

## INFORMATION

### Dates and Venue

- Dates : May 11 (Fri.) to 13 (Sun.), 2018
- Venue :
  - Sendai International Center  
Aobayama, Aoba-ku, Sendai, Miyagi 980-0856, Japan  
Tel : +81-22-265-2211 Fax : +81-22-265-2485  
<http://www.aobayama.jp/english/>
  - Tohoku University Centennial Hall (Kawauchi Hagi Hall)  
40 Kawauchi, Aoba-ku, Sendai, Miyagi 980-8576, Japan  
Tel : +81-22-795-3391 Fax : +81-22-795-3390  
<http://www.bureau.tohoku.ac.jp/hagihall/en/access/index.html>

### Registration Fee

On-site Registration : 3,000 JPY (Cash/Credit card)

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 Sendai Aobayama Community Square (Temporary Tent).

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

Registration desk is open as follows :

Venue	May 10 (Thu.)	May 11 (Fri.)	May 12 (Sat.)	May 13 (Sun.)
Sendai Aobayama Community Square (Temporary Tent)	8 : 00~19 : 00	7 : 00~19 : 00	7 : 00~19 : 00	7 : 00~15 : 40

The registration fee covers admission to all scientific sessions, exhibition and meeting publications.

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.

Venue	May 10 (Thu.)	May 11 (Fri.)	May 12 (Sat.)	May 13 (Sun.)
Sendai Aobayama Community Square (Temporary Tent)	8 : 00~11 : 50	7 : 00~11 : 30	7 : 00~11 : 30	7 : 00~11 : 20

### Banquet/JSOG Congress Award Ceremony

- Venue : 4F, Room 'Sendai', Hotel Metropolitan Sendai  
1-1-1 Chuo, Aoba-ku, Sendai, Miyagi 980-8477, Japan  
Tel : +81-22-268-2525
- Date and Time : 19 : 00~21 : 00, May 11 (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 : Information corner at International Center Station.
- 2) If there are any questions regarding the congress and its scientific program, please contact the Congress 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 4F, 3-6-18, Kyobashi, Chuo-ku, Tokyo 104-0031, Japan  
E-mail : gakuju@jsog.or.jp

Official Travel Agency : JTB Business Network Inc. JTB TOHOKU EC desk 70th Annual Congress of the Japan Society of Obstetrics and Gynecology Desk  
Yasudaseimei Sendai Building 4F, 1-4-1 Oomachi, Aoba-ku, Sendai, Miyagi 980-0804, Japan  
E-mail : tohoku-ec2@jbn.jtb.jp

## Instructions regarding Scientific Program

### Scientific Program of English Presentation

\*The Official Language is English.

- 1) Overseas Invited Lecture (1-14)
- 2) 2nd J-K-T Joint Conference
- 3) AOFOG Program
- 4) International Workshop for Junior Fellows (IWJF)
- 5) JSOG Congress Award Candidate
- 6) J-K-T Young Doctors Session
- 7) International Session Workshop
- 8) International Session Poster

\*\*“JSOG Congress Award Candidate” Session :

- 1) JSOG Congress Award will be given to a selected number of outstanding oral presentations at the JSOG Congress Award Candidate Session. The abstracts which aren't selected as JSOG Congress Award, will be JSOG Congress Encouragement Award.
- 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 : 4F, Room ‘Sendai’, Hotel Metropolitan Sendai
- Date and Time : 19 : 00~21 : 00, May 11 (Fri.)

\*\*“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〉 :

at the Award Ceremony

- Venue : Room 1, 2F, Main Hall, Conference Bldg., Sendai International Center
- Date and Time : 18 : 10~18 : 20, May 12 (Sat.)

### Simultaneous Translation

Simultaneous translations will take place in the following sessions (Japanese to English).

Participants are welcome to attend the following sessions.

