

## INFORMATION

### Dates and Venue

- Dates : April 21 (Thurs.) to 24 (Sun.), 2016
- Venue : Tokyo International Forum  
5-1 Marunouchi 3-chome, Chiyoda-ku, Tokyo 100-0005, Japan  
Tel : +81-3-5221-9000 Fax : +81-3-5221-9011  
<https://www.t-i-forum.co.jp/en/company/>

### Registration Fee

Foreign participants who qualify for International Session do not need to be a member of the JSOG, but are required to pay 3,000 JPY/person as the registration fee at the Registration Desk, at The Lobby Gallery (G Block/B1 Floor), Tokyo International Forum.

Please note that we accept credit card and Japanese cash.

Registration desk is open as follows :

- April 21 (Thurs.) 9 : 00~17 : 30
- April 22 (Fri.) 7 : 30~19 : 00
- April 23 (Sat.) 7 : 00~18 : 30
- April 24 (Sun.) 7 : 30~15 : 30

The registration fee covers admission to all scientific sessions.

Free Lunch Tickets for luncheon seminars will be provided at the Luncheon Seminar Ticket Desk from the time that registration starts on each day during the Congress. Please note that the Ticket will be provided on a first come first served basis and the Ticket Desk will close when the full number of tickets has been issued.

Luncheon Seminar Ticket Desk : The Lobby Gallery (G Block/B1 Floor), Tokyo International Forum

### Banquet/International Session Award Ceremony

- Venue : The Hall E (Exhibition Hall/B2 Floor), Tokyo International Forum
- Date and Time : 18 : 40~21 : 00, April 22 (Fri.)
- Dress code : Informal (A buffet style dinner will be served.)

Participants may attend the Banquet with free of charge.

### Information for Participants

- 1) Participants are responsible for making their own travel arrangement. If there are any questions regarding travel arrangements, please contact our official travel agency, JTB.

JTB Desk : The Lobby Gallery (G Block/B1 Floor)

- 2) If there are any questions regarding the congress and its scientific program, please contact the JSOG secretariat.
- 3) Visa may be necessary for citizens of certain countries to enter Japan. Please refer to your local embassy or travel agency.

### Correspondence

Secretariat of the Japan Society of Obstetrics and Gynecology (JSOG)  
 Tokyo Tatemono Kyobashi Building, 3-6-18, Kyobashi, Chuo-ku, Tokyo 104-0031, Japan  
 E-mail : gakujutu@jsog.or.jp

### Information for Presenters of International Seminar and Training Seminar for the Supervisors

- 1) The official language is English.

### **Instructions for Oral Presentation**

- 1) All speakers are requested to bring their presentation data on USB Flash Drive, CD-R or their own computer to PC Preview (See details below) and to upload their presentation data at least 60-min before their session.

### **Notes :**

- 1) Accepted application format is Windows PowerPoint 2003/2007/2010/2013.
- 2) Recommended typefaces are Century, Century Gothic, Arial, and Times New Roman. Please avoid special characters.
- 3) Please include the presentation number and presenter's name in the file name.
- 4) If you create your presentation using a Macintosh and/or moving images, please bring your own computer.
- 5) If you use your own computer, please bring your power adaptor.
- 6) Presenter Tool displaying your manuscript on PC monitor at the podium is not available.
- 7) PC Preview Desk (B5 Lobby (B Block/5th Floor), Tokyo International Forum) is open as follows :
  - April 21 (Thurs.) 9 : 00~18 : 00
  - April 22 (Fri.) 7 : 30~19 : 00
  - April 23 (Sat.) 7 : 00~18 : 30
  - April 24 (Sun.) 7 : 30~15 : 30

### Information for International Session Presenters

- 1) International Session Award Candidate Session (Oral presentation) and International Session Poster Session (Poster presentation) will be held on April 22 (Fri.).
- 2) The official language of the International Session is English.
- 3) The International Session Awards will be given to a selected number of outstanding oral presentations at the International Session.
- 4) The candidates for the International Session Awards will make an oral presentation. Demonstrating a poster will not be necessary.
- 5) The International Session Good Poster Awards will also be given to a select number of outstanding posters

presented at the International Session.

- 6) Both awards will be honored at the International Session Award Ceremony at the Banquet on April 22(Fri).

#### **Instructions for Oral Presentation (International Session Award Candidate Session)**

- 1) International Session Award Candidate Session will be held at The Hall B7 (1), B7 (2) (B Block/7th Floor) and B5 (1) (B Block/5th Floor), Tokyo International Forum from 8 : 30 on April 22 (Fri).
- 2) All speakers are requested to bring their presentation data on USB Flash Drive, CD-R or their own computer to PC Preview (See details below) and to upload their presentation data at least 60-min before their session.
- 3) All speakers are requested to be seated at the Next Speaker's seats located in the left front row 30-min before their session starts.
- 4) The Scientific Program Committee will allot each speaker of International Session Award Candidate Session 10-min oral presentation followed by 5-min discussion, guided by moderators. Speakers are requested to strictly keep the allotted time.
- 5) The International Session Award will be presented at the International Session Award Ceremony which will be held at The Hall E(Exhibition Hall/B2 Floor), Tokyo International Forum from 18 : 40 on April 22(Fri). Awardees, please make sure to be present at the Ceremony.

