

Considerations in this Meeting

Considerations in this Meeting are described below. For details, please see the subsequent pages.

- (1) The registration of the meeting is Exhibition Hall A. We do not provide pre-registration to attend the Meeting. As for invited speakers and speakers who is informed in advance, please visit “Concierge desk” in the Conference Center of the 2nd floor.
- (2) We will distribute numbered tickets for the Luncheon Seminar. Please bring your name tag with you since the bar code on your name tag is used to issue a ticket.
- (3) We have an application for the general program available. You can download the application on your smartphone or tablet PC for access to/search of the program, schedule management of the Meeting as well as access the JRS-members-only page of abstracts.
- (4) The congress party is held on April 11 (Fri) at the Queen’s Grand Ballroom on the second basement level of Yokohama Bay Hotel Tokyu (Former Pan Pacific Yokohama Bay Hotel Tokyu).
- (5) Slides of general presentations and slides of CyPos will be shown in English at the time of presentation.
- (6) Please register slides of your general presentation in advance. After registering the slides, please preview the slides on the web in advance. Please come to the presentation room without going to the PC preview center on the day of the presentation.
- (7) Disclosure of conflicts of interest applies for presentations.
- (8) There are two PC preview centers; one is in Exhibition Hall A and the other is on the first basement level of the Conference Center.
- (9) Please select your presentation slides by yourself to start your presentation.
- (10) The CyPos screen has a “like” button to express your sympathy. Your name is not shown when you press this button.
- (11) The CyPos screen has a “favorite” button. You can use this button to register abstracts that you would like to access later.
- (12) Synchronization of the favorite CyPos screen with favorites of the general program application is not available.
- (13) We will distribute images used in the image interpretation session on the web. You can see the images in advance. Please visit the website of the Annual Meeting. We have Wi-Fi available at the venue for access to the images during the session. Please bring your terminal to make access when you attend the session. PCs (Win/Mac) and tablet PCs (iOS/Android) can be used.
- (14) You are not able to view CyPos with tablet PCs that do not support Flash (iPad, etc.).
- (15) The seminar for residents (diagnosis) is an interactive seminar in which attendants participate. A clicker for the audience response system is handed out at the entrance of the seminar room. We welcome your participation.

Information

A. Registration

Registration desk Exhibition Hall A

※ As for invited speakers and speakers who is informed in advance, please visit “Concierge desk” in the Conference Center of the 2nd floor.

Registration time April 10 (Thu) 9:00 to 18:00
 April 11 (Fri) 7:15 to 17:00
 April 12 (Sat) 7:15 to 17:00
 April 13 (Sun) 7:15 to 15:00

Honorary member, a member or a non-member (including supporting members);

1. Please pay the registration fee (honorary members and members: 13,000 yen, non-members (including supporting members): 20,000 yen) and receive your name tag. We do not accept a credit card, so please pay the registration fee in cash.
2. Pre registration is not provided.
3. Please wear your name tag all the time during the Meeting.
4. Please be careful not to lose your name tag. We will not reissue your name tag.
5. If you are a participant from overseas (non-members), please go to the Overseas Registration reception in the Exhibition hall.

Junior resident or a student;

1. Registration fee is 1,000 yen.
2. “Student” means students of faculty of medicine not including graduate students.
3. If you are a junior resident, download a “研修医参加申請書” from the “研修医・学生の方へ” page of the website of the 73rd Annual Meeting of the Japan Radiological Society, fill out the form and bring it with you on the day of the meeting. If you are a medical student, please do not forget your student identification card.
4. If you need a certificate of attendance, you can receive one at the JRS desk at Exhibition Hall A.
5. Seminars for residents will be held on April 11 (Fri) and 12 (Sat), we kindly recommend you to attend the seminars.
6. There will be exhibition of the latest radiological medical equipment in the Exhibition Hall during the Meeting (ITEM2014). You are welcome to visit the hall and view the equipment. You are required to wear your name tag to enter any rooms of the Meeting.

Foreign student;

1. Admission is free.
2. You are required to bring your student registration certificate issued by the president of affiliation, or your instructor, of your educational institution with you.
3. If you need a certificate of attendance, you can receive one at the JRS desk at Exhibition Hall A.

B. Luncheon seminar

Luncheon Seminar will be held from April 11th (Fri) to 13th (Sun).

