

General Information for Participants

1. Early-registration

- Those who register and complete payment by September 8 (Fri.) will receive a confirmation email. As the email will contain important information such as your registration number and password, please keep it with care and make a note of your registration number as you will need it if you make any inquiries.
- At the 79th annual meeting, a QR code badge printing system is used; badges will not be mailed in advance to registrants. The QR code required for your badge is displayed on your online early registration page. Please print out a copy or download the QR code to your smartphone and bring it with you to the meeting. You can print your badge on the day by presenting the QR code to the badge-printing machine.
- Please be sure to wear your badge at all times when inside the venue.
- The receipt for your registration fee is attached to the badge. If you would like a separate receipt, please ask to General Information Desk during the conference.
- Please exchange your congress bag ticket for your congress bag at distribution site on Lobby Gallery, B1 floor in Tokyo International Forum Glass Building.

2. On-site registration

Date and Times		Place
October 19 (Thu.)	15 : 30 - 19 : 00	Lobby Gallery, B1 floor Tokyo International Forum Glass Building
October 20 (Fri.)	8 : 00 - 18 : 00	
October 21 (Sat.)	7 : 30 - 17 : 30	
October 22 (Sun.)	7 : 30 - 15 : 00	

- Registration Fee: JPY 30,000
- Fill in your name and affiliation on the name badge after you pay your registration fee. Name badges must be worn when entering the lecture halls or Poster & Exhibition Hall. Lanyards are available at the registration desk on Lobby Gallery, B1 floor in Tokyo International Forum Glass Building.
- Exchange your congress bag ticket for your congress bag at distribution site on Lobby Gallery, B1 floor, in Tokyo International Forum Glass Building.

3. Reception for all the participants

Date: October 21 (Sat.), 2017 18 : 45 - 20 : 30
 Venue: Fuji Room, 3F, Main Building, Imperial Hotel Tokyo
 Fee: JPY 3,000 (member), JPY 5,000 (non-member)

4. Corporate Seminars

Luncheon and morning seminars sponsored by Corporate Partners are held during the meeting. Tickets to the luncheon seminars will be provided at the Corporate Seminar Ticket Issuing Desk. In order to receive a ticket, your name badge is required. Please make sure you have your name badge with you (one ticket per person per day). The ticket is only valid for the day of issue. There are only a limited number of tickets and once they are issued the desk will close. Please note that participants with this ticket have priority to attend the seminar. However, once the seminar starts, the ticket will become invalid. If there are vacant seats those without tickets may be allowed to participate.

• Luncheon Seminar Ticket Issuing Desk

Date and Times		Place
October 20 (Fri.)	8 : 00 - 11 : 45	Lobby Gallery, B1 floor, Tokyo International Forum Glass Building
October 21 (Sat.)	7 : 30 - 11 : 45	
October 22 (Sun.)	7 : 30 - 11 : 40	

*Those who would like to participate in morning seminars, please come to the venue directly. Tickets are not required.

5. Lounges & Exhibition

Lounges and Exhibition will be set up by Corporate Partners in the product exhibition area. There will be displays and explanations of products. Meeting participants may visit freely.

• Exhibition Hours

Date and Times		Place
October 20 (Fri.)	9 : 00 - 18 : 30	Hall E on B2 floor and Room G404 on 4F of Glass Building, and Lobby on 5F of B block at Tokyo
October 21 (Sat.)	9 : 00 - 18 : 30	
October 22 (Sun.)	9 : 00 - 15 : 30	International Forum

6. Notice

- Smoking is only permitted in the designated smoking space.
- Turn off your mobile phone before entering the lecture rooms and Poster & Exhibition Hall.
- Taking photographs of slides and posters is prohibited.
- Paging service is not available. Please use the bulletin board next to the general information desk. For emergencies, please contact the Administration Secretariat. (Room G508, 5F in Tokyo International Forum Glass Building)