#### **Notes :**

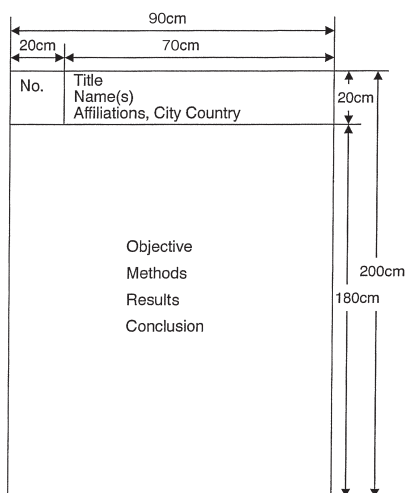
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#### **Instructions for Poster Presentation (International Session Poster Session)**

- 1) International Session Poster Session (Poster presentation) will be held at G403~405, G407~408, G410, G502, G507~510 and Seminar Room (1), (2), Tokyo International Forum from 13 : 40 on April 22 (Fri).
- 2) All posters should be set up between 8 : 20~10 : 00 on April 22 (Fri).
- 3) The Scientific Program Committee will allot each International Session speaker 3-min oral presentation followed by 2-min discussion, guided by moderators. Presenters are requested to strictly keep the allotted time.
- 4) Please stay in front of your poster for at least 5 min after your session in order to encourage sufficient discussion.
- 5) Posters can be removed after 17 : 30 on April 22 (Fri). Posters remaining on the board after 18 : 30 will be discarded.
- 6) The International Session Good Poster Award will be presented at the International Session Award Ceremony which will be held at The Hall E (Exhibition Hall/B2 Floor), Tokyo International Forum from 18 : 40 on April 22 (Fri). Awardees, please make sure to be present at the Ceremony.

### Poster Scheme of Presentation

- 1) All posters are to be written entirely in English.
- 2) A presentation number to be placed at the top left of the poster will be provided by the Secretariat. Each author is requested to indicate the “title”, “authors’ names” and “authors’ affiliations” at the top right of the panel within an area measuring 70 cm wide by 20 cm high.
- 3) The poster contents should be arranged to describe the “objective”, “methods”, “results” and “conclusion” of the presentation.
- 4) The usable area of the contents is the size measuring 90 cm wide by 180 cm high. The layout of the presentation contents is at the authors’ discretion.
- 5) The typeface used on the poster panel should be at least 18 mm high so that the content can be read from a distance.
- 6) Tables and figures should likewise be of an appropriate scale, with text large enough to be read easily.
- 7) Posters are attached to the boards with thumbtacks, which will be provided by the Secretariat. No paste, glue, staples and/or nails are permitted.



### Information for Chairs of Oral sessions

All chairs of oral sessions are requested to be seated at the Next Chair's seats located in the left front row 30-min before their session starts.

### Official Website of the Congress

[http://jsog.umin.ac.jp/IS/index\\_68.html](http://jsog.umin.ac.jp/IS/index_68.html)

### General Information about Japan

#### Passport & Visa

To visit Japan, visitors must have a valid passport. A visa is required for citizens of countries that do not have visa exemption agreements with Japan. Please contact your nearest Japanese Embassy or Consulate for visa requirements.

**Duty Free Imports**

Personal effects and professional equipment can be brought into Japan duty free as long as the items and quantities are deemed reasonable by the customs officer. Visitors can also bring in 400 cigarettes, 500g of tobacco or 100 cigars; 3 bottles of alcoholic beverages; 2oz of perfume; and gifts and souvenirs with a total market price of less than 200,000 yen or equivalent.

There is no allowance for tobacco or alcoholic beverages for persons aged 19 years or younger.

Firearms and other types of weapons and narcotics are strictly prohibited.

**Insurance**

The organizer accepts no responsibility for accidents that might occur. Delegates are encouraged to purchase travel insurance before leaving their home countries. Insurance plans typically cover accidental loss of belongings, medical costs in case of injury or illness, and other risks of international travel.

**Climate**

The temperature in Tokyo during the period of the Congress ranges between 10°C and 18°C.

**Currency Exchange**

Only Japanese yen (¥) is acceptable at regular stores and restaurants. Certain foreign currencies may be accepted at a limited number of hotels, restaurants and souvenir shops. You can buy yen at foreign exchange banks on presentation of your passport.

