

Congress Information

Date & Venue

Date: November 2-4, 2023

Venue: Osaka International Convention Center
5-3-51 Nakanoshima, Kita-ku, Osaka 530-0005, Japan
<https://www.gco.co.jp/en/>

Official Language

English is the official language of the conference and will be used for all printed materials, presentations, and discussions.

Registration

The registration desk is open in front of Room A (Room No. 1001-1003) on the 10th floor during the following hours;

Thursday, November 2	12:00-19:00
Friday, November 3	7:30-16:30
Saturday, November 4	8:00-12:00

Name Badge

Please print your name card by scanning the QR code at the Information Desk.

The QR code is attached to the email sent after registration. It is also displayed on the main menu of your registered account in the on-line registration system. Please be sure to save the QR code on your smartphone or print it out and bring it with you. No admission to sessions, exhibition and official functions included in the registration fee will be granted without Congress name badge.

Congress Bag

Please pick up congress bag by showing your QR code when you receive your name card.

Information Desk

During the Congress, information and help may be obtained at the Information Desk in the lobby.

Poster Session

Poster Presentation will be held as the following schedule.

Poster Session 1 (P1-) Thursday, November 2

For odd numbers 17:00-18:00

For even numbers 18:00-19:00

Poster Session 2 (P2-) Friday, November 3

For odd numbers 16:00-17:00

For even numbers 17:00-18:00

For details, please refer to the Instructions for Poster Presentations on page 5.

Congress Information

Luncheon Seminar

Advance reservation is necessary for Luncheon Seminar. If you would like to participate on site, please inquire at the Information Desk.

To reduce food waste, we will prepare lunch boxes for the number of preregistered participants plus a few extra. Please understand that if you registered on site, you may not be able to have one.

Social Events

Welcome Reception

- Date & Time: From 18:00 on Thursday, November 2
Venue: Exhibition room (1004-1007) and Foyer on the 10th floor,
Osaka International Conference Center
Fee: Free (included in the registration fee)

Gala Dinner

- Date & Time: From 18:30 on Friday, November 3
Venue: Royal Hall on the 3rd floor, RIHGA Royal Hotel Osaka
Fee: 3,000 JPY

Drink Service

Drink service is available during the break in the exhibition room (1004-1007)

Internet Access

Free Wireless Internet Access is available throughout the venue.

- SSID: FREE-OICC
Password: grandcube

Photography/ Recording

Photography/ Recording sessions are strictly prohibited. Please note that the organizer will be taking photos in the venue for the purpose to use in conference report.

Exhibition

The industry exhibition will be held next to the Poster Session in Room No. 1004-1007 and Foyer on the 10th floor.

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Instructions for Oral Presentations

PC Center

PC Center is located in Room 10-1, and open during the following hours;

Thursday, November 2	12:00-18:00
Friday, November 3	7:30-16:30
Saturday, November 4	8:00-12:00

Time Allocation for Presentation

In order to ensure the smooth operation of the sessions, we ask you to keep to the time allocation below.

1. Designated Topics	30 minutes including Q&A
2. Oral Abstract Papers	7 minutes presentation and 3 min. for Q&A
3. Morning and Luncheon Seminar	60 minutes including Q&A

Submission of Presentation Materials

All speakers are requested to bring the data of their presentation on a USB memory for Windows to the PC Center at least 30 minutes prior to their presentation. If the presentation is scheduled in the morning session, please submit a file by the day before. Please meet with operation staff there to check, rehearse and upload slide data.

The resolution of the screen is full HD (1920×1080).

Those who use their own laptop, please be prepared for HDMI output and bring it to the session room at least 15 minutes prior to their session, after rehearsing in the PC Center. Anyone using a Mac should bring their own HDMI adaptor for the presentation.

Please be seated at the **Next Speaker's Seat** located in the left front row 10 minutes before the session starts.

Conflict of Interest

A disclosure of conflict of interest must be included in the last slide of the presentation materials.

It should be placed either on

- In relation to this presentation, I declare the following, real or perceived conflicts of interest (Description of the conflict of interest)
- In relation to this presentation, I declare that there are no conflicts of interest.

Congress Information

Instructions for Poster Presentations

Poster Presentation

- The poster sessions will be held in schedule as follows at Room 1004-1007 and Foyer on the 10th floor.
Presenters will receive their poster number by email. This number will be used to identify the abstract in the Congress Program. It will also be displayed on the top of the poster board in the Poster area.
- There will be no chairperson to conduct the poster session. The presenters are required to stand by 5 minutes before the presentation time and prepare for the discussion with the attendees.
- Presenters are responsible for setting up and removing posters. The secretariat will NOT be liable for a loss nor damage of the posters. Posters left on the board after the removal time will be kept at the information desk, so please pick them up. The posters that are not picked up will be disposed of at the end of the conference.

1. Posters with the number starting with "P1"

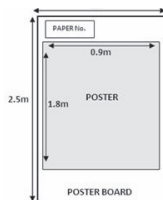
Set up	Thursday, November 2	12:00-14:00
Viewing		14:00-17:00
Presentation Core Time		For odd numbers 17:00-18:00
		For even numbers 18:00-19:00
Removal	19:00-20:00	

2. Posters with the number starting with "P2"

Set up	Friday, November 3	8:00-12:00
Viewing		12:00-16:00
Presentation Core Time		For odd numbers 16:00-17:00
	For even numbers 17:00-18:00	
Removal	Saturday, November 4	8:00-12:00

Poster Board

- All posters must be prepared in English.
- Poster boards' dimensions will be 90 cm in width and 180 cm in height. Poster must be within the board size. Making poster in A0 size (841 x 1189 mm (33.1 inch x 46.8 inch)) is recommended. Make sure that the poster is not crowded by too many letters or numbers. Posters should be easy to read from a 2-meter distance.
- The paper number will be prepared by the secretariat.
- Allocate the top of the poster for the title and authors as stated on the submitted abstract.
- Please bring your printed poster with you, as printing facilities for this format are not available on-site.
- Double-sided tape will be available in the poster area for hanging of posters. Staff will also be in the poster area to assist presenter.



Conflict of Interest

A disclosure of conflict of interest must be included on the poster. It should be placed either on the top or the bottom of the poster and state:

- In relation to this presentation, I declare the following, real or perceived conflicts of interest (Description of the conflict of interest)
- In relation to this presentation, I declare that there are no conflicts of interest.