

Information and Programs

1. Registration

Registration Hours

Thursday, April 10 9:00 – 18:00

Friday, April 11 7:15 – 17:00

Saturday, April 12 7:15 – 17:00

Sunday, April 13 7:15 – 15:00

Location: Exhibition Hall A

Note)

- 1) The registration fee includes: Admission to all scientific sessions of JRS/JSRT and the exhibition hall.
- 2) Certificate of Attendance will be issued to all registered participants. It will be a verification of earning three credits for attending Japanese congress in accordance with the guideline of the Japanese Board for Medical Physicist Qualification for those who have renewed the JSMP membership.
- 3) Pre-registration is not available.
- 4) Wearing a name tag is required at all times when in the venue and the exhibition area for identification and security purposes.
- 5) The name tag cannot be reissued. Please do not lose your name tag.

1.1 Member

- 1) Register via a ticket vending machine at Exhibition Hall A. Registration fee is ¥13,000.
- 2) A name tag, certificate of attendance, receipt and ticket for abstract book will be provided. The abstract book will be distributed at the desk in Exhibition Hall A.

1.2 Student Member and Non-Student Member

- 1) Registration fee is ¥1,000. The student ID must be shown at the desk.
- 2) Register via a ticket vending machine in Exhibition Hall A. A name tag, certificate of attendance and receipt will be provided.
- 3) Abstract book is available for ¥2,000. A ticket for the book will be sold at the ticket vending machine.
- 4) After purchasing the ticket, the abstract book will be distributed at the desk in Exhibition Hall A.

1.3 Non-Member

- 1) Registration fee is ¥20,000.
- 2) Register via a ticket vending machine in Exhibition Hall A. A name tag and receipt will be provided.
- 3) Abstract book is available for ¥2,000. A ticket for the book will be sold at the ticket vending machine.
- 4) After purchasing the ticket, the abstract book will be distributed at the desk in Exhibition Hall A.

2. Educational Lectures

- 1) Documents of Educational Lectures are available at an exchange counter in Exhibition Hall A. A ticket

for the documents is sold for ¥2,000 at the ticket vending machine in Exhibition Hall A.

2) A ticket is attached to the receipt of the documents of Educational Lectures. Certificate of Attendance for Educational Lecture is issued to the participants upon handing the ticket after attending the lecture. The certificate be a verification of earning three credits for attending Japanese congress in accordance with the guideline of the Japanese Board for Medical Physicist Qualification for those who have renewed the JSMP membership.

3) Certificate of attendance is also issued on the 6 lectures as listed below;

Morning Educational Lecture 1	Friday, April 11	8:15 – 8:55 [418]	Masako Kataoka
Morning Educational Lecture 2	Saturday, April 12	8:15 – 8:55 [418]	Masayori Ishikawa
Morning Educational Lecture 3	Sunday, April 13	8:15 – 8:55 [418]	Tatsuaki Kanai
Lunch Time Lecture 1 (Educational Lecture)			
	Friday, April 11	12:00 – 12:50 [418, 419]	Koichiro Tamura
Lunch Time Lecture 2 (Educational Lecture)			
	Saturday, April 12	12:00 – 12:50 [418, 419]	Yoshinobu Sato
Lunch Time Lecture 3 (Educational Lecture)			
	Sunday, April 13	12:00 – 12:50 [418, 419]	Morihito Shimizu

3. Instructions for Speakers at Oral Sessions

- 1) You do not need to upload your presentation data onto a server at the PC Preview Center as it has been uploaded upon your pre-registration. Please go straight to the session room.
- 2) You may not change or alter your presentation data which has been pre-registered.
- 3) You may not use your own computer during your presentation.
- 4) Please follow the time schedule for the presentation as shown below;

Each oral session is 7 minutes long.

The discussion time is limited to 3 minutes long including the time needed to change to the next presenter.

4. Instructions for Moderators at Oral Sessions

- 1) All moderators are requested to check in the Registration Desk of their sessions at least 10 minutes prior to the session starts.
- 2) Each presentation is 10 minutes long consisting of 7 minutes oral presentation and 3 minutes discussion including taking turns for the next presenter.
- 3) The yellow light indicates that your presentation will be over in 1 minute. The red light indicates that your presentation is over.
- 4) Moderators must follow the time schedule. A presentation is not allowed to run overtime.

