

INFORMATION

Dates and Venue

- Dates : April 13 (Thurs.) to 16 (Sun.), 2017
- Venue :
 - Hiroshima Prefectural Sports Center (Green Arena)
4-1 Motomachi, Naka-ku, Hiroshima 730-0011, Japan
<http://www.sports.pref.hiroshima.jp/> (only Japanese)
 - RIHGA Royal Hotel Hiroshima
6-78 Motomachi, Naka-ku, Hiroshima 730-0011, Japan
<http://www.rihga.com/Hiroshima>
 - NTT Cred Hall
NTT Cred Building, 11F 6-78 Motomachi, Naka-ku, Hiroshima 730-0011, Japan

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 of NTT Cred Hall (11th Floor) of NTT Cred Building (April 13 only) and at the lobby (1st Floor) of RIHGA Royal Hotel Hiroshima (April 14–April 16).

Please note that we accept credit card (Visa, Master, JCB, Diners, American Express) and Japanese cash.

Registration desk is open as follows :

- April 13 (Thurs.) 09 : 00~18 : 00 <NTT Cred Hall>
- April 14 (Fri.) 07 : 30~18 : 30 <RIHGA Royal Hotel Hiroshima>
- April 15 (Sat.) 07 : 30~18 : 30 <RIHGA Royal Hotel Hiroshima>
- April 16 (Sun.) 07 : 30~15 : 30 <RIHGA Royal Hotel Hiroshima>

The registration fee covers admission to all scientific sessions.

Free Lunch Tickets for luncheon seminars will be provided at the Luncheon Seminar Ticket Desk (Machine) 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 (Machine) will close when the full number of tickets has been issued.

*Luncheon Seminar : Language : Japanese Only

Luncheon Seminar Ticket Desk (Machine) :

the lobby of NTT Cred Hall (11th Floor) of NTT Cred Building (April 13 only) : 09 : 00~11 : 30

the lobby (1st Floor), RIHGA Royal Hotel Hiroshima (April 14–April 16) : 07 : 30~11 : 30

Banquet/JSOG Congress Award Ceremony

- Venue : RIHGA Royal Hotel Hiroshima 4th Floor Royal Hall
- Date and Time : 19 : 00~21 : 00, April 14 (Friday)
- 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, KNT (Kinki Nippon Tourist).
KNT Desk : The lobby (1st Floor), RIHGA Royal Hotel Hiroshima (April 14–April 16)
- 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

Official Travel Agency : Kinki Nippon Tourist Chugokushikoku Co., Ltd.(Hiroshima Branch)
1-24-7F Tate-machi, Naka-ku, Hiroshima-city, Hiroshima 730-0032, Japan
E-mail : jsog69-hij@or.kntcs.co.jp

Scientific Program of English Presentation

*The official language is English.

- 1) Invited Lecture (1, 2)
- 2) Educational Lecture 1
- 3) International Conference
- 4) International Workshop for Junior Fellows
- 5) Sponsored Symposium
- 6) JSOG Congress Award Candidate
- 7) International Session Workshop
- 8) International Session Poster

*"JSOG Congress Award Candidate" session :

- 1) JSOG Congress Award and JSOG Congress Encouragement Award will be given to a selected number of outstanding oral presentations at the JSOG Congress Award Candidate Session.
- 2) The candidates for the JSOG Congress Award and JSOG Congress Encouragement Award will make an oral

presentation. Demonstrating a poster will not be necessary.

〈Award Ceremony〉 :

at the “Banquet” :

- Venue : RIHGA Royal Hotel Hiroshima 4th Floor Royal Hall
- Date and Time : 19 : 00~21 : 00, April 14 (Friday)

*“International Session Workshop” Session :

- 1) JSOG Congress Encouragement Award will be given to a selected number of outstanding oral presentations at the International Session Workshop Session.
- 2) The candidates for the JSOG Congress Encouragement Award will make an oral presentation. Demonstrating a poster will not be necessary.

〈Award Ceremony〉 :

■ International Session Workshop Session 1-7 :

at the Award Ceremony at the Banquet

- Venue : RIHGA Royal Hotel Hiroshima 4th Floor Royal Hall
- Date and Time : 19 : 00~21 : 00, April 14 (Friday)

■ International Session Workshop Session 8-15 :

at the Award Ceremony

- Venue : Room 1 (Hiroshima Prefectural Sports Center (Green Arena) 2nd Floor Sub Arena)
- Date and Time : 18 : 40~18 : 50, April 15 (Saturday)

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.
- 2) 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.
- 3) The Scientific Program Committee will allot each speaker of JSOG Congress Award Candidate Session and International Session Workshop 10-min oral presentation followed by 5-min discussion, guided by moderators. Speakers are requested to strictly keep the allotted time.

Notes :

- 1) Accepted application format is Windows PowerPoint 2003/2007/2010/2013/2016
- 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 Desks are open as follows :

○ April 13 (Thurs.)

the lobby of NTT Cred Hall (11th Floor) of NTT Cred Building : 09 : 00~17 : 30

○ April 14 (Fri.)

the lobby (B1 Floor) of the Main Arena, the Hiroshima Prefectural Sports Center (Green Arena) :
07 : 30~18 : 00

the lobby of NTT Cred Hall (11th Floor) of NTT Cred Building (April 13 only) : 07 : 30~18 : 00

the lobby (4th Floor), RIHGA Royal Hotel Hiroshima : 07 : 30~18 : 00

○ April 15 (Sat.)

the lobby (B1 Floor) of the Main Arena, the Hiroshima Prefectural Sports Center (Green Arena) :
07 : 30~18 : 00

the lobby of NTT Cred Hall (11th Floor) of NTT Cred Building (April 13 only) : 07 : 30~18 : 00

the lobby (4th Floor), RIHGA Royal Hotel Hiroshima : 07 : 30~18 : 00

Instructions for Poster Presentation (International Session Poster)

*Presentation Date : Fri. April 14 :

Set up : 08 : 00~09 : 30/Free Discussion : 13 : 15~15 : 15/Removal : 17 : 15~18 : 15

*Presentation Date : Sat. April 15 :

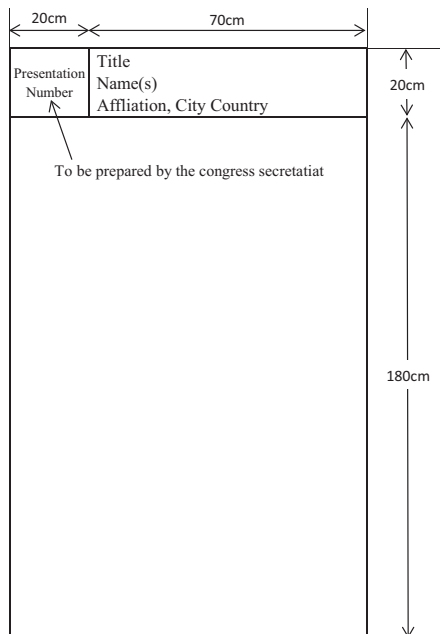
Set up : 08 : 00~09 : 30/Free Discussion : 13 : 15~15 : 15/Removal : 17 : 15~18 : 15

*Presentation Date : Sun. April 16 :

Set up : 08 : 00~09 : 30/Free Discussion : 13 : 15~15 : 15/Removal : 15 : 15~15 : 30

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" "City Country" 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/Moderators of Oral sessions

All chairs/moderators 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_69.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 Hiroshima during the period of the Congress ranges between 10°C and 20°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 ; and 60 cycles in western Japan (including Hiroshima).

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.