

## For Participants

### Registration

Location: 2F Atrium, TOKI MESSE

Hours: September 13 (Tue.)-15 (Thu.); 8:30 -17:30

September 16 (Fri.); 8:30 - 13:00

#### Registration Fee

Category	Advanced	Onsite
JSAP Regular Member	12,000 JPY	18,000 JPY
Student (Member/Non-member)	3,000 JPY	5,000 JPY
JSAP Senior Member*	4,000 JPY	7,000 JPY
JSAP's Partner Society ** Member	12,000 JPY	18,000 JPY
Non-member	23,000 JPY	30,000 JPY

\*JSAP members of over 60 years age without a regular job. Need application to become Senior Member.

\*\*JSAP's Partner Societies : APS(American Physical Society), CSOE(Chinese Society for Optical Engineering), EOS (European Optical Society), EPS(European Physical Society), IOP(Institute of Physics), KPS(Korean Physical Society), OSA(Optical Society of America), OSK(Optical Society of Korea), PESJ (Physics Education Society of Japan), PSROC(The Physical Society of Republic of China), SFP(Société Française de Physique), SPIE (International Society for Optical Engineering ), TPS(Taiwan Photonics Society)

### Wireless Internet Service

Wireless internet service is available at the venue for free. No PC is available at the site. Please bring your own laptops.

### Cloak Room Service

Location: 1F, TOKI MESSE

Hours: September 13 (Tue.)-15 (Thu.); 8:30 -20:00

September 16 (Fri.); 8:30 - 18:00

Fee: 300 JPY per luggage

Notes: Please keep the valuables with you. We may not able to accept your luggage due to the limited space of the room.

### Lost and Found

To check whether a lost item has been turned in, please come to the "Information" desk at the Registration.

### Print-out Service

Conference abstracts included in the abstract DVD-ROM can be printed out at Poster Session (Exhibition Hall). Please note that you cannot print out your personal documents.

**No photo taking is allowed during the session.**

**All participants must wear their meeting badges at all times.**

# Presentation Guidelines

## Oral Presentations

### 1. Presentation Time

Oral presentations are assigned 15 minutes. (presentation for 10 minutes, Q&A for 5 minutes).

Staff will inform you of the time with a bell.

1st Bell : 10 min. (including 5 min. for Q&A remaining)

2nd Bell: 5 min. remaining (end of your talk)

3rd Bell: End of your presentation time

### 2. Presentation Method

Oral presentations will given using a PC projector. JSAP will prepare a laptop PC and a LCD projector at each session room.

Please bring your presentation files (ppt) in USB devices or CD-ROMs.

(Software specifications)

- OS: Windows 7 Pro.

- **Microsoft Power Point 2013**

- Windows Media Player Ver. 10 \*Other video players are not installed on the PC.

(Presentation file)

- Please use the standard fonts of Windows 7.

- Presentation files should be named as follows; your program number\_your family name.

Ex.) 13p-A21-5\_Smith.ppt

(Preparation at the session room)

- Please copy your presentation file to the desktop in the presence of our staff member during the break before the session starts.

### For those who bring their own PC

- Please turn on your computer prior to your presentation and make sure that you can quickly project the screen when your turn comes.
- Time to set up the equipment is included in your presentation time. Please prepare will in advance for the smooth flow of the session.
- We will prepare the connector as shown right. If your laptop does not have this connection, please bring the converter by yourself.



## Poster Presentation

### 1. Preparation

JSAP will prepare display panels (180cm(H) × 90cm(W) with each program number posted on. Pushpins will be available at each panel. Do not use glue or tape.

### 2. Hours

	AM	PM1	PM2
Preparation	9:10 ~9:30	13:10~13:30	15:40~16:00
Session	9:30~11:30	13:30~15:30	16:00~18:00
Poster Removal	11:30~11:40	15:30~15:40	18:00~18:10

**\*Core time: First half for those with an odd program number. Latter half for those with an even program number.**