5. Instructions for CyPos Viewing

5.1 Opening Hours

- 1) During the congress at Pacifico Yokohama for participants only.

Thursday, April 10 9:00 – 19:00

Friday, April 11 7:15 – 19:00

Saturday, April 12 7:15 – 19:00

Sunday, April 13 7:15 – 15:00

- 2) During the congress outside of Pacifico Yokohama via web site for participants only.

Thursday, April 10, 9:00 – Sunday, April 13, 15:00

- 3) After the congress for participants only.

Sunday, April 13, 15:00 – Tuesday, April 30, 12:00

- 4) CyPos is not available before the congress.

5.2 Instructions for Viewing, Wireless LAN and WiFi

- 1) All computers at CyPos Viewing area show all presentations.
- 2) In the WiFi area, you can browse to CyPos to see presentations with your computer. “WEP KEY” is written on your name tag.
- 3) Presentation data on CyPos can be searched by a person’s name, affiliation and key words.
- 4) PDF presentation data can be downloaded only if permitted by presenters.

5.3 Additional Note

- 1) CyPos viewing is not available before the congress.
- 2) For participants, CyPos presentations can be viewed at your home during and after the congress. “Login ID” is written on your name card as barcode number.
- 3) Certain presentations are not allowed to be seen after the congress at authors’ requests.
- 4) Book mark function is available to re-view presentations.

6. The Congress Awards

The Congress Awards will be given to the best presenters among all of presentations on CyPos and proceedings.

7. The English Presentation Awards

The English Presentation Awards will be given to the best English presenters among all of English slides, English proceedings, and English oral presentations.

8. Luncheon Seminar Ticket

Luncheon Seminar ticket is available at the ticket vending machine on the 1st floor of the Conference Center or at the entrance of Annex Hall. Your barcode on your name tag is required in order to get the ticket. Only one ticket is provided per participant per day.

Tickets for Luncheon Seminar will be available during the following period;

Friday, April 11 – Sunday, April 13, 7:15 – 11:45

The ticket will be invalid 10 minutes after Luncheon Seminar starts.

If there will be seats left at that point, the participants without a ticket can attend the seminar.

9. Cloak

Located in Exhibition Hall A, the 1st floor and the 2nd floor of Conference Center.

10. Bulletin Board

Located on the 2nd floor of Conference Center.

11. Congress Party

The Congress Party for members will be held as follows;

Time & Date Friday, April 11, 18:15 – 19:30

Venue: B2F, Queen's Grand Ball Room, Yokohama Bay Hotel Tokyu

In the case of the participation, please wear your name tag for this Meeting (JRC 2014) by all means.

12. JRC Lounge

JRC Lounge will be located on the 6th floor of the Conference Center. In this lounge, some soft drinks will be offered for free. You can also buy alcoholic drinks which will be served only *in the evening*. Please purchase a ticket for drinks at the vending machine in the lounge.

13. A Charity Event RUN & WALK

A charity event “RUN & WALK” will be held on Saturday, April 12 from 6:30 a.m. “Yuko Arimori”, a marathon runner will be invited as a guest for the event. We will visit several sightseeing spots, such as “*Nippon Maru Memorial Park*” and “*Kishamichi Promenade in Minato Mirai area*”. The details will be announced on our website.

14. Free Shuttle Bus Service to Haneda Airport

Free shuttle bus service will be available after the closing ceremony which will be held on Sunday, April 13.

Time Table: 16:15 / 16:30 / 16:45

15. Smoking Areas

Smoking is prohibited at the venue except in smoking rooms and areas.

16. Restrictions on Photographing and Audio/Video Recording

Photographing and Audio/Video Recording without permission are prohibited at the conference venue. Those who obtained approval from the organizing committee for publicity purposes, a press pass badge which will be provided in Exhibition Hall A. It must be worn while taking photographs and recording videos/sounds.

17. Day-care Facility for Children

Day-care facility is available during the congress. Reservation will be required to use this service. Please check the JSMP website for further information.

18. JSMP Program APP

JSMP program APP for viewing all abstracts is available.