**Traveler's Checks & Credit Cards**

Traveler's checks are accepted only by leading banks and major hotels in principal cities, and the use of traveler's checks in Japan is not as popular as in some other countries. VISA, MasterCard, Diners Club, and American Express are widely accepted at hotels, department stores, shops, restaurants and nightclubs.

**Tipping**

In Japan, tips are not necessary anywhere, even at hotels and restaurants.

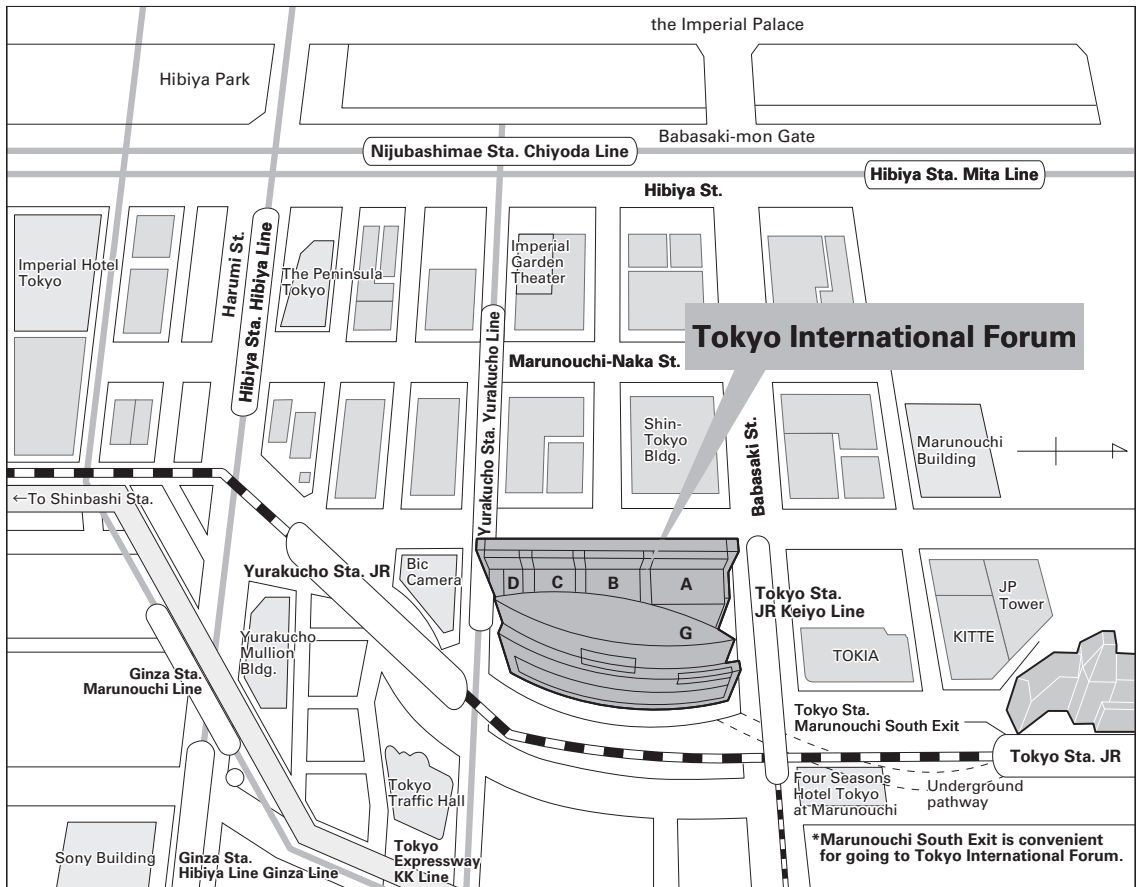
**Electricity**

Electric current is uniformly 100 volts AC throughout Japan. However, electricity is provided at either 50 or 60 cycles, depending on location : 50 cycles in eastern Japan (including Tokyo); and 60 cycles in western Japan. Leading hotels in major cities often provide two types of electrical outlets (100 volts and 220 volts), but their sockets usually accept only two pronged plugs.

**Shopping**

Shops and other sales outlets in Japan are generally open on Saturdays, Sundays and national holidays as well as weekdays from 10 : 00 to 19 : 00. Department stores, however, are closed on one weekday, differing by store, and certain specialty shops may not open on Sundays and national holidays.

## [Area Map/Access]



### ● Train

#### JR

- 1-minute walk from Yurakucho Station
- 5-minutes walk from Tokyo Station (connected by B1 concourse with Keiyo Line at Tokyo Station)

#### Subway

Yurakucho Line (connected to Yurakucho Sta. through underground concourse [Exit D5])

Hibiya Line

- 5min. walk from Hibiya Sta.
- 5min. walk from Ginza Sta.

Chiyoda Line

- 5min. walk from Nijubashimae Sta.
- 7min. walk from Hibiya Sta.

Marunouchi Line

- 5min. walk from Ginza Sta.

