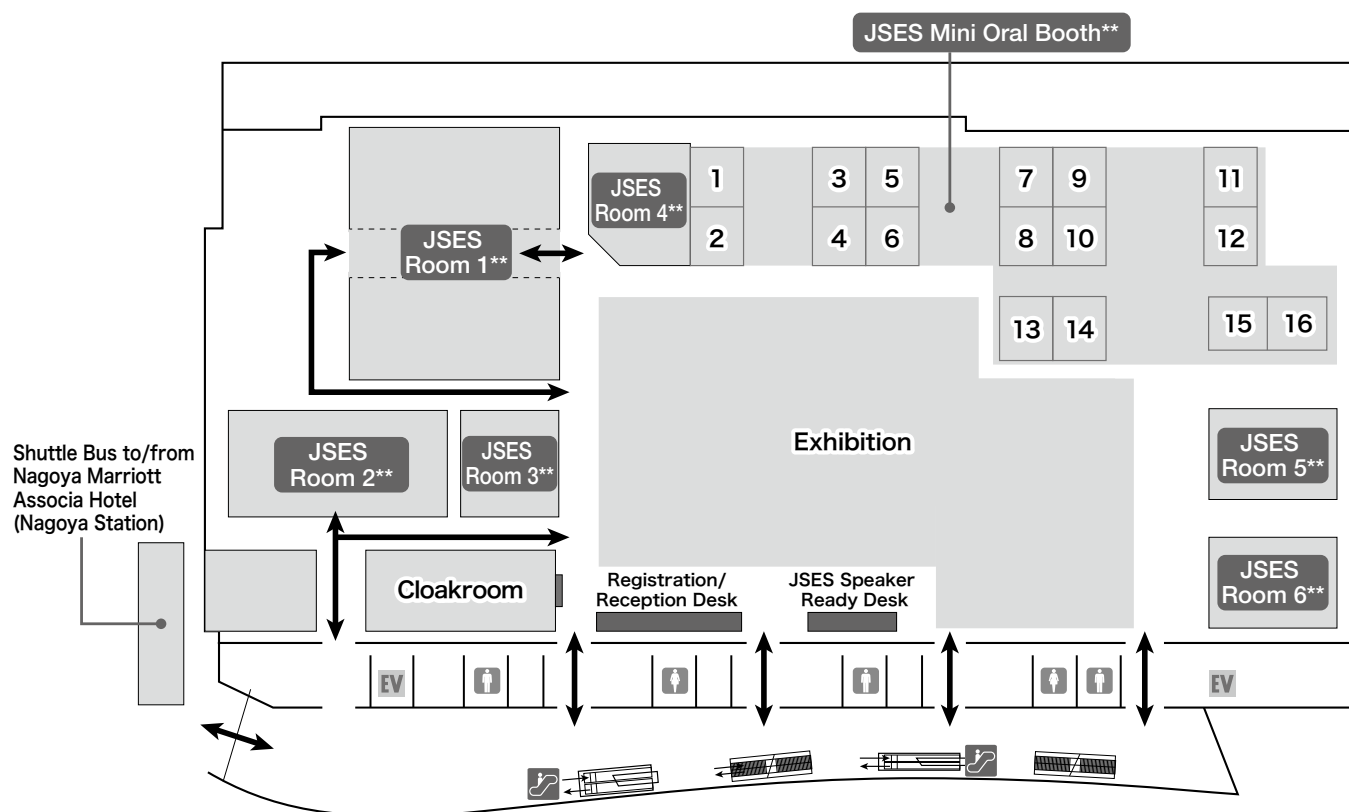
Poster session will only be available in on-demand style so that you will not need to have oral presentation in Nagoya, though you are welcome to join the congress in person if the situation allows.

You will receive email when the chair or participants leave comments or questions. Please kindly answer to them from the virtual congress website. You are encouraged to actively engage in a dialogue with them.

