

# 5th International Symposium for Medicinal Sciences

## Notice for Plenary Speakers

### 1) Registration

The Meeting Program & Abstract Book and Name Badge will be handed at the Registration Desk, located at the Entrance Lobby, 1st floor, International Conference Hall, Makuhari Messe.

#### Banquet

Date and Time: 18:30-20:30, Friday, March 22

Venue: Room "Tsuru (Rei and Yu)", 2nd floor, Hotel New Otani Makuhari

### 2) General Information

#### [Name Badge]

Upon registration, all participants will receive a Name Badge, which acts as your entrance ticket for the meeting. Please sign your name on the badge, which must be worn visibly for the entire duration of the meeting.

#### [Message Board]

A Message Board will be placed near the Registration Desk, located at the Entrance Lobby, 1st floor, International Conference Hall, Makuhari Messe.

#### [Camera, Mobile Phone, and Video Recording Policies]

Attendees may not take photos or video of speakers presenting or their slides.

#### [Wi-Fi Access]

Free Wi-Fi service and paid public wireless LAN services are available in the Makuhari Messe. Please see the below for details.

Makuhari Messe provides 2 types of Wi-Fi service.

#### ■Makuhari Messe Free Wi-Fi

Available area

2F Central Mall along International Exhibition Hall 1-8

2F Esplanade along International Exhibition Hall 9-11

How to connect

Please tap "settings" on your Wi-Fi enabled device. Slide the Wi-Fi to "ON" on your device.

Select "Messe\_Free\_Wi-Fi" from the list.

User registration by e-mail address is necessary for internet connection.

#### ■MESSE

Available area

1F/2F/3F lobbies of International Conference Hall

How to connect

Please tap "settings" on your Wi-Fi enabled device. Slide the Wi-Fi to "ON" on your device.

Select "MESSE" from the list.

Tap "CONNECT" button.

Japanese, English, Chinese, and Korean language menu is available.

"Messe\_Free\_Wi-Fi" is available 30 minutes access at one time.

"Messe" is available 60 minutes access at one time. Once overtime access, Wi-Fi top page will display again.

If you want to continue to use, please connect again.

### **3) Guideline for Plenary Lectures**

- Plenary lecturers have 60 minutes (including Q&A).
- The session room only supports digital presentations using only one LCD projector.
- Please bring your PowerPoint file in a USB memory or PC to the speakers' desk by 1 hour before your session, and download/check your presentation data.
- The Speakers' Desk will be placed at the Lobby, 2nd floor, International Conference Hall, Makuhari Messe.
- A Windows PC (with Windows 7, PowerPoint 2007, 2010, 2013, 2016) is available. 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 and 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 Organizing Committee guarantees to delete your file completely in our computer after the conference.