

General Information for Participants

■ Date

April 6 (Sat) • 7 (Sun), 2019

■ Venue

Tokyo Big Sight, TFT Hall
3-11-1 Ariake, Koto-ku, Tokyo 135-0063 Japan
Website: <http://www.bigsight.jp/english/hotel/map/>
TEL: +81-3-5530-1111

■ Registration Desk

The Conference Registration Desk will be located and be open as follows:

Date	Time	Place
Saturday, April 6	08:00-17:00	1F, Foyer
Sunday, April 7	07:30-17:00	1F, Foyer

■ Program and Abstracts

Participants will get the program book at the Registration Desk.

■ Name Badges

The name badge is mandatory for access to all scientific sessions and social program during the conference.

- Accompanying persons will not be allowed in the scientific sessions.
- Please wear your name badge at all the time.

■ PC Preview Desk

The PC Preview Desk will be located and be open as follows:

Date	Time	Place
Saturday, April 6	08:00-17:00	1F, Foyer
Sunday, April 7	07:30-17:00	1F, Foyer

*Please bring your PC or presentation data to the PC Preview Desk at least 30 minutes prior to your presentation to register and submit it to test the connection and view your file.

■ Lunch

Boxed Lunch will be available for participants during the Luncheon Lectures in the session room.

■ Secretariat

For any assistance, please ask at the Registration Desk.

Pre- and Post-Conference:

c/o Convex Inc.

Toranomon Waiko Bldg., 5-12-1 Toranomon Minato-ku, Tokyo 105-0001, Japan

Tel: +81-3-5425-1604 Fax: +81-3-5425-1605

Email: ilrog2019@convex.co.jp

Social Program

The social program is scheduled as follows:

■ Casual Buffet Dinner

Date: Saturday, April 6, 2019

Time: 18:00-21:00

Venue: Hotel Sunroute Ariake

Room: Kamei (花明), 2F

Fee: Included in the registration fee

Instructions for Presentation

I. ORAL Presentation

1. Please send your presentation data (PPT) to oguchi@jfc.or.jp and ILROG2019@convex.co.jp **no later than Saturday, March 30, 2019.**
2. PCs with Windows 10 and PowerPoint 2010, 2013, 2016 are to be used.
3. The size of slides should be 16:9.
4. Animation and sound functions will be available. If your presentation data is in PC media, please make sure that the data is compatible with Media Players for Windows. Standard PC fonts for Windows should be used.
5. If you revise or update your presentation data (PPT), please bring your PC data to the PC Preview Desk **at least 30 minutes prior to your presentation** to register and submit it to test the connection and view your file.
6. Please use the mouse on the podium for your presentation. You are required to handle your data yourself, using the mouse connected to the PC.
7. The copied data for your presentation will be used for the educational book posted on the website for the audience by the secretariat after the conference. Please advise us if there are any items you want to delete in the content in advance.

II. POSTER Presentation

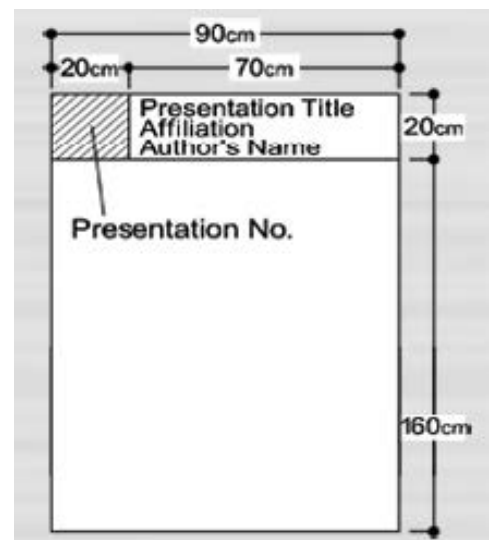
1. Free discussion
2. Poster: 90cm wide x 180cm high
3. Presentation number has already been provided by the secretariat.
Presenters are requested to follow the schedule below when mounting your poster on the assigned board and removing your poster materials from the board.

Poster set-up and removal schedule:

Date	Set-up	Poster Viewing	Removal
Saturday, April 6	08:00 -	12:10-12:40	
		15:25-15:45	
Sunday, April 7	-	10:00-10:15	16:00 -
		13:15-13:55	
		15:20-15:35	

Your poster presentation number will be posted on your assigned board and the poster can be attached to the board. Push pins for mounting your poster materials will be provided on site.

Note: All posters must be removed during the removal time on the last day. Posters not removed will be discarded by the secretariat.



III. Disclosure of Conflicts of Interest (COI)

■ Example of declaration in slides

All presenters must declare their COI status on the first presentation slide (or immediately after the title and presenters) as below

e.g.1)

<p style="text-align: center;">ILROG 2019</p> <p style="text-align: center;">COI Declaration</p> <p style="text-align: center;">Affiliation Name (all presenters)</p> <p>The presenter has no conflict of interest with any corporate organizations relating to this presentation.</p>
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e.g.2)

<p style="text-align: center;">ILROG 2019</p> <p style="text-align: center;">COI Declaration</p> <p style="text-align: center;">Affiliation Name (all presenters)</p> <p>The presenter has conflict of interests with the corporate organizations below:</p> <p style="text-align: center;">Names of organizations</p>
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