Opening Ceremony	9 : 30~ 9 : 45, May 11 (Fri.), Room 1
Presidential Lecture	9 : 45~10 : 20, May 11 (Fri.), Room 1
Special Lecture	9 : 20~10 : 00, May 12 (Sat.), Room 1
The Best of the best : Symposium 1 (Oncology)* "Recent Development of Precision Medicine for Gynecologic Cancers : Bench to Bedside"	13 : 15~16 : 15, May 11 (Fri.), Room 1
The Best of the best : Symposium 2 (Reproduction/Endocrinology, Perinatology and Women's Healthcare)* "The Latest Knowledge Obtained from the Prospective Study in the Reproduction/Perinatology and the Prospect of Preemptive Medicine"	13 : 15~16 : 15, May 12 (Sat.), Room 1

\*Participants are welcome to make a question in English at the Question-and-answer session in both Symposium 1 and 2.

### Instructions for Oral Presentation

- 1) All speakers are requested to bring their presentation data (PPT) 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) All speakers for JSOG Congress Award Candidate, International Session Workshop, J-K-T Young Doctors Session are requested to stay in the room until the end of the session.
- 4) The Scientific Program Committee will allot each speaker of below sessions as the following.  
Speakers are requested to strictly keep the allotted time.

Overseas Invited Lectures	30-min oral presentation
2nd J-K-T Joint Conference	12-min oral presentation
AOFOG Program	15-min oral presentation followed by general discussion
International Workshop for Junior Fellows (IWJF)	7-min oral presentation followed by 3-min discussion
JSOG Congress Award Candidate	10-min oral presentation followed by 5-min discussion
J-K-T Young Doctors Session, International Session Workshop	7-min oral presentation followed by 2-min discussion

### 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 :

Venue	May 10 (Thu.)	May 11 (Fri.)	May 12 (Sat.)	May 13 (Sun.)
Sendai Aobayama Community Square (Temporary Tent)	8 : 00~18 : 20	7 : 00~18 : 20	7 : 00~18 : 20	7 : 00~15 : 40
2F Lobby, Conference Building, Sendai International Center	8 : 00~18 : 20	7 : 30~18 : 20	7 : 30~18 : 20	7 : 30~15 : 40

#### 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 right front row 30-min before their session starts.

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

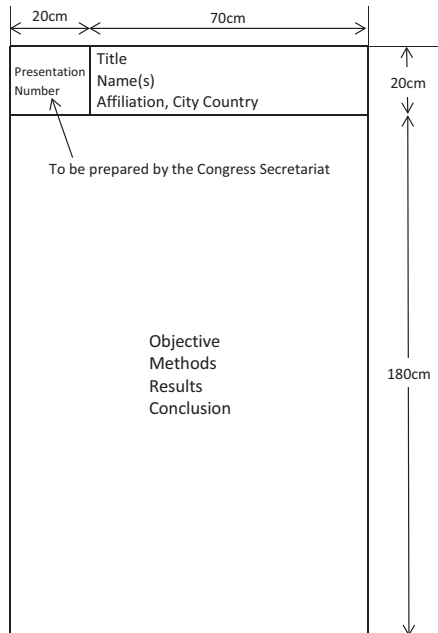
- 1) International Session Poster (Poster presentation) will be held on May 11 (Fri.).
- 2) All posters should be set up between 7 : 30~8 : 30 on May 11 (Fri.).
- 3) The Scientific Program Committee will allot each International Session Poster speaker 3-min oral presentation guided by chairs. After all the presentations, discussion will follow. Speakers are requested to strictly keep the allotted time.
- 4) Please stay in front of your poster within the time International Session Poster in order to encourage sufficient discussion.
- 5) We will not evaluate Poster presentation this time.
- 6) International Session Poster Schedule

International Session Poster	May 11 (Fri.)
Poster set up	7 : 30~8 : 30
Poster presentation and discussion	10 : 30~11 : 10, 11 : 10~11 : 50, 17 : 00~17 : 40, 17 : 40~18 : 20
Poster removal	18 : 30~19 : 30 *Posters remaining on the board after 19 : 30 will be discarded.

#### 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 prepared by the Congress 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 Congress Secretariat. No paste, glue, staples and/or nails are permitted.



### Information for Chairs of Poster sessions

All chairs of poster sessions are requested to come to the poster chair's reception at least 5-min before their session starts.

### Official Website of the Congress

[http://jsog.umin.ac.jp/IS/index\\_70.html](http://jsog.umin.ac.jp/IS/index_70.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 Sendai during the period of the Congress ranges between 11°C and 19°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.

**Credit Cards**

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 Sendai and 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.