General Information

- **Date**
  November 30 (Thu.) – December 1 (Fri.), 2023

- **Venue**
  SECOM-Hall
  5-1, Jingumae 1-chome, Shibuya-ku, Tokyo 150-0001, JAPAN

  TOGO-KINENKAN
  5-1, Jingumae 3-chome, Shibuya-ku, Tokyo 150-0001, JAPAN

- **Congress President**
  Hideharu Tanaka MD, Ph.D.
  Graduate School of Kokushikan University

- **Registration Period**
  Early Registration: July 20 (Thu.), – 23:59 of September 15 (Fri.), 2023 (JST)
  Regular Registration: 0:00 of September 16 (Sat.), – 23:59 of December 1 (Fri.), 2023 (JST)

  ・All participants must complete online pre-registration to attend the meeting.
  ・Details regarding on-line registration are announced in the congress website.

- **Registration Desk**
  Registration Desk is located on the first floor of the TOGO KINENKAN.
  Registration Desk will be opened during the following hours at the venue.

  November 30（Thu.） 12：00 － 18：30
  December 1（Fri.） 7：45 － 16：00

  * Those who wish to participate the Joint session and poster session on November 30 at 51JAAM, the registration desk will also be open at Prizm Hall, Tokyo Dome City during 9:00 - 11:30.

  ・On November 30, a shuttle bus will be available to take you from the Tokyo Dome Hotel to SECOM-Hall.
  　【Schedule】 ・12:30
  　　　　　　　・13:30
  　　　　　　　・14:30
  　　　　　　　* with one bus service every hour

  * Bus schedules are subject to change due to traffic conditions.

  ・The bus will stop in front of the main entrance of the Tokyo Dome Hotel and in front of SECOM's head office.

● **Registration Fee**

Categories	Early Registration by September 15	Regular Registration from September 16
AAEMS Member (doctor)_Low Resource Country	JPY 13,500	JPY 27,000
AAEMS Member (doctor)	JPY 61,000	JPY 75,000
AAEMS Member (non-doctor)_Low Resource Country	JPY 6,800	JPY 11,000
AAEMS Member (non-doctor)	JPY 17,000	JPY 30,000
AAEMS Non-member (doctor)_Low Resource Country	JPY 48,000	JPY 61,000
AAEMS Non-member (doctor)	JPY 128,500	JPY 135,000
AAEMS Non-member (non-doctor)_Low Resource Country	JPY 27,000	JPY 35,000
AAEMS Non-member (non-doctor)	JPY 48,000	JPY 68,000
AAEMS Member (graduate student)	JPY 10,000	JPY 13,500
AAEMS Non-member (graduate student)	JPY 41,000	JPY 54,000
Medical student	JPY 1,000	JPY 1,500

· All listed fees include local consumption tax of 10%.
· All the participants will have access to the program/abstracts in PDF data (to be announced few weeks before the meeting).
· Please make sure to pay your registration fee before the deadline applicable for the selected registration type.
· If your payment is not received in due time, the latter fee will be automatically applied.
· Unpaid or partially paid registration will not be considered as valid until fully paid.
· All registration deadlines are applicable considering the local time (JST).
· Please note that in order to apply for a discounted member fee, your 2022 and 2023 membership has to be renewed.

● **Certificate of Attendance / Payment Receipt**
Please log in to the service counter by 23:59 of December 20 (Wed.), 2023 (JST) and download on your own side. These documents are available only in digital form.
Please note that we are unable to issue them on paper media or mail them.

● **Name Tag**
On the day of the meeting, please pick up your name tag at the registration desk.

● **Exhibition**
Location: 3F Foyer, TOGO KINENKAN/Foyer, SECOM-Hall
November 30 (Thu.） 13：00 － 18：00
December 1 (Fri.） 9：30 － 16：30

● **Cloak**
Cloak is available at 2F reception desk, TOGO KINENKAN.
November 30（Thu.）　12：00 − 21：00
December 1（Fri.）　　7：45 − 17：00
* There is no cloak in SECOM-Hall.
　If you are to participate the session at SECOM-Hall, please kindly keep your
　belongings with you (we are not able to keep them at TOGO KINENKAN after 17:00).

● **No smoking**
Smoking is prohibited in all areas of the venue.

● **No Photos, No Audio 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.

● **Wi-Fi Connection**
As a part of services for the participants, Internet Access is available during the meeting
at TOGO KINENKAN.

● **Luncheon Seminar /Morning Seminar**
Tickets are not required. All participants are welcomed. Please directly come to the
seminar room. However please kindly note that there is a limitation of F&B.