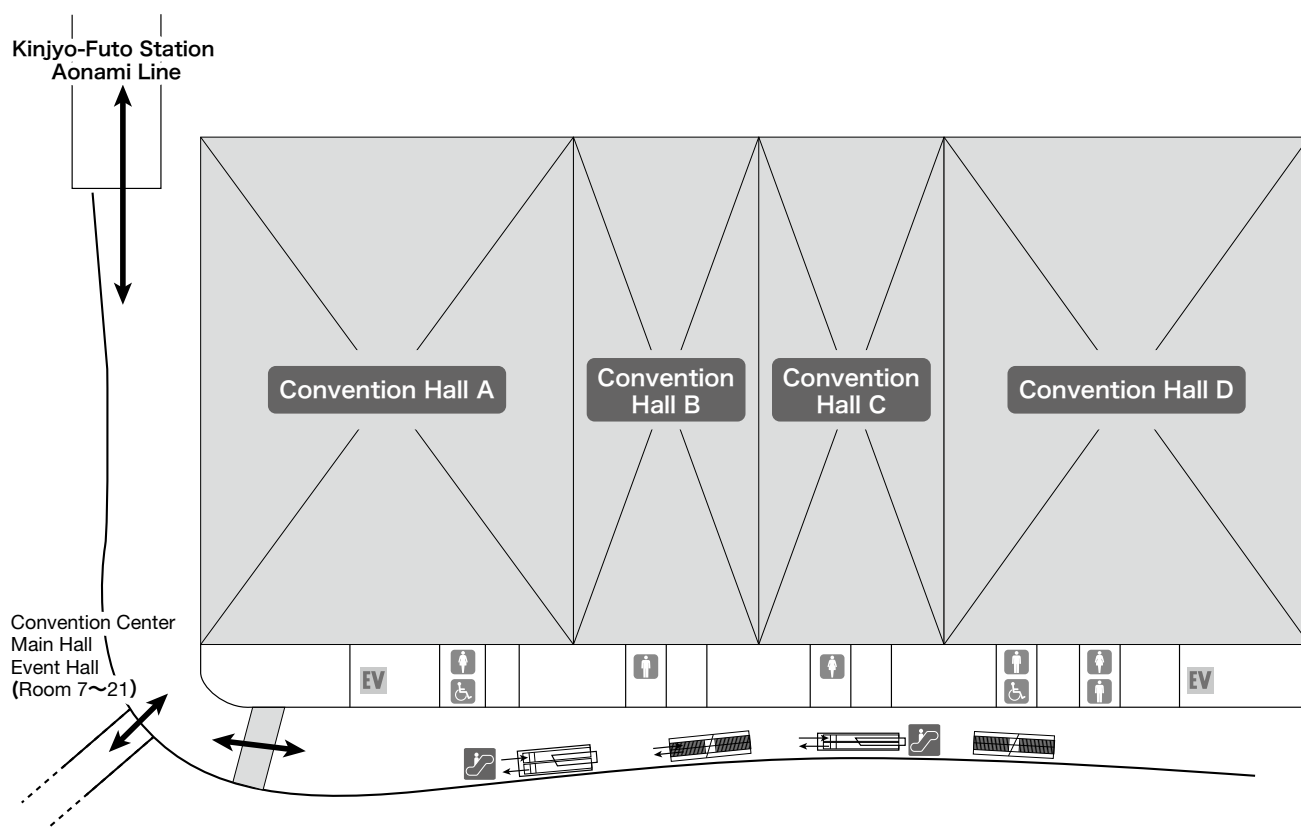
# Floor Map (First Exhibition Hall)

## 1F, First Exhibition Hall

\*\*JSES Rooms are only opened for JSES participants, beside the Sponsored Seminar slot.