Ginza Line

- 7min. walk from Ginza Sta.
- 7min. walk from Kyobashi Sta.

Mita Line

- 5min. walk from Hibiya Sta.

### ● Car

#### By Shuto Expressway

- Harumi-Dori Ave. from Kasumigaseki Exit
- Hibiya-Dori Ave. from Kandabashi Exit
- Kajibashi-Dori Ave. from Takaracho Exit
- Kajibashi-Dori Ave. from Kyobashi Exit

### ● Airport

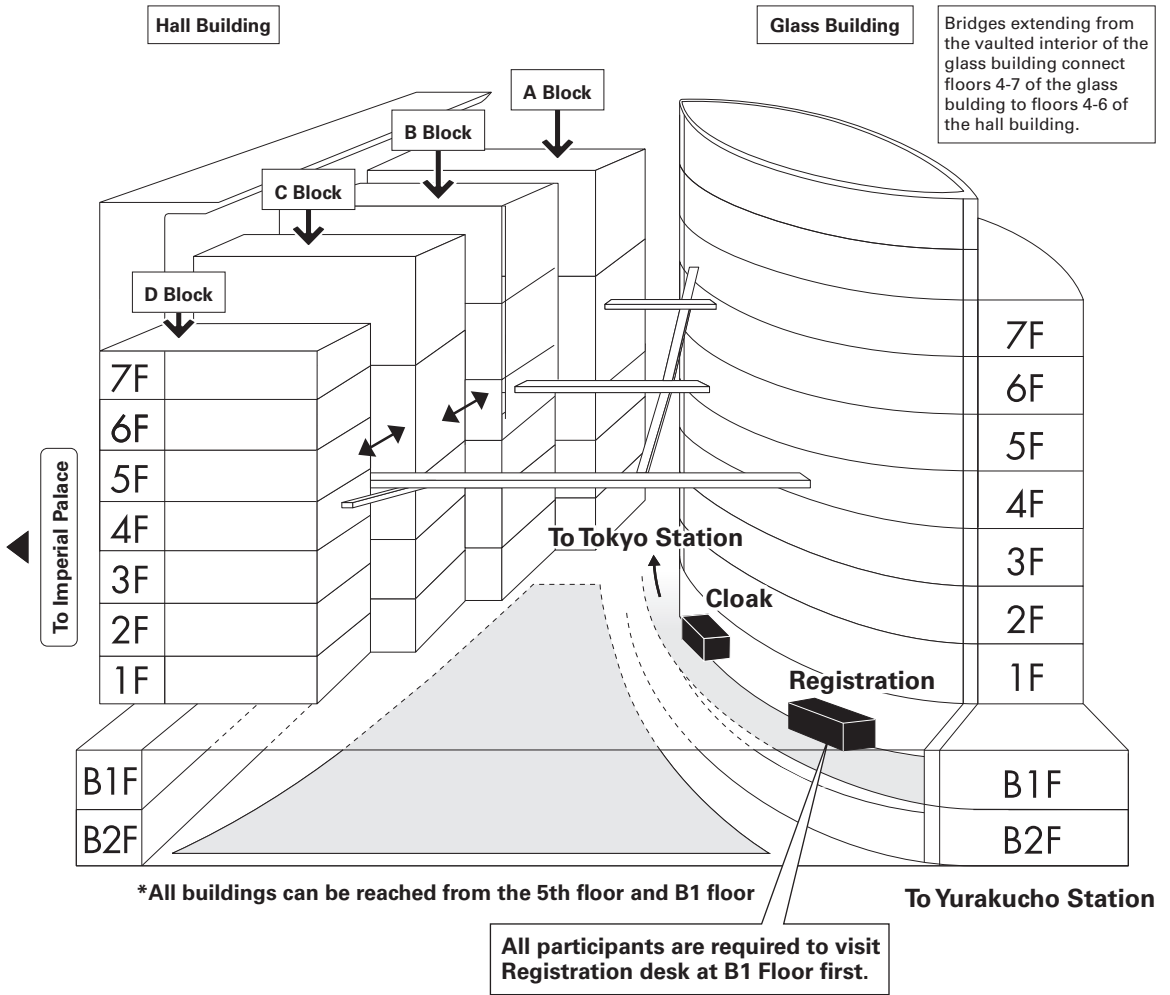
#### From Narita Airport

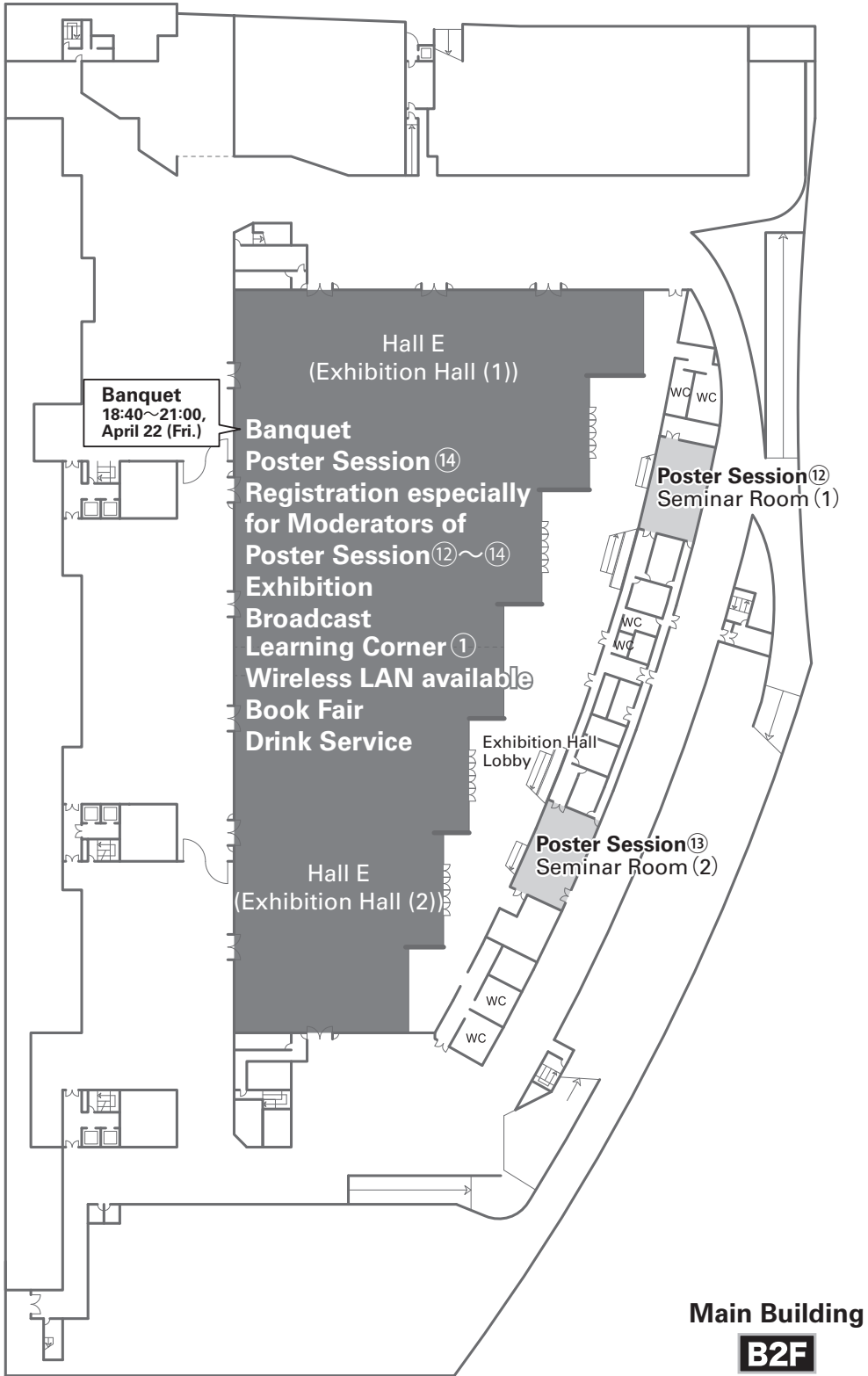
- 80 to 90 minutes to Tokyo Station by Limousine Bus
- 53 minutes to Tokyo Station by JR Narita Express

