

Information

1. Plenary Lectures

All Plenary Lectures will be given in the Concert Hall (4F).

2. Instruction for Oral Presentation

Presentation time (in min) is as follows.

Style	Plenary (PL-0X)	Keynote (K-0X)	Invited (I-0X)	Oral (O-0X)
Presentation time	50	30	20	12
Question time	10	5	5	3
Total time	60	35	25	15

You are requested to make your presentation file using OS Windows 7, Power Point 2010. You are also requested to put your file just before your presentation into the laptop setting in your presentation room. You can also use your own PC for your presentation.

3. Instruction for Poster Presentation

- Poster boards are located at Entrance Promenade (1F).
- You can set up your poster from 10:00 on Wednesday, November 25, 2015. All posters must be in place by 15:00.
- Poster Presenters are required to be at their poster during Poster Session time (17:30 to 19:00 on November 25, 2015). Please confirm your poster presentation number shown in Poster Presentation Schedule.
- ACCIS2015 committee member will select three poster awards for students during Poster Session time.
- All posters must be removed by 18:00 on Thursday, November 26, 2015.
- You are requested to set up the poster on the board with the number that corresponds to number of your presentation as it appears in the program.
- The board size is W90 cm × H210 cm.
- The Posters Boards will require you to use push pins, some push pins are supplied.

4. On-site Registration

Date	Time	Registration Desk
Tuesday, November 24	16:00 – 19:30	The front of Reception Hall (1F)
Wednesday, November 25	08:30 – 19:00	The front of Concert Hall (4F)
Thursday, November 26	08:30 – 18:00	The front of Concert Hall (4F)
Friday, November 27	08:30 – 13:00	The front of Concert Hall (4F)

Notice!

Please submit the written card of “**Hotel Accommodation Information**” to the registration desk if you put up at a hotel in Sasebo City. If you don’t submit yet, please submit it to the desk immediately. Thank you for your cooperation.

5. Exhibition at Entrance Promenade (1F)

Date	Time
Wednesday, November 25	09:00 – 19:00
Thursday, November 26	09:00 – 18:00

6. Social Program at Reception Hall (1F)

- Welcome Party: Tuesday, November 24 18:00 – 19:30
- BiolinScientific Lunch Seminar: Wednesday, November 25 12:45 – 13:45
**The Sasebo burger and drink are supplied to the first 50 people (free of charge). The numbered ticket for the light meal is handed out at the reception desk.*
- Meet the Langmuir Editors" lunch event: Thursday, November 26 12:45 – 13:45
**Sandwich and drink are supplied to the first 80 people (free of charge). The numbered ticket for the light meal is handed out at the reception desk.*
- Conference Dinner: Thursday, November 26 18:00 – 20:00

7. Excursion

- HUIS TEN BOSCH Friday, November 27 14:00 –
 (Price) 4,200 ~ 4,400 JPY/person (The price depends on the total number of participants)
 (Activity) i) Strolling HUIS TEN BOSCH on foot, by bus and Canal Cruiser
 ii) Entering Palace Huis Ten Bosch and Musical Hall
 iii) Seeing Kingdom of Light from ~18:00
**You can apply for the excursion at the registration desk only by cash.*

8. Lunch

There is no preparation for official lunch during the congress.

9. Internet

During the conference all participants have access to a wireless internet. ID and password are available at the reception desk.

10. Map around ARKAS SASEBO

