

## **General Information**

### • Oral Presentation Instruction (face-to-face)

1. Timing: a maximum of 20 minutes total, including speaking time (15min.) and discussion (5min.). Please make sure your presentation is well timed. Please keep in mind that the program is full and the next speaker would like have the allocated time available to them.
2. You can use USB flash drive (memory stick), make sure you scanned viruses in your own computer. Each speaker is required to meet her/his session chair in the corresponding session rooms 10 minutes before the session starts and copy the slide file (PPT or PDF) to the computer.
3. It is suggested that you email a copy of your presentation to your personal inbox as a backup. If for some reason the files can't be accessed from your flash drive, you will be able to download them to the computer from your email.
4. Please note that each session room will be equipped with a LCD projector, screen, point device, microphone, and a laptop with general presentation software such as Microsoft PowerPoint and Adobe Reader. Please make sure that your files are compatible and readable with our operation system by using commonly used fonts and symbols. If you plan to use your own computer, please try the connection and make sure it works before your presentation.
5. Videos: If your PowerPoint files contain video clips please make sure that they are well connected to the main files.

### • Oral Presentation Instruction (online)

1. Timing: a maximum of 20 minutes total, including speaking time (15min.) and discussion (5min.). Please make sure your presentation is well timed. Please keep in mind that the program is full and the next speaker after you would like have the allocated time available to them.
2. Please provide the proper internet signal to make sure that your presentation can be well-delivered to all of audiences. In addition, it is suggested to use microphone which is connected to your computer to make sure your voice can be heard properly.
3. Please kindly to turn ON your zoom application prior your presentation time with well-prepared power point of your presentation contents.
4. Videos: If your PowerPoint files contain video clips please make sure that they are well connected to the main files.
5. Please follow the announcement of the chairperson and once the time is yours, please to directly present your presentation.
6. When the presentation is over, please cancel the screen sharing.

- Dress Code

Please kindly attend the conference with formal attire.

- Conference Photos

All the conference photos will be available for download through conference website within one week after the conference.

- Accommodation

The conference organizer does not provide free accommodation or room reservation service. Participants should book rooms by themselves.

- Safety Reminder: Secure Valuable Items at All Times

We remind you to secure your personal belongings at all times.

Please remember:

- ※ If you are using a laptop computer, do not leave it unattended at any time.

- ※ Keep your purse, wallet and other valuables with you at all times.

The conference organizer will not be responsible for the loss or damage to any personal belongings.

- Fee Entitlement

«Registration fee for Participant, Student»

1. Attendance of all Technical sessions
2. Social Program (Welcome Reception, Official Banquet, Conference Banquette)
3. Lunch
4. Excursion (Date City Museum of History and Culture, Hokkaido Ainu Museum named Upopoy)
5. Web download of Congress proceedings
6. Congress Kit

«Registration fee for Online»

1. Attendance of all Technical sessions
2. Web download of Congress proceedings