#### From Haneda Airport

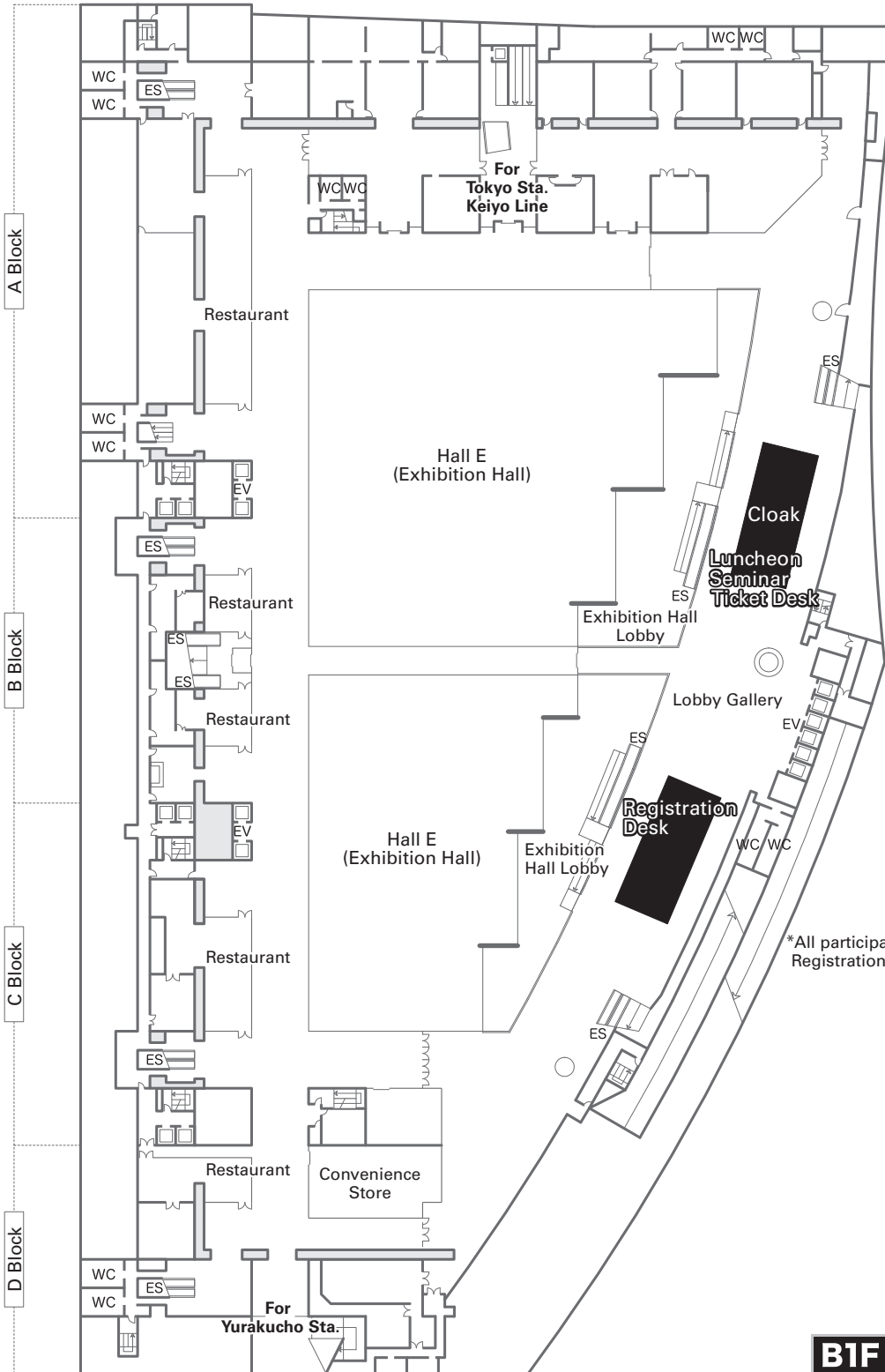
- 23 minutes to Hamamatsucho Station by Monorail
- 4 minutes from JR Hamamatsucho Station to Yurakucho Station

