

## Notice to Participants

### 1 Registration

Registration is only available on the day of the Meeting.

You can purchase tickets only by cash, Japanese yen.

If you are a student, bring your student ID and come to the reception desk.

Members	10,000 JPY
Non-members	12,000 JPY
KSACS members	10,000 JPY
Initial clinical trainees	5,000 JPY
Medical staffs	5,000 JPY
Undergraduates / International students	Free (Graduate students will be charged the same amount for members.)

### 2 Instructions for KSACS speakers

#### ■Symposium or Mini Symposium

##### - Date and time

Symposium 1 "Korea - Japan Joint Symposium:

Present State and Education" Sunday, October 4, 11:00 – 12:30 at Main hall.

Mini Symposium 1-1

Sunday, October 4, 8:30 – 9:20 at Room 2.

##### - PC preview desk

First floor of Fukuoka University Hospital Medical Hall. Next to the Registration desk.

It will be open during the following hours.

Saturday, October 3, 8:00 - 17:00

Sunday, October 4, 7:30 – 15:00 All speakers are requested to come to the PC preview desk at least 30 minutes in advanced of their presentations to verify if the date functions properly on the equipment provided.

All presentations will be loaded onto a server.

##### - Equipment

OS:Windows 7

PowerPoint ver.: 2013/2010/2007/2003

PowerPoint presentation should be made in English.

For Macintosh users, please bring your own laptop computer as a backup and connector conversion adapter if necessary.

##### - Preparation of PowerPoint presentation

PowerPoint presentation should be written in English.

Speakers at Symposium 1 will be able to make presentation in mother language, because there will be conference interpreter.

Speakers at Mini Symposium are requested to prepare English presentation.

Bring your presentation on a USB memory device or CD-R.

Your name and program No. should be included in the file name.

In case of using video files, you should bring your own laptop and make sure that the date is applicable to Windows Media Player 11.

Only the standard fonts with Windows7 (OS) (Arial, Arial Black, Century, Century Gothic, Times New Roman) are accepted for your presentation file, and unusual fonts may not be displayed properly.

In order to avoid virus infection, please scan your presentation file with updated anti-virus software beforehand.

##### - Length of Presentation

Symposium1 (Joint symposium with JSACS and KSACS): Announced by the congress

Mini Symposium: 9 minutes (7 minutes presentation, 2 minutes Q&A)

## ■Poster Session

### - Date and time

Preparation ; Saturday, October 3, 12:30 – 13:30 at Room 2.

Exhibition ; Saturday, October 3, 13:30 – 17:00 at Room 2.

Discussin ; Saturday, October 3, 17:00 – 18:20 at Room 2.

### - Preparation of Poster presentation

The size of poster board is 90cm wide by 180cm high, and Program No. and pushpin will be provided. (Illustration)

In case of using video files, you should bring your own laptop and show by yourself. We will prepare a desk. (Illustration)

Posters should be written in English.

Speakers at P-1, 2 will be able to make their presentation in Korean because there will be conference interpreter.

English presentation should be prepared in case.

Speakers at P-6, 11, 12, 13, 16, 17 are requested to prepare English presentation. There won't be interpreter.

### - Length of Presentation

8 minutes (5 minutes presentation, 3 minutes Q&A)