● **Congress Secretariat**
Japan Convention Services, Inc
Daido Seimei Kasumigaseki Bldg, 14F
1-4-2 Kasumigaseki, Chiyoda-ku, Tokyo
100-0013, Japan
E-mail: emsasia2023@convention.co.jp

Kokushikan University
Research Institute of Disaster management and Emergency medical system
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206-0032, Japan
E-mail: uetah@kokushikan.ac.jp
Hiroki UETA Professor, EMT-P, PhD

Instruction for Moderators

1. All moderators are requested to be seated on the Next Moderators Seat in the lecture room, no later than 15 min. prior to the session starts.
2. There is no announcement to call attention to start the session. Session composition is to be controlled by the moderators. Moderators are asked to ensure all sessions start and finish punctually as scheduled. Additional remarks, discussions and proceedings will be left entirely up to moderators' decisions.
3. In case that the previous session finished earlier than scheduled, please wait to commence your session until the scheduled time comes.
4. <u>Presentation Allotted Time: 10 min. per person (presentation time 6 min, Q&A time 4 min)</u>

Instruction for Speakers

- **Speaker Ready Desk : 2F Foyer, SECOM-Hall/ 1F Foyer, TOGO KINENKAN**
  Speaker Ready Desk will be open during the following hours.

  November 30 (Thu.）   12：00 − 18：00
  December 1 (Fri.）   7：45 − 16：00

  Speakers are requested to present their data <u>at least 45 min</u>. prior to their presentation starts. If your session is the first one in the morning, you are advised to bring your presentation data the day before the session is scheduled.

1. The presentation schedule is informed by the secretariat prior to the meeting. All speakers are asked to keep to the allocated presentation time.
2. Only computer presentations will be available.
3. Your presentation data must be prepared in English.
4. Slide presentations should include the Conflict of Interest disclosure. If there is nothing to be disclosed, speakers are also required to place a slide to demonstrate nothing to disclose.
5. Audio-Visual Materials
   A) Please save your data in USB memory device and deliver it 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 PC.
      * For those wishing to show a movie, please bring your own personal computer. 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.
   B) Please review your data at the Speaker Ready Desk, and check whether all the data are shown properly.

C) Even if you use your own PC, you are required to check your presentation data at the Speaker Ready Desk and bring your PC to the operation desk in the session room no later than 30 min. prior to the session starts. Following the conclusion of your session, we will return your PC at the operation desk. Please come to the operation desk promptly to claim your PC.

D) If you need any assistance with the set-up, please do not hesitate to ask for the assistance at the Speaker Ready Desk.

E) When you are next one in line to give your presentation, please be seated on the Next Speakers Seat.

F) EMS Asia 2023 will not be responsible for any troubles caused by the operation or actions that do not follow the guidelines.

● **OS and Applications**
OS: Windows 10
Applications: PowerPoint 2021

● **Presentation Slide Dimension / 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 (either or USB).

● **Font**
Please use default-setting fonts of Windows 10.

● **Screen Ratio**
16 : 9

● **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.

● **Data Deletion**

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

Instruction for Poster Presenters

【Paper Poster】

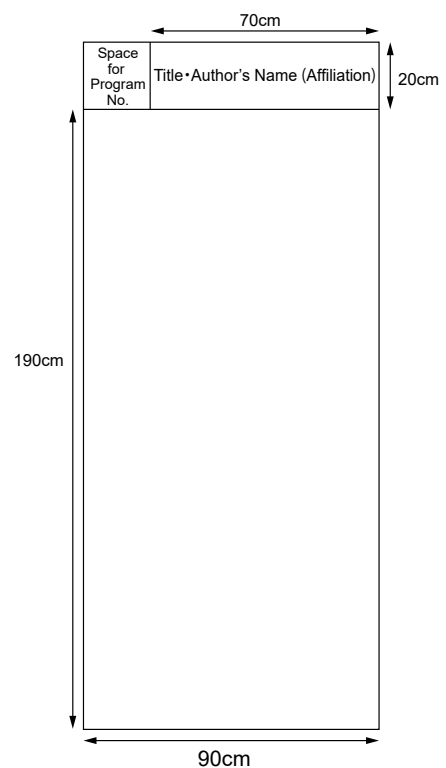● **Schedule**

Mounting：November 30（Thu.）

Viewing：9：00 － 11：00

Discussion time：11：00 － 11：30

The congress staff will remove posters and will bring them to TOGO KINENKAN. Please kindly pick up your poster at the registration on December 1.

● **Location**

Prism Hall, Tokyo Dome City

1. Posters must be prepared in English.
2. The poster should contain the COI disclosure statement (please list any financial relations with commercial interests and if there is nothing to be disclosed, presenters are also required to demonstrate nothing to disclose).
3. There is no oral presentation allotted for poster session, but presenters are required to stand by their poster panel at your allotted time either on November 30.
4. Your abstract is considered as withdrawn if you DO NOT put your presentation material on the designated poster panel.
5. Pins for placing the posters are attached on the panel.
6. Please visit the poster area at the venue to find the location of your assigned poster panel.
7. Poster panels are 190 cm high x 90 cm wide. Please refer to the diagram and use large-sized characters for easy reading. 20 cm high x 70 cm wide of the upper part of the panel will be used for labeling your Poster Title, Affiliation, and the authors' names, which should be prepared by presenters. Program No. is attached on the panel by secretariat.

【E-poster】

E-poster will be presented at the foyer of SECOM-Hall.