## **Attendees Instructions**

#### Registration

17:00-19:00, Oct. 27 (Mon)

8:15-17:00, Oct. 28 (Tue)\*

8:15-19:00, Oct. 29 (Wed)\*

8:15-13:00, Oct. 30 (Thu)\*

\*Please note that the door open of the venue is 8:00AM every morning.

Pre-registered attendees and invited speakers: Please receive a program book and your name badge at the registration desk on your arrival at the venue.

#### Social Events & Science Tour

#### - Excursion to Matsushima

Date & Time: 13:00-17:30, Oct. 27 (Mon)

Meeting time: 12:45

Meeting Place: Entrance of the Exhibition Bldg., Sendai International Center

\*Pre-registered to the Excursion is required.

## -Welcome Reception (Buffet style)

**Date & Time:** 18:00-19:30, Oct. 27 (Mon)

Place: Conference Venue (Exhibition Bldg., Sendai International Center)

\*Free of charge for attendees.

## -Conference Dinner (Seated Buffet style)

**Date & Time:** 18:00-20:00, Oct. 29 (Wed)

**Place:** Conference Venue (Exhibition Bldg., Sendai International Center)

\*Pre-registered to the Conference Dinner is required.

#### -Science Tour to Nano Terrace

**Date & Time:** 15:00-17:30, Oct. 29 (Wed)

Meeting time: 14:45

**Meeting Place:** Entrance of the Venue (Exhibition Bldg., Sendai International

Center)

\*Free of charge for attendees.

#### **Cloak Room**

17:00-19:45, Oct. 27 (Mon)

8:15-18:00, Oct. 28 (Tue)

8:15-20:15, Oct. 29 (Wed)

8:15-15:45, Oct. 30 (Thu)

#### **Program & Abstracts (PDF)**

You will be able to access to the Program & Abstracts (PDF) on the conference web

ID and password will be sent to Pre-registered attendees before the conference.

#### **Lunch & Drink**

**Lunch:** Lunch (Bento) Box will be served to those who had applied lunch box from conference registration system before the conference.

Drinks will be available at the Poster Room during the break time.

#### Wi-Fi

Free Wi-Fi access is available at the venue. ID and password will be posted on the sign boards near the registration desk.

## **Presenter Instructions**

## **Plenary, Oral Presentation**

#### **Duration (including Q&A)**

Plenary lecture: 40 minutes

Oral presentation: 20 minutes

#### Note

The projector has D-sub and HDMI connectors.

Presenters are required to use their own PCs for the presentation. Please check the connection with the projector during the break before your session.

The presentation time includes the time for connecting and disconnecting your PC.

#### **Poster Presentation**

### (1) Installation/display venue and time:

Venue: Room A

Installation/display hours: after 17:00 on 27 Oct. (Day 1)

**Removal time:** from 09:00-10:40 on 30 Oct. (Day 4)

\*Pushpins and tape for displaying posters are available at the venue.

\*The remained posters will be removed/disposed by the organizer after 10:40 on 30 Oct

## (2) Presentation date & time:

29 Oct. (Day 3) in front of each poster in Room A

12:10-13:20 Poster Presentation of <u>Odd</u> Numbers

13:20-14:30 Poster Presentation of Even Numbers

## (3) The poster size:

180cm long and 90cm wide or smaller.

A0 (A-zero) size print (H 1189 mmx W 841 mm) is recommendable.

## (4) Poster presentation award

The content of the poster presentations will be evaluated by the judges and recognized. Outstanding presentations will be honored at the closing ceremony on 30 Oct. (Day 4).

## **Floor Plan**

## Exhibition Bldg., Sendai International Center

