

GENERAL INFORMATION

DATE

September 9th (Fri)-11th (Sun), 2016

Non-salaried: 4,000 yen

Undergraduate Student: 2,000 yen

VENUE

Rikkyo University (立教大学),
Bldg. #5, Rm.5123 (Oral Presentation)
Bldg. #6, 6206-6211 (Poster Presentation)
Bldg. #6, Rm.6201-6204 (Discussion room)
3-34-1 Nishi-Ikebukuro, Toshima-ku
Tokyo 171-8501, Japan
URL: <http://english.rikkyo.ac.jp/>

BADGES

Badges are required for admission to all session, the reception, and the posters. If you lose your badge, a replacement may be requested at the Registration. Badges may not be used by anyone other than the registered attendee.

LANGUAGE

The primary language used in this meeting is English. However, to encourage active participation of young students, a part of presentations will be delivered in Japanese as well.

LUNCHEON SEMINAR

Lunch at the seminar is provided by Leica microsystems from 12:05 on September 10th (Sat). Lunch tickets will be distributed at the registration desk to people who have already applied. The tickets are needed to receive lunch service at Luncheon seminar due to the limited number of lunch.

REGISTRATION AND BADGE/BOOK

PICKUP

Conference registration and badge/book pickup will be in front of the conference room.
September 9th (Fri), 12:00-19:12
September 10th (Sat), 8:30-18:38
September 11th (Sun), 8:30-15:00

RECEPTION

A dinner party reception will be held from 19:00 on September 10th (Sat) in the Dining Hall at Rikkyo University.

PARTICIPATION FEE

Salaried: 5,000 yen
Non-salaried: 1,000 yen
Undergraduate Student: 0 yen

GENERAL MEETING

General Meeting will be held in Japanese from 13:10 on September 11th (Sun) at Rm.5123.

RECEPTION FEE

Salaried: 6,000 yen

PARKING

No parking area in Rikkyo University.

SMOKING

Smoking is prohibited in Rikkyo University except in designated smoking areas.

CLOAKROOM

Cloak room is available at the Bldg. #5 1F office. No valuable or computer can be checked in to the cloak since the meeting committee does not hold any responsibility for any loss or damage of your items.

Open Hours:

11:00-13:30 and 19:12-20:00 on Sept. 9th.
8:30-9:00, 12:00-13:00 and 18:30-19:00 on Sept. 10th.
8:30-9:00, 12:00-13:00 and 15:00-16:00 on Sept. 11th.

INTERNET

Wi-Fi is available at the Bldg. #6 2F around the help desk. SSID and password will be provided at the site.

ORAL PRESENTATION

Preparation

We DO NOT accept your own laptop PC for presentation. The PC in the session room will be a Mac OSX (Yosemite10.10.5) based Macintosh with Microsoft PowerPoint 2013, and a Windows7 and 8.1 based Windows PC with Microsoft PowerPoint 2010 and 2013. Speakers should bring a USB flash memory containing the presentation file. Be sure to bring a backup copy of your presentation with you to the meeting. Please copy and check your presentation at the conference room well before the session of your presentation. The presentation slides should be prepared

in English.

Time schedule

Total time for an oral presentation is 15 minutes including 3 minutes of discussion. The Time keeper will ring a bell once at 10 minutes, twice at 12 minutes and three times at 15 minutes.

For PowerPoint video users

If you have video images in your PowerPoint presentation, please copy your video clips into the same folder as the PowerPoint file, and provide us the FOLDER (contains both PowerPoint file and video file).

POSTER PRESENTATION

The size of a poster is recommended to be 85 cm (width) x 120 cm (height). Please put your poster number in 20 cm x 20 cm space in the upper left corner. The posters should be prepared in English.

Presentation schedule

Posters will be displayed throughout this meeting.

Poster Posting

By Sept. 10th (Sat) 13:00

Poster Session1

Sept. 10th (Sat), 13:00-14:50

For odd numbered posters

Poster Session2

Sept. 11th (Sun), 9:00-10:40

For even numbered posters

Poster Removal

Sept. 11th (Sun), 10:40-16:00

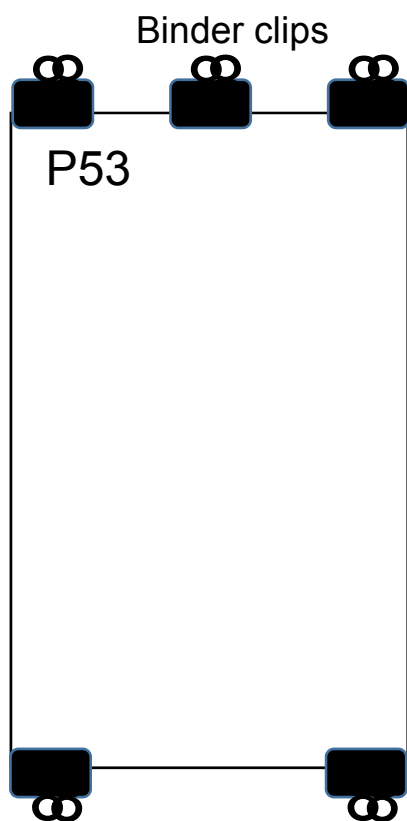
How to post your posters

There are two types of frames for poster posting.

- 1) Skeletal frames
- 2) White boards

- A) In both frames, positions of the posters will be previously assigned. The left ends of each poster position will be indicated by numbered paper leaves. There might be 5cm space between the neighboring posters.
- B) For skeletal frames, you may clip on your poster by binder clips (3 for tops and 2 for bottoms of posters), which you may find on your frame positions.
- C) For white boards, you may fix your posters by tapes in the top of your poster and stabilize it by 2 binder clips at the bottom. You may find tapes and binder clips in your room.
- D) If you have any question, please ask a staff without hesitation.
- E) Good luck!

1) Skeletal frame



2) White board

