General Guidelines

Registration Desk

Day 1 (February 13)   9: 00 - 18: 00
Day 2 (February 14)   8: 30 - 18: 30
Day 3 (February 15)   9: 00 - 18: 30
Day 4 (February 16)   9: 00 - 12: 00

On-site Registration

Day 1 (February 13)   9: 00 - 18: 00

Banquet Registration and Fee

Banquet registration will be open until **9: 00 AM on Day 1 (February 13)** or upon reaching maximum capacity.

The banquet fee is **JPY 1000** for students and **JPY 3000** for non-students. Cash payments will be collected at the registration desk starting from Day 1 at 9: 00 AM and will continue until noon on Day 2.

Video Shooting

External media will be present on Day 1 (February 13) for video shooting, capturing moments for event advertisement. We appreciatqe your cooperation on this. Please inform administrative staff if you wish to avoid being in the video, and we will ensure we meet your request.

Presenter Guidelines

Oral Sessions

• **Presentation Time**

Keynote and Special Session: **35** minutes prsentation + **5** minutes Q&A

Contributed Oral: **15** minutes presentation + **5** minutes Q&A

Please come to the front stage **at least 10 minutes before the session starts** to test your laptop. HDMI and VGA cables are available for connections, while we recommend HDMI for better color effects.

Poster Session

Posters for both sessions will be displayed from Day 2 (February 14) until the end of Day 4 (February 16). The schedule below applies to **ALL** presenters:

Setup: Day 2 10: 00 - 14: 00
Removal: Day 4 before 14: 00

Please make sure to mount your poster on the board with your **Registration No.**