

## Important Points regarding this Meeting

Important points regarding this meeting are described below. Detailed information is provided on the subsequent pages.

- (1) Registration for the meeting will be conducted in Exhibition Hall A. Please note that pre-registration is not available for those who reside in Japan. As for invited speakers and speakers who have been informed in advance, please visit the “Help Center” on the 2nd floor of the Conference Center.
- (2) We will distribute numbered tickets for the Luncheon Seminars. Please bring your name tag which will be used to issue the ticket.
- (3) A special app for the meeting’s general program is available. You can download the app on your smartphone or tablet device to access/search the program and manage your schedule at the meeting, as well as to access the JRS-members-only page of abstracts.  
The Reception for All Participants will be held on April 17 (Fri) at the Queen’s Grand Ballroom on the B2 level of Yokohama-Bay Hotel Tokyu, adjacent to Pacifico Yokohama. Wearing your name tag is required to enter the reception room.
- (4) Slides of general presentations and slides of CyPos should be in English at the time of presentation.
- (5) Disclosure of conflicts of interest is required for all presentations.
- (6) There are two PC preview centers; one is in Exhibition Hall A and the other is at the B1 level of the Conference Center.
- (7) When an operator opens the title slide of your presentation data on the screen, please start your presentation.
- (8) The CyPos screen has a “Like” button to express your support. Your name is not shown when you press this button.
- (9) The CyPos screen has a “bookmark” button. You can use this button to register abstracts that you would like to access later.
- (10) Synchronization of bookmarks between CyPos and the general program app is not available.
- (11) We will distribute images used in the image interpretation session on the web. You can see the images in advance. Please visit the website of the Annual Meeting. Wi-Fi is available at the venue for access to the images during the session. Please bring your computer/device when you attend the session. PCs (Windows/Mac) and tablet devices (iOS/Android) can be used.  
Wi-Fi SSID: FREE-PACIFICO (No password)
- (12) You are not able to view CyPos with iPad or Android tablets.
- (13) The seminar for residents (diagnosis) is an interactive seminar in which attendants participate. A clicker, response system for the audience is handed out at the entrance of the seminar room. We welcome your participation.

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## Meeting Information

### A. Registration

The Registration Desk is located in Exhibition Hall A.

Registration time	April 14 (Thu)	9:00 to 18:00
	April 15 (Fri)	7:15 to 17:00
	April 16 (Sat)	7:15 to 17:00
	April 17(Sun)	7:15 to 15:00

※ Note: As for invited speakers and speakers who have been informed in advance, please visit the “Help Center” on the 2nd floor of the Conference Center.

Honorary members, members or non-members (including supporting members);

1. Please pay the registration fee and receive your name tag. Payment by credit card is not accepted, so please pay the registration fee in cash.

Honorary Members/ Members:	13,000 yen
Non-Members:	20,000 yen
Supporting Members:	20,000 yen
2. Pre-registration is not available.
3. Please wear your name tag at all times during the Meeting.
4. Please be careful not to lose your name tag. We will not reissue your name tag.
5. If you are a participant from overseas (non-members) who didn't pre-register, please go to the Overseas Registration desk in the Exhibition hall.

Japanese Junior residents or students;

1. Registration fee is 1,000 yen.
2. “Student” applies for a student of a faculty of medicine, and does not apply to graduate students.
3. If you are a junior resident, download a “研修医参加申請書” from the “研修医・学生の方へ” page of the website of the 75<sup>th</sup> Annual Meeting of the Japan Radiological Society, fill out the form and bring it with you to the Registration Desk. If you are a medical student, please do not forget your student identification card.
4. If you need a certificate of attendance, you can receive one at the JRS desk in Exhibition Hall A.
5. Seminars for residents (diagnosis) will be held on April 15 (Fri) and 16 (Sat). These are interactive seminars in which attendants participate. A clicker for the audience response system is handed out at the entrance of the seminar room. We welcome your participation.
6. There will be an exhibition of the latest radiological medical equipment in the Exhibition Hall during the Meeting (ITEM2016). You are welcome to visit the hall and view the equipment. You are required to wear your name tag to enter any of the rooms at the Meeting.

Oversea students in Japan

1. Admission is free.
2. You are required to bring your student registration certificate issued by the president of, or your instructor of your educational institution with you.
3. If you need a certificate of attendance, you can receive one at the JRS desk in Exhibition Hall A.

### B. Luncheon seminar

Luncheon Seminars will be held from April 15th (Fri) to 17th (Sun).

1. Those who obtain a numbered ticket have priority to attend the Luncheon Seminar.
2. We will issue numbered tickets by scanning a bar code on your name tag on a first-come-first-served basis on the first floor of the Conference Center and the Annex Hall between 7:15 and 11:45 on the day of the Luncheon Seminar (issuance of tickets will end when the supply of tickets runs out).
3. One ticket is available per person.
4. Please note that the numbered ticket will become void ten minutes after the beginning of the Luncheon Seminar.