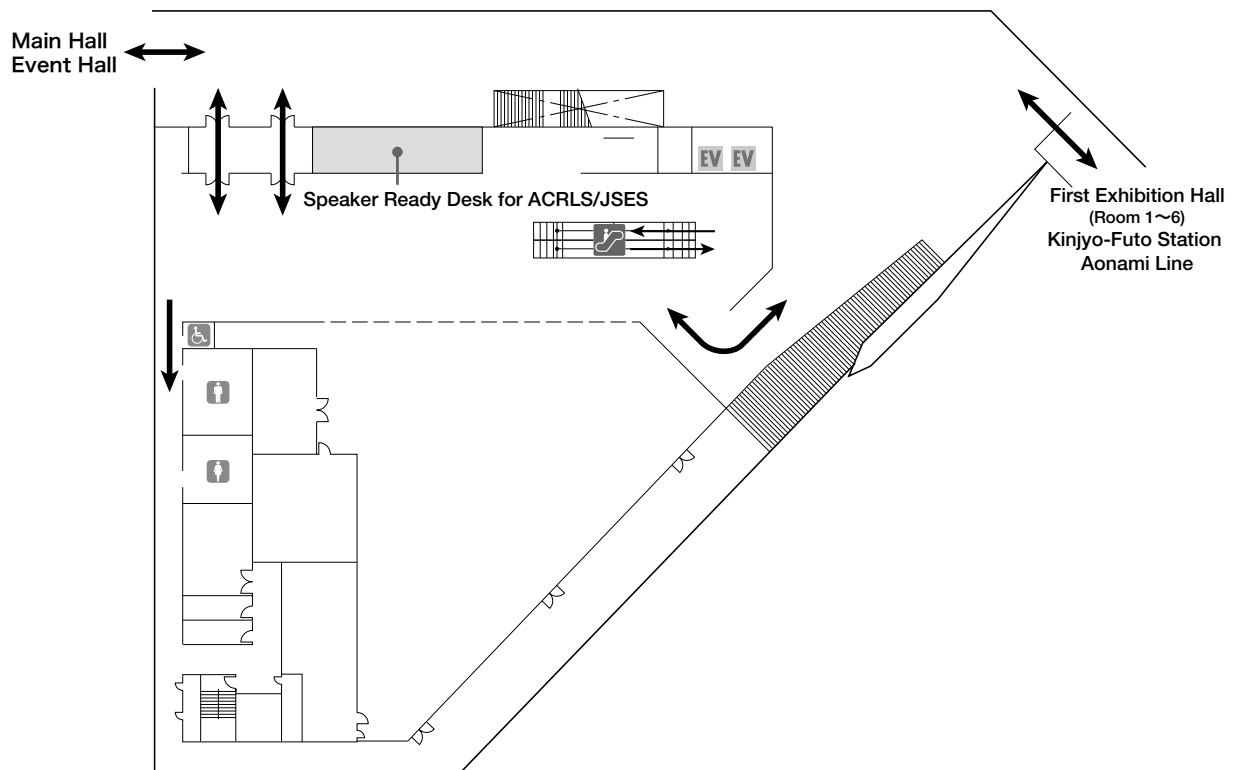


## 2F, First Exhibition Hall



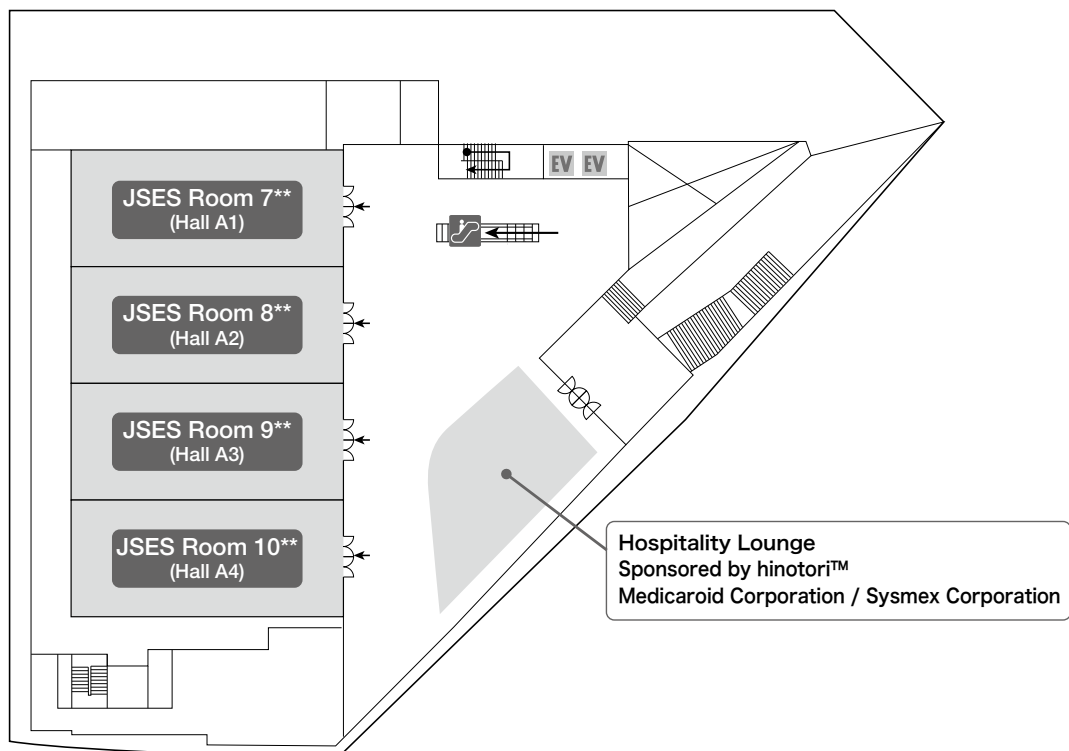
# Floor Map (Convention Center)

