

## **Notice for speakers at the International Symposium for Medicinal Sciences**

### **1. For Plenary Lectures and Invited Lectures**

- 1) The abstract book (DVD), registration certificate and invitation to a banquet will be handed at the front desk of the Kobe Portopia Hotel.

Regarding accommodations, we will ask for preferred dates of your stay and reserve rooms at the Kobe Portopia Hotel.

- 2) Banquet

Date and time: 18:30, Friday, March 27

Venue: Ohwada room (1st floor, South Wing), Kobe Portopia Hotel

Please make sure to show your participation certificate for the banquet.

- 3) Guidelines for oral presentations

- Plenary lecturers have 60 minutes (including Q&A).  
Invited lecturers have 30 minutes (including Q&A) .
- Please bring a USB memory or PC to the reception desk in front of the Octa Hall
- Please come to the reception desk at least one hour (30 minutes for early morning sessions) before your session, and check/copy your presentation data..
- The reception desk will be placed in front of the entrance of the Octa Hall (2nd floor, Port Wing) at the Hyogo University of Health Sciences.
- The room only supports digital presentations using only one LCD projector.
- A Windows PC (with PowerPoint 2010) is available for use. If you are a Macintosh user or wish to use moving images, please bring your own PC. Please make sure to bring an AC adapter, when you bring your PC.
- Your PC will be connected to the projector with a “15-pin, mini D-sub” cable. Some PCs (Macintosh or thin laptops) will require a conversion adapter.
- Please turn off the screen saver, power save mode.
- Set the resolution to XGA (1,024×768).
- After you finish your presentation, please receive your PC immediately inside the room.
- The organization committee will be responsible for deleting all copied data.

### **2. For Invited Poster Presentation**

- 1) The abstract book (DVD) and conference pass/registration certificate will be sent on after March 5 from The Pharmaceutical Society of Japan. Please arrange your accommodation for yourself.

- 2) Banquet

Date and time: 18:30, Friday, March 27

Venue: Ohwada room (1st floor, South Wing), Kobe Portopia Hotel,

If you wish to participate in the banquet, please provide notification by e-mail ([tatara@pharm.or.jp](mailto:tatara@pharm.or.jp)) in advance. Participation on the day of the banquet will be accepted until 16:00 at the general reception.

Fees: Early registration, 12,000 yen; On-site registration, 15,000 yen

Please make sure to show your participation certificate for the banquet when you enter the room.

3) Guidelines for poster presentations

- You will be asked to make a short presentation (strictly 2 minutes).

Venue: Octa Hall, Presentation Time: 15:20-16:10

- Please bring your power point file in a USB memory to the reception desk until 13:00 on the day of presentation, and make sure to check the presentation data. Windows PC (PowerPoint 2010) is only available.
- Please register at the reception desk placed in front of the Octa Hall between 09:30 and 13:00, and display the poster until 13:30.
- Presentation Core Time : 16:20-17:50.
- The size of a poster board is shown in the right. Each poster board is labeled with a number and check your poster number at the reception desk (at the entrance of the Octa Hall). Please write your presentation number on the upper left corner, and show the title of your presentation, affiliations and names (circle the presenter's name) in column A in your poster.
- Please post your poster using thumbtacks provided in the poster room. Please also wear a ribbon for the presenters when you make your presentation.
- Please remove the posters immediately after the time period for posting has ended, and place thumbtacks and ribbons back.

