Guide for Participants

1. Registration
    1) Registration counter is located on the first floor foyer of International Conference Hall, Makuhari Messe, and open at the following times

        November 2 (Sat)/8:00-18:00
        November 3 (Sun)/7:45-16:00

    2) Registration Fee
        - Doctor and Others (Member): 12,000 YEN
        - Doctor and Others (Non Member): 15,000 YEN
        - Co-Medical (Member): 5,000 YEN
        - Co-Medical (Non Member): 6,000 YEN
        - Student and Junior resident (other than postgraduate student): Free
        *All students are required to present a student identification card.
        - Participants from overseas: 5,000 YEN
        ※Please be sure to wear your name badge while you are in the congress site.

2. For Speakers
    1) Only computer presentations will be available for oral presentations.
    2) The duration of presentation and discussion times are as informed by the secretariat in advance.
    3) Presentation time for I-PAS is 12 minutes (9 min. for presentation/3 min. for Q&A)
    4) All speakers are asked to keep to the allocated presentation time. Please follow the moderators' instructions on the day of your session.

3. Disclosure of Conflict of Interest
    Due to JSPACI regulations, authors are requested to disclose possible conflicts of interest over past three years in the first or directly after the title slide in your presentation, and display it to the audience at the beginning of your talk.
    *A conflict of interest is any situation in which a speaker or immediate family members have interests, which may cause a conflict with the current presentation. Conflicts of interest do not preclude the delivery of the talk, but should be explicitly declared. These may include financial interests (e.g. owning stocks of a related company, having received honoraria, consultancy fees), research interests (research support by grants or otherwise), organizational interests and gifts.

4. Oral Presentation
    1) Please submit your presentation data (USB or CD-R) or own laptop to the PC Center at least 30 minutes prior to your presentation to check whether all the data are shown properly.
        PC Center: The second floor foyer of International Conference Hall, Makuhari Messe
    2) Acceptable Presentation data is Microsoft PowerPoint version 2010-2019 only. The equipped PC in each session room is Windows10 with PowerPoint 2019 (Office 365).
    3) Create a new folder and rename it as your abstract number and name.
    4) Fonts should be used a standard default fonts.
    5) For Mac user, please bring your own laptop.
    6) If using movies or sounds, please inform that to operation staff at the PC Center.
    7) Please check your devises with latest antivirus software to make sure all these are free of viruses.
    8) Please be sure to bring the backup data.
    9) Please pay close attention to the privacy protection in relation to personal data in your presentation.

5. Bring your presentation data in USB or CD-R
   1) Acceptable portable media is USB or CD-R. Please check in advance whether the data can function normally on any PC.
   2) Submitted presentation data should be deleted after the meeting closed.

6. Bring your own laptop
   1) Please bring a computer capable of external output. The cable connectors used at each session rooms is type Mini D-sub 15 pin. When it needs electric power converter, please bring your own adapter.
   2) Please check in advance whether the image output can function normally on external monitor.
   3) Please make sure to bring an AC adaptor and backup data without fail.
   4) Please deactivate the screen saver and electrical power saving function on ahead.
   5) When you finish your presentation, please pick up your own PC at the operation desk in the session room.

7. For Moderators
   1) Please be present at Next-Moderator's Seat, the front right hand of your session room at least 15 minutes prior to the start of the session.
   2) The progression and method of session shall be left to the discretion of each moderators, but please strictly observe the time schedule.

8. Simultaneous Interpretation
   The simultaneous interpretation (English ⇔ Japanese) is available at the sessions below.
   - Invited Lectures 1, 2, 3, 4, 5
   - Educational Lecture 2
   - Symposium 1, 2, 4, 6
   - Japan-Korea Exchanges Session
   *Please be sure to return the receiver at the exit of the room after the sessions.

9. English Session
   The sessions below shall be presented in English.
   - International Pediatric Allergy Symposium (I-PAS)

10. Congress Banquet
    All international participants and young investigators are cordially invited to attend the 55th JSPACI Congress Banquet scheduled as below.
    Date/Time: November 2 (Sat)/19:10-21:00
    Venue: Room Tsuru, 2F Hotel New Otani Makuhari

11. Ticket for Educational Seminar (Luncheon seminar)
    Lunch box will be provided at Educational Seminars to participants in exchange for a ticket. The tickets will be distributed at the following time and location.
    Date/Time: November 2 (Sat)/8:00-11:00
    　　　　　　　 November 3 (Sun)/7:45-11:00
    Location: The first floor foyer of International Conference Hall, Makuhari Messe
    ※Number of tickets are limited. (Ticket distribution will end as soon as it finish)
    ※Please note that the distributed tickets shall be invalid after 5 minutes each sessions start. Thus if there are seats available, you can attend the seminar without a ticket.

12. I-PAS Gathering
   This is an opportunity to interact with I-PAS participants.
   Date/Time: November 3 (Sun)/12:00-13:30
   Venue: Room 8 (1F 103)
   Short Lecture: *The art of clinical research - What causes asthma?*
                Gary WK Wong, Faculty of Medicine, Chinese University of Hong Kong, Hong Kong
  ※Lunch buffet will be served in the venue.

13. Others
  - Paging in the venue is not available. Please use message board at the registration counter areas.
  - No one is allowed to take pictures, movies or audios in any session rooms