## 2F, Convention Center



## 3F, Convention Center

\*\*This area is only opened for JSES participants, beside the Sponsored Seminar slot.

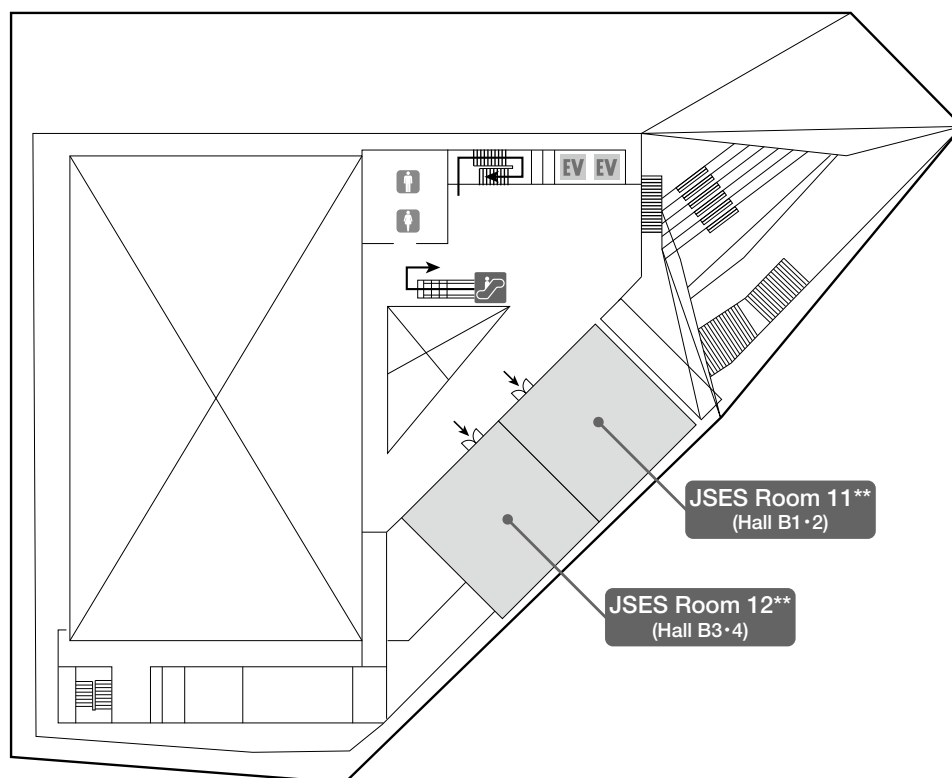




# Floor Map (Convention Center)

## 4F, Convention Center

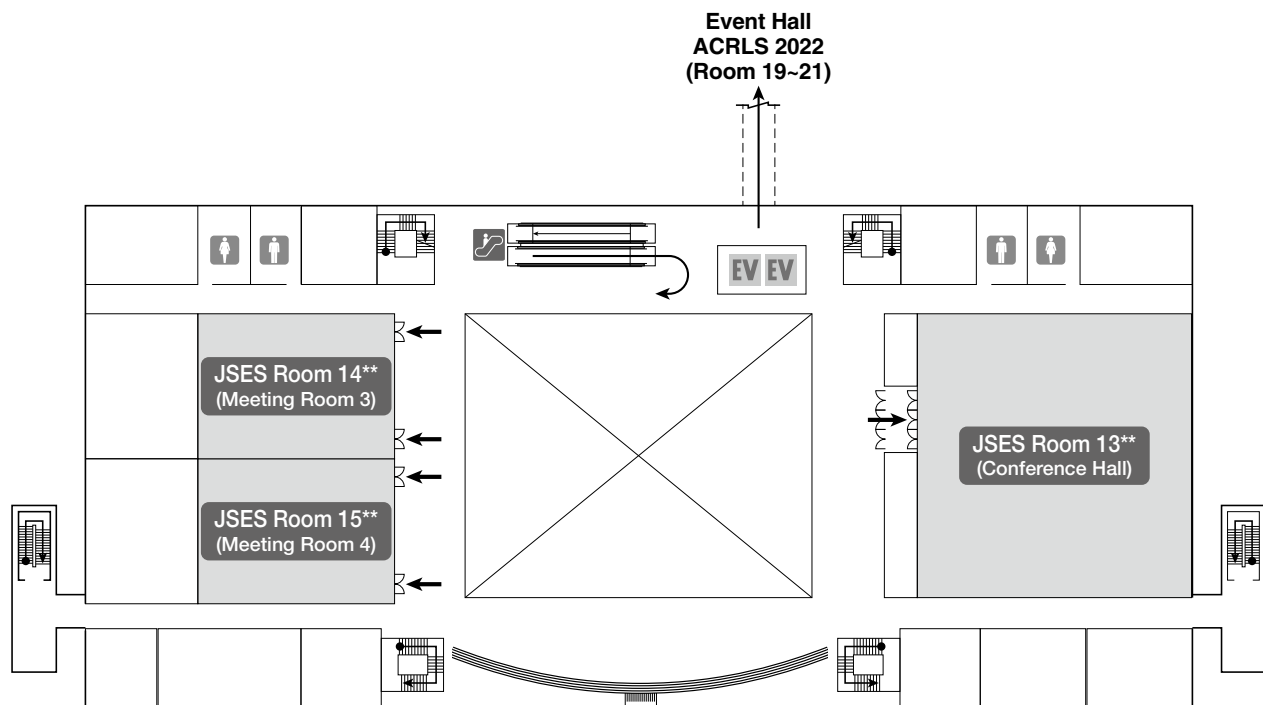