1. Those who obtain a numbered ticket have priority to attend the Luncheon Seminar.
2. We will issue numbered tickets on a first-come-first-served basis on the first floor of the Conference Center and the Annex Hall between 7:15 and 11:45 on the day of the Luncheon Seminar (issuance of tickets will end when the supply of tickets runs out).
3. One ticket is available per person.
4. Please note that a numbered ticket will become void ten minutes after the beginning of the Luncheon Seminar.
5. If there are still vacant seats ten minutes after the start of the Luncheon Seminar, those who do not have a numbered ticket will be allowed entry.
6. Numbered tickets will be issued only for seminars to be held on the day.

C. Image interpretation session

Time and date: 17:30 to 19:30, April 12 (Sat)

Venue: National Convention Hall of Yokohama

DICOM images to be used for this meeting are distributed on the web. You can see the images in advance. Please visit the web page of the Annual Meeting. Key images of cases are included in the separate volume of the abstracts and posted at the Seaside Lobby on the second floor of the National Convention Hall of Yokohama. An application form is included in the separate volume of the abstracts. Please drop your application form into the box placed at the Seaside Lobby on the second floor of the National Convention Hall of Yokohama (in front of the panel of case images) or the general information desk on the second floor of the Conference Center by 12:00 on April 12 (Sat).

The awards ceremony of top performers will be held in the main hall from 19:30 on April 12 (Sat) (immediately after this session). Applicants are recommended to attend the ceremony.

Answers will be posted on the members-only page of the JRS website.

D. Congress Party

Congress party will be held as follows. We welcome your participation.

Time and date: April 11 (Fri) 18:15 to 19:30

Venue: Queen's Grand Ballroom of Yokohama Bay Hotel Tokyu B2F

(Former Pan Pacific Yokohama Bay Hotel Tokyu)

Participation fee: Free

E. The following is prohibited in the presentation room.

- Taking pictures of presentation slides, etc., or shooting videos or recording of presentations

However, this does not apply to those who obtain approval from the Secretariat of the Meeting in advance for the purpose of press coverage, public relations, etc. We will give an arm badge indicating "PRESS" to those with approval at the reception on the day of the presentation.

F. Report of conflicts of interest

All speakers of presentations are obliged to disclose conflicts of interest. Please download a PowerPoint slide for presentation from the website of the Annual Meeting of the Japan Radiological Society and use it. Please see the "Guidelines" and the "Bylaws" available on the website of the Japan Radiological Society.

G. Nursery

Kids Square of Yokohama Bay Hotel Tokyu is available. For details and application, please see the "託児ルーム"(nursery) page on the website of this Annual Meeting (the expense is partially subsidized).

H. Shuttle bus bound for Haneda Airport

Three buses bound for Haneda Airport (free) run from 16:15 on April 13 (Sun). The first bus will leave after the closing ceremony (non-reserved). Please go to the bus station for a free shuttle bus (in front of the main entrance on the first floor of the Conference Center). Please note that the departure time of the second and third bus has not been determined. The second and third bus will leave after all of the bus seats of the previous bus are occupied.

I. Information for speakers

- All of you who make presentations at the Meeting (including symposium, educational lectures, general presentation, Cy-Pos presentation, etc.) have a duty to disclose conflicts of interest. Please download a PowerPoint slide for presentation from the website of the Japan Radiological Society (<http://www.radiology.jp/modules/news/article.php?storyid=947>) and use it. Please insert the slide on the second page of your presentation.
- Registration methods of presentation data differ depending on programs. Please see "1. To speakers of general presentation" or "2. To lecturers (excluding general presentation)" on the next page.

- Please take the seat of the next speaker in the session room at least 15 minutes before your session starts.
- Please note that you are not allowed to modify your presentation data in the presentation room.
- Please open the title screen by yourself. Click your title displayed on the monitor to start your presentation. Please operate your slides by yourselves by using the keyboard and mouse on the podium.
- Your presentation data is temporarily stored in the PC preview center or the server for pre-registration. We will destroy your data in a responsible manner after the Meeting.

1. To speakers of general presentation

- 1) Please make pre-registration of your presentation data (general presentation (oral narration), general presentation (Cypos + oral narration) on the web from March 10 (Mon) to April 4 (Fri) (by noon). (The pre-registration period for CyPos data (general presentation (CyPos + oral narration)/educational display/actual equipment display) is between February 5 (Wed) 2014 and noon on March 5 (Wed) 2014.)
- 2) After you register your presentation data, please check your slides on the online preview screen. You are allowed to modify your data and check on the preview screen anytime during the registration period.
- 3) If you complete pre-registration and confirmation on the preview screen, you do not have to confirm the data at the PC preview center on the day of the presentation. Please come to the session room without going to the PC preview center.
- 4) You are not allowed to replace the registered data with new data or modify the registered data after the pre-registration period (including during the Meeting period), in principle.
- 5) We will send detailed information to the email address you registered at the time of registration of your presentation. The information is also posted on the page of pre-registration presentation slides on the website of the 73rd Annual Meeting of the Japan Radiological Society (URL). Please confirm the website.
- 6) Please keep the time limit of the presentation.

