

General Information

REGISTRATION AND HOSPITALITY DESK

From Sunday August 27th, 2023, the registration desk is located on the **5th floor of the Foyer of Grand Hall TSUBAKI** (Hotel Chinzanso Tokyo, Banquet Building) and is open at the following hours:

	Registration Desk	Hospitality Desk
Sunday, August 27th	17:00-20:00	17:00-19:00
Monday, August 28th	07:30-18:00	08:00-17:00
Tuesday, August 29th	07:30-18:00	08:00-17:00
Wednesday, August 30th	07:30-17:00	08:00-17:00

*Pick up the meeting materials at the registration desk.

*Half-day Tour application is available at the hospitality desk.

Our staff at the registration desk will be happy to assist you with any questions or issues.

EXHIBITION HOURS

	Opening Hours
Sunday, August 27th	18:00-20:00
Monday, August 28th	08:30-18:00
Tuesday, August 29th	08:30-18:00
Wednesday, August 30th	08:30-15:20

ACCOMPANYING PERSONS LOUNGE

Grand Hall TSUBAKI 2 will be open from Monday August 28th to Wednesday August 30th, 2023. Free Wi-Fi is available and is a place to meet, socialize and rest, especially for the accompanying persons.

CERTIFICATE OF ATTENDANCE

All participants will receive a certificate of attendance. The folder with the meeting materials contains the certificate. On request the certificate can be sent electronically.

NAME BADGE

A name badge will be provided to all participants and exhibitors. Wearing your name badge is mandatory for all Tours and Dinners.

OFFICIAL GROUP PHOTO

Members only. The official group photo will be taken on Monday, August 28th at 12:00 PM. Please meet up at registration area.

SMOKING

Smoking is strictly forbidden in the whole congress site of the hotel.

General Information

PRESENTATION TIME

Scientific Oral Session: 10 minutes for the presentation, and 3 minutes for Q&A

Scientific Poster Tour: 4 minutes for the presentation, and 3 minutes for Q&A

Chairs are requested to remain within the time allotted for the session and each presentation. Also, presenters are required to keep the presentation within the time limit.

INFORMATION FOR ORAL PRESENTATION

All presentations are to be done digitally with computers and LED projectors. The Organizer will provide the projector and computer for the presentation. The aspect ratio is 16:9.

Please submit your presentation material at the Speaker Ready Center on the **5th floor of the Foyer of Grand Hall TSUBAKI**, at least 30 minutes prior to your presentation.

Only Windows PCs are available at the presentation room. Please make your presentation on a Windows PowerPoint and save the data on a USB flash drive. If using Macintosh PowerPoint to create your presentation, please bring your own laptop.

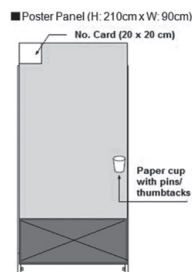
Some precautions when bringing your personal laptop:

- Please make sure to bring an AC adaptor.
- The voltage is 100 volts and the frequency of electric current is 50 Hertz in Tokyo (Eastern Japan). Japanese electrical plugs have two, non-polarized pins (Type A). Please bring your plug adapter if needed.
- If you bring your personal laptop, the presentation room will prepare an HDMI terminal, as the PC cable connector. Please bring a laptop that is compatible with this cable. If you do not have a PC that is compatible with this connector, please bring in your own PC cable connector.
- Please make sure all screensavers, power saving settings, and password settings are turned off beforehand.

INFORMATION FOR POSTER PRESENTATION

The Scientific Poster Tour will take place in the **Grand Hall TSUBAKI 2**. The size of the poster is: **170 cm high and 90 cm wide**. The posters will remain on display for the entire duration of the CORLAS Meeting. Posters must be installed on Monday, August 28. The poster area will be open between 8:00 AM and 6:00 PM.

Please locate your poster on the board according to your number on the Scientific Program. Poster must be removed on Wednesday August 30th by 3:00PM at the latest. Please note that posters remaining in the poster exhibition area after 3:00 PM on Wednesday August 30th will be discarded.



UNFORESEEN EVENTS AND PROGRAM CHANGES

Due to unforeseen or external factors, the program may be changed to some extent. The participant acknowledges that he/she has no rights to lodge damage claims against the organizers, should the holding of the meeting be hindered or prevented by unexpected political, health or economic events or generally by force majeure, or should the non-appearance of speakers or other reasons necessitate program changes. The participant takes part in all events of this meeting at their own risk. With his/her registration, the participant accepts this proviso.