\*\*This area is only opened for JSES participants, beside the Sponsored Seminar slot.



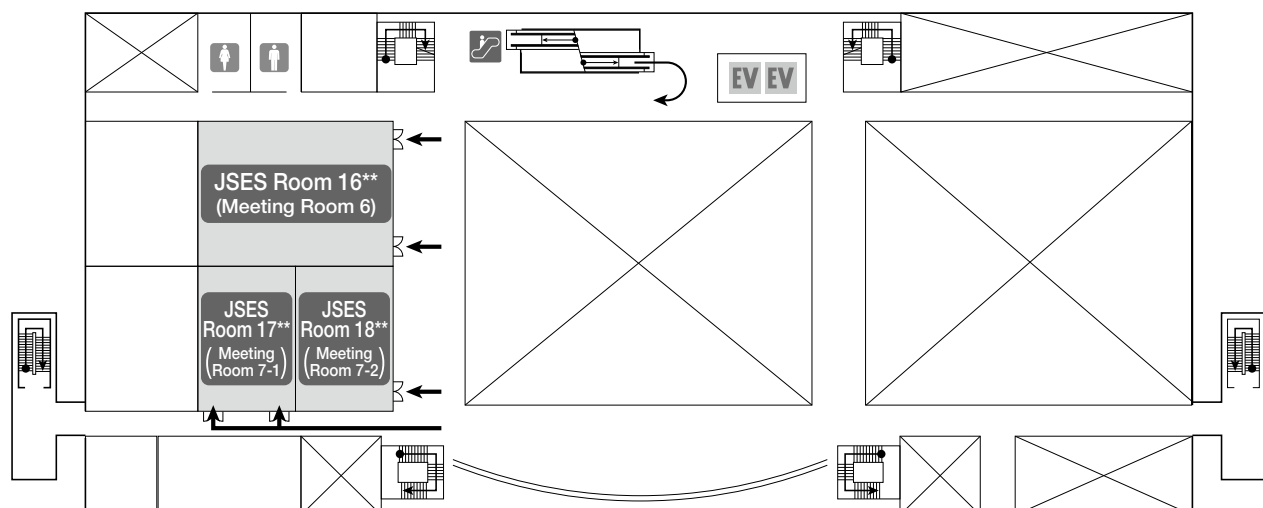
# Floor Map (Convention Center)

## 3F, Main Hall

\*\*This area is only opened for JSES participants.



## 4F, Main Hall



# Floor Map (Event Hall)

## 2F, Event Hall