Oral narration	Seven-minute presentation and three-minute discussion
CyPos presentation	Four-minute presentation
- 7) Please be sure to finish your presentation within the allocated time regardless of any trouble with projection.

2. To lecturers (excluding general presentation)

- 1) When you use your data during your presentation;
 - (1) Please confirm your presentation data to be used in your lecture in the PC preview center at least sixty minutes before your lecture. An operator is in the PC preview center to help you as needed. Please let us know if you use videos and sound at the time of data registration.
 - (2) Media that you are allowed to use in your presentation are as follows:
Only Windows data are allowed. Please use USB flash memory to store data (the use of CD-R (W) or DVD-R (W) are not allowed). The maximum data capacity should be 512MB.
* If you create your lecture data by Macintosh, please use your own PC for your lecture.
 - (3) A Windows PC with MS PowerPoint installed is setup in the room. Your PowerPoint version should be from 2003 to 2013.
 - (4) All PCs to be used for lectures are set to XGA (1,024 × 768). Please check the layout of your data after setting the resolution of your PC to XGA.
 - (5) The file name should be “short title_Speakers name”
(ex.: Cardiac MRI_Shuhei Sato).
 - (6) If you have reference files such as videos, please store all data in the same file.
Please use video files that can be played by Codec in Windows7 (OS) and Windows Media Player 11.
(Video files in the form of WMV are recommended.)
 - (7) Since there is potential for virus infection through various media, please check your data with the latest antivirus software.
 - (8) After creating data to be used in your lecture, please check normal operation of the data using a PC other than that used for the data creation.
 - (9) After previewing, your data will be transferred through LAN to the presentation room.

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- 2) To those who use your own PC
 - (1) When you use your own PC, please confirm that it is capable of external display output at the PC preview center. We have a “D-sub15 pin (mini)” cable available in the presentation room. Some laptop computers need a conversion connector. Please bring a connector if your computer needs it.
 - (2) Please use an AC adapter so that the battery does not go dead. Please do not set a password in preparation for a reboot. If the output terminal is not D-sub15 pin (mini), please bring a connection adapter.
 - (3) The screen size (resolution) should be XGA (1,024 × 768).
 - (4) Please confirm that all data are shown on the screen of your PC without any problems in this environment in advance.
 - (5) Please cancel the setting of screen saver and power saver in advance.

J. Information on Viewing to the electric poster (CyPos)

1. Viewing before the Meeting
 - 1) Viewing to the electric poster (CyPos) is not available before the Meeting.
2. Viewing during the Meeting
 - 1) Viewing

General presentations (CyPos + oral narration)/educational display/actual equipment display presentations are registered in CyPos. During the Meeting, you can access CyPos from the PC in the Marine Lobby on the first floor of the National Convention Hall. Furthermore, you can access CyPos from your own PC via the Internet in Wi-Fi areas inside and outside the venue.
 - 2) Steps

When you select the JRS button in the front page on the PC screen, you are required to enter login ID/password. Please enter your login ID/password printed on your name tag.
 - 3) List/search

The list for search by category is displayed according to the presentation category at the time of registration of presentations.

The list of award winning presentations and educational displays is shown.

You can search all presentations registered in CyPos by speakers' names, institutions and full text of presentations.
 - 4) File format

You can download presentations from speakers who approve publication in PDF format after the Meeting. However, please note that the resolution of images is low in terms of copyright protection.
3. Viewing after the Meeting
 - 1) Only registrants of the Meeting have access to CyPos after the Meeting. [Period: April 13 (Sun) 15:00 to April 30 (Wed) noon].

You can access CyPos on the website of the 73rd Annual Meeting of the Japan Radiological Society.
 - 2) You are not allowed to access presentations if the speaker does not approve access after the Meeting.
 - 3) The way to access after the Meeting is shown on your name tag (URL to access CyPos, ID, password). Please access to CyPos using the URL, ID and PW.

K. JRC Lounge

We open a JRC lounge at Baybridge Cafeteria in the sixth floor of the conference center. Free coffