# **General Information**

#### **Conference Venue**

Tokyo International Forum (TIF)
3 Chome-5-1 Marunouchi, Chiyoda-ku,
Tokyo 100-0005, Japan
[URL] https://www.t-i-forum.co.jp/en/

## Pre-registration

Attendees who have already done pre-registration, please bring a printed comfirmation e-mail to the registration desk for receiving your entry badge.

## On-site Registration

On-site registration at the standard Registration rates will be possible during the conference day at the times given below. Please note that the payment for registration fee at on-site shall be payable by **cash only**. The credit card is not acceptable.

### **Registration Fee**

| Doctor/Researcher/Business    | 40,000 |
|-------------------------------|--------|
| UNION/JSTB Members            | 35,000 |
| Co-medical                    | 20,000 |
| Student/Postgraduate/Resident | 0      |
| Accompanying person           | 15,000 |

(currency: Japanese Yen Only)

- \* Student/Postgraduate/Resident must present their student IDs at the registration desk in the conference venue. Without IDs, stated fee will be charged.
- \* Accompanying person fees cover access to social event (opening/closing ceremony, Reception Party). Please note that it is not able to access to all scientific events and exhibition, also to receive a congress kit.

#### Refunds

Please note that no refunds can be made.

# Registration Desk Open Hours

| March 22 | 12:00-16:30 |                |
|----------|-------------|----------------|
| March 23 | 08:00-18:30 | Entrance Lobby |
| March 24 | 08:30-18:00 | 1F Hall C      |
| March 25 | 08:30-16:00 |                |

\* Please note that the workshop 1 (part 1) will be start from 10:00 a.m. on March 22 before the registration desk open time. If you will attend this session, please come directory to the session room (G701, 7F Glass Building, TIF).

## **Entry Badges**

All participants are kindly requested to wear their badges during all conference activities and social events. Entry will not be permitted without a badge. Replacement of lost badges incurs a ¥1,000 administrative charge. This charge will be reimbursed if the lost badge is found and returned. Please proceed directly to the Inquiry Desk in the venue with appropriate documentation.

### Conference Kit

All participants will be able to receive a conference kit (the Program booklet, premier sponsor's promotional item in the congress bag) at the registration desk.

#### Certificate of Attendance

For attendees have done pre-registration, you will receive Certificate of attendance with your entry badge. For on-site registration, it will be issued at your request with the on-site registration form.

#### Social Event

All participants are cordially invited to attend the opening event as our gust participants, which has scheduled as below.

#### **Opening Ceremony + Lecture**

Date and Time: March 23, 2017, 17:30-18:40
Venue: Hall C, 4F C block, TIF

#### **Reception Party**

Date and Time: March 23, 2017, 19:00-21:00 Venue: Hall B5, 5F B block, TIF

#### Closing

Date and Time: March 25, 2017, 16:50-16:55 Venue: Room 2, Hall B5-1, 5F B block, TIF

## Co-sponsored Seminar/Symposium

The co-sponsored seminar will provide the food and beverage service at each conference room. However the numbered ticket will not be distributed. So we suggest you to show up at the conference room of the seminar of your choice as early as possible.

#### **Exhibition**

Exhibition takes place at the lobby of 5F Hall B block. Access to the exhibition will be limited to attendees. Children accompanied or unaccompanied are forbidden from entering the exhibition booth.

#### **Business Center**

The Copy & Fax Room is located in 4F Glass Building. The Services are at the participants own expense.

| Cash Dispensers   | memo |
|---|------|
| Nearest Cash Dispensers are installed on B1F Glass Building   |      |
| of TIF.   |      |
| Cloak   |      |
| A cloakroom service for coats and reasonable-sized luggage is available during the opening hours of conference. It is located in the entrance hall of 1F hall C block. Any valued items should not be left in the cloakroom. Please make sure you collect all |      |
| your belongings before the closing time.  |      |
| Lost and Found  |      |
| For any lost or found items, please contact the Inquiry Desk Staff.   |      |
| Internet Access   |      |
| Free WiFi interenet access is available at the lobby and corridor   |      |
| in every floor of TIF.  |      |
| Language  |      |
| The official language of the conference is English. No translation will be provided except specified session.   |      |
| Lunch and Refreshment   |      |
| Lunchbox or refreshment will be provided at the Luncheon  |      |
| Seminar on March 23, 24 and 25, also Evening Symposium on March 24 by each co-sponsored company (It will be in limited supply).   |      |
| Makila Dhana Dalian   |      |
| Mobile Phone Policy Please respect your fellow colleagues and friends by switching  |      |
| off your mobile phone in all session and poster room.   |      |
| Room for Salat  |      |
| Room for salat is located in G501, 5F Glass Building. Please use an aqueduct at the restroom in next of G501.   |      |
| <open hours=""></open>  |      |
| March 22, 12:00-17:00 / March 23-25, 09:00-17:00  |      |
| Contact Details   |      |
| On-site Organization Office   |      |
| Room G507, 5F Glass Building  |      |
| On-site Conerence Secretariat Office  |      |
| Room G508, 5F Glass Building<br>TEL. 03-5221-9000 (switchboard number)  |      |
| ·   |      |
| Conference Secretariat of APRC2017 c/o Convention Academia Inc.   |      |
| TEL.: +81 (0)3 5805 5261<br>FAX. +81 (0)3 3815 2028   |      |
| aprc2017@coac.co.jp   |      |