

ARAHE2017 CONGRESS GUIDE

1. Congress Venue



National Olympics Memorial Youth Center (NYC)
3-1. Yoyogi Kamizono-cho, Shibuya-ku, Tokyo 151-0052
TEL. +81-3-3469-2525
<http://nyc.niye.go.jp/en/>

2. Registration (Registration time: 8:30~15:30)

Participants can proceed to collect their name badges and congress kits at the Registration Counter.

Please provide the latest copy of Paypal & Registration Confirmation and payment confirmation

Participants are required to put on the name badges throughout the whole Congress in order to get admission to the meeting venues.

3. Information Counter (10:00-18:00)

All of the questions about congress should be brought at the Information Counter near the registration counter.

4. Package for Participants are entitled to:

- A personalized name badge with tickets of all pre-booked social activities and 4 lunch and Farewell party.
- Entry to all sessions from 7-10 August with the name badges as identification.
- Congress bag of official meeting materials includes a program and abstract book.
- A full set of congress bag and a Certification of attendance will be distributed at registration counter only for regular registration.

5. Presentation Slide Preview (Information Counter)

- Be sure the USB for presentation must be checked by virus checkers before the check of power point file.
In case the virus check is not done, please let us know before you check the file of power points.
- Before the presentations, presenters should check the file of power points whether it goes well at the information counter. Windows 10 is prepared for oral presentation.
- All presenters must arrive the presentation room at least 30mins before the section starts.

6. Poster Presentation (Room F: 416)

- All posters should be put up from 9:30 to 17:00. The discussion time is from 13:00 to 14:00.
- Set-up time is from 8:30 to 9:30 and dismantle time is from 17:00 to 17:30 on the day of presentation.

7. Official Language

All presentation will be conducted in English. No translation service will be provided.

8. Congress Program

The final program is subject to change, please reference to the update from Congress Program board at onsite.

9. Dietary Requirements

- Lunch ticket should be used only at the restaurant "Fuji" from 11:30 to 13:30.
- All drinks and foods should be taken at the fixed place such as room for tea break.

10. Insurance

The organizing committee of ARAHE 2017 is not responsible for personal accident and/or damage to the property of participants. Participants should make their own arrangement for personal insurance.