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5. If there are still vacant seats ten minutes after the start of the Luncheon Seminar, those who do not have a numbered ticket will be allowed entry.
  6. Numbered tickets will be issued only for seminars to be held on the same day.

### C. Image interpretation session

Time and date: 17:00 to 19:00, April 16 (Sat)

Venue: Main Hall

DICOM images to be used for this meeting are available on the Internet. You can view the images in advance. Please visit the website of the Annual Meeting. Key images of cases will be posted in the Main Hall Foyer on the 1st floor of the Conference Center. An answer sheet is attached to the book of abstracts.

Please drop your form into the boxes provided either in the Main Hall Foyer (in front of the panel of case images) or at the General Information Desk on the 2nd floor, by 12:00 on April 16 (Sat).

Wi-Fi is available at the venue for access to the images during the session. Please bring your computer/device when you attend the session. PCs (Windows/Mac) and tablet devices (iOS/Android) can be used.

Wi-Fi SSID: FREE-PACIFICO (No password)

The awards ceremony of top performers will be held in the Main Hall from 19:00 on April 16 (Sat) (immediately after this session). Applicants are recommended to attend the ceremony.

Answers will be posted on the members-only page of the JRS website.

### D. Reception for all participants (Congress Party)

Reception will be held as follows. We welcome your participation.

Date and time: April 15(Fri) 18:15 to 19:30

Venue: Queen's Grand Ballroom, B2 level, Yokohama Bay Hotel Tokyu

Participation fee: Free

Wearing your name tag is required to enter the reception room.

### E. Meeting app

A special app for the meeting's general program is available. You can download the app on your smartphone or tablet device to access/search the program and manage your schedule at the meeting, as well as to access the JRS-members-only page of abstracts.

### F. The following is prohibited in the presentation room.

- Taking pictures of presentation slides, etc., or filming videos or recording of presentations

However, this does not apply to those who obtain approval from the Secretariat of the Meeting in advance for the purpose of press coverage, public relations, etc. We will give an armband indicating "PRESS" to those with approval at the Registration desk on-site. Please visit the Press desk.

### G. Report of conflicts of interest

All speakers of presentations are obliged to disclose conflicts of interest. Please download the PowerPoint presentation slide for report of conflict of interest from the website of the Japan Radiological Society and use it. Please insert the slide on the second page of your presentation. For details, please see the "Guidelines" and the "Bylaws" available on the "Conflict of Interest Policy" page of the website of the Japan Radiological Society.

### H. Wi-Fi

Wi-Fi is available in all areas of Pacifico Yokohama including the Annex Hall, with the exception of the lecture halls.

Wi-Fi SSID: FREE-PACIFICO (No password)

## I. Nursery

The Kids Square facility in the Yokohama Bay Hotel Tokyu is available. For details and application, please see the “託児ルーム”(Nursery) page on the website of this Annual Meeting (the expense is partially subsidized).

## J. Shuttle bus bound for Haneda Airport

Three buses bound for Haneda Airport (free) run from 16:15 on April 17 (Sun). The first bus will leave after the closing ceremony (non-reserved). Please go to the bus stop for the free shuttle bus (in front of the main entrance on the first floor of the Conference Center). Please note that the departure time of the second and third bus is not scheduled. The second and third bus will leave after all of the seats on the previous bus are occupied.

## K. Information for speakers

- All those who make presentations at the Meeting (including symposium, educational lectures, general presentation, CyPos presentation, etc.) are obliged to disclose conflicts of interest. For details, please refer to G. Report of conflicts of interest.
- Presentation data registration methods differ depending on the program. Please see “1. To speakers of general presentation” or “2. To lecturers (excluding general presentation)” on the next page.
- Please take the seat of the “next speaker” in the session room at least 15 minutes before your session starts.
- Please note that you are not allowed to modify your presentation data in the presentation room.
- When an operator opens the title slide of your presentation data on the screen, please start your presentation. Keyboard and mouse are set on the podium, so please using them to flip your slide as you move on your presentation.
- Your presentation data is temporarily stored in the PC preview center or the server for pre-registration. We will destroy your data in a responsible manner after the Meeting.

### 1. To the speakers of general presentations

- 1) Slides of general presentations should be in English at the time of presentation.
- 2) The pre-registration period for CyPos data (general presentation (CyPos + oral narration), educational exhibit, actual equipment exhibit) is between February 5 (Fri) 2016 and noon on February 26 (Fri) 2016.\*
- 3) After you register your presentation data, please check your slides on the online preview screen. You are allowed to modify your data and check it on the preview screen anytime during the registration period.
- 4) If you complete pre-registration and confirmation on the preview screen, you do not have to confirm the data at the PC preview center on the day of the presentation. Please come directly to the session room; there is no need for you to go to the PC preview center.\*
- 5) You are not allowed to replace the registered data with new data or modify the registered data after the pre-registration period (including during the Meeting period), in principle.
- 6) We will send detailed information to the email address you registered at the time of registration of your presentation data. The information is also posted on the page for pre-registration of presentation slides on the website of the 75th Annual Meeting of the Japan Radiological Society (<http://jrs2016.gakkai.me/index.html>). Please confirm the details on the website.
- 7) Please keep to the time limit of the presentation.

Oral narration	Seven-minute presentation and three-minute discussion
CyPos presentation	Four-minute presentation and three-minute discussion
- 8) Please be sure to finish your presentation within the allocated time regardless of any trouble with projection.

\*Note: The presentation data upload system is available only in Japanese. If you need assistance, the secretariat will upload it on your behalf.

### 2. To lecturers (excluding general presentation)

- 1) When you use your data during your presentation;
  - (1) Please confirm your presentation data to be used in your lecture at the PC preview center at least sixty minutes before your lecture. An operator is in the PC preview center to help you as needed. Please let us know if you use videos and sound at the time of data registration.

- (2) Media that you are allowed to use in your presentation are as follows: Only Windows data is allowed. Please use USB flash memory to store data (the use of CD-R (W) or DVD-R (W) are not allowed). The maximum data capacity should be 512MB.
- Note: If you create your lecture data using Macintosh, please use your own PC for your lecture.
- (3) A Windows PC with MS PowerPoint installed is setup in the room. Your PowerPoint version should be 2003-2013.
- (4) All PCs to be used for lectures are set to XGA (1,024 × 768). Please check the layout of your data after setting the resolution of your PC to XGA.
- (5) The file name should be “short title\_ \_Speakers name”  
(ex.: Cardiac MRI\_ John Smith).
- (6) If you have reference files such as videos, please store all data in the same folder.  
Please use video files that can be played by Codec in Windows7 (OS) and Windows Media Player 11.(Video files in the form of WMV are recommended.)
- (7) Since there is the potential for virus infection through various media, please check your data with the latest anti-virus software.
- (8) After creating data to be used in your lecture, please check that your presentation data operates normally using a PC other than that used for the data creation.
- (9) After previewing, your data will be transferred through LAN to the presentation room.
- 2) To those who will use your own PC;
- (1) When you use your own PC, please confirm that it is capable of external display output at the PC preview center. \*\* We have a “D-sub15 pin (mini)” cable available in the presentation room. Some laptop computers need a conversion connector. Please bring a connector if your computer needs it.
- (2) Please use an AC adapter so that the battery does not fail. Please do not set a password in preparation for a reboot.  
If the output terminal is not D-sub15 pin (mini), please bring a connection adapter.
- (3) The screen size (resolution) should be XGA (1,024 × 768).
- (4) Please confirm that all data is displayed on the screen of your PC without any problems in this environment, in advance.
- (5) Please cancel the screen saver and power saver settings in advance.

\*\*Note: There are two PC preview centers; one is in Exhibition Hall A and the other is on the B1 level of the Conference Center.

## L. Information on Viewing electronic posters (CyPos)

1. Viewing before the Meeting
  - 1) Viewing of electronic posters (CyPos) is not available before the Meeting.
2. Viewing during the Meeting
  - 1) Viewing
 

General presentations (CyPos + oral narration) / educational exhibition / product exhibition are registered in CyPos. During the Meeting, you can access CyPos from the PC in the Marine Lobby on the 1st floor of the National Convention Hall of Yokohama. Furthermore, you can access CyPos from your own PC via the Internet in Wi-Fi areas inside and outside the venue.
  - 2) Steps
 

When you select the JRS button in the front page on the PC screen, you are required to enter a login ID/password. Please enter your login ID/password printed on your name tag.
  - 3) List/search
 

The list for search by category is displayed according to the presentation category at the time of registration of presentations.  
The list of award winning presentations and educational exhibits is shown.  
You can search all presentations registered in CyPos by speakers' names, institutions and full text of presentations.
  - 4) Other functions
 

- The CyPos screen has a “Like” button to express your support. Your name is not shown when you press this button.

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- The CyPos screen has a “bookmark” button. You can use this button to register abstracts that you would like to access later.
  - You can download presentations from speakers who approve publication in PDF format after the Meeting. However, please note that the resolution of images is low in terms of copyright protection.
  - Synchronization of bookmarks between CyPos and the general program app is not available.
  - You are not able to view CyPos with iPad or Android tablets.

### 3. Viewing after the Meeting

- 1) Only registrants of the Meeting have access to CyPos after the Meeting. [Period: April 17 (Sun) 15:00 to April 28 (Thu) noon].  
You can access CyPos on the website of the 75th Annual Meeting of the Japan Radiological Society.
- 2) You are not allowed to access presentations if the speaker does not approve access after the Meeting.
- 3) The way to access after the Meeting is shown on your name tag (URL to access CyPos, ID, password). Please access to CyPos using the URL, ID and PW.

#### JRS Committee

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#### Office during the meeting

213, 2nd floor of the Conference Center at Pacifico Yokohama