# [Facility map]



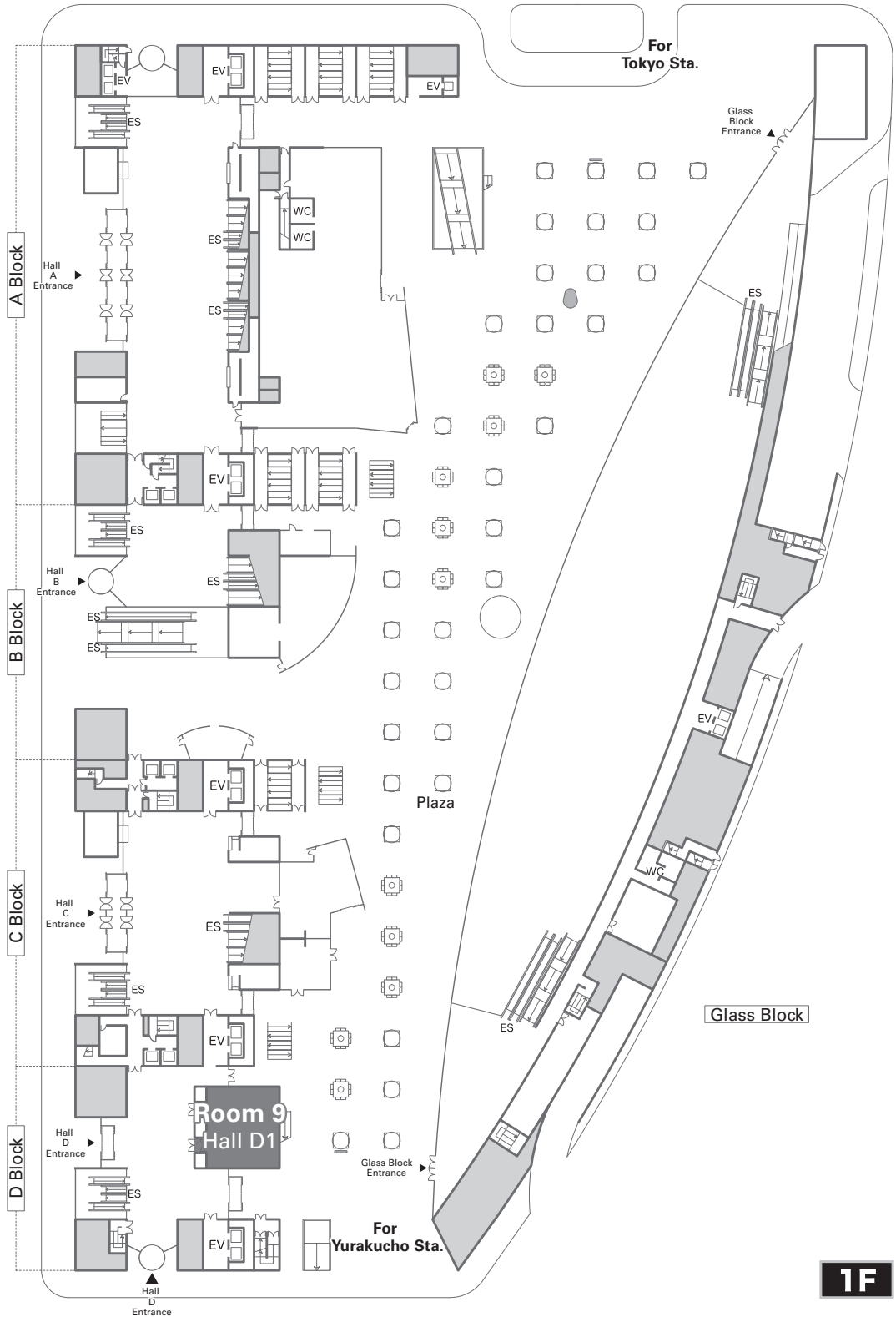


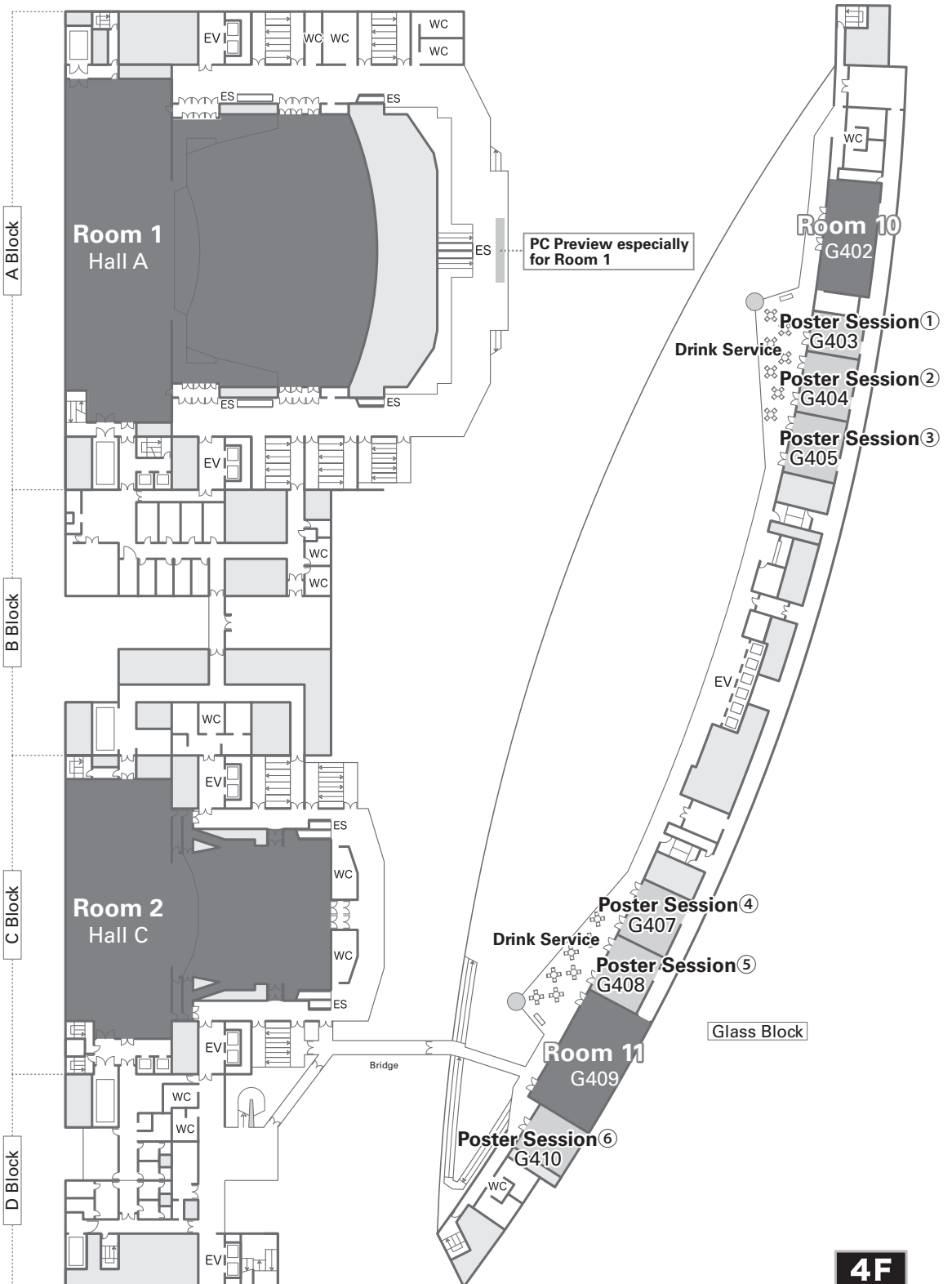


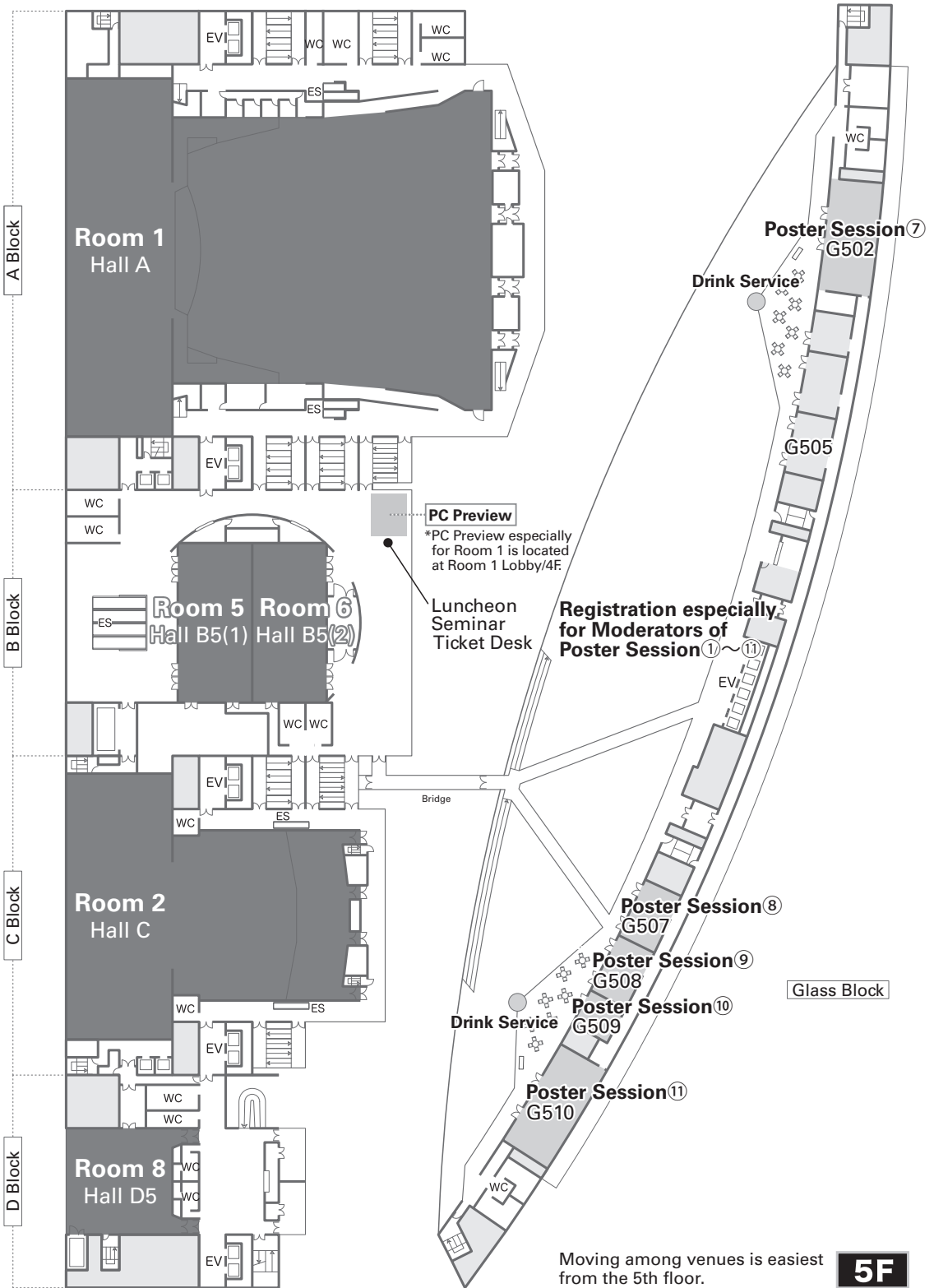


\*All participants may visit Registration Desk at B1 first.

**B1F**







Moving among venues is easiest from the 5th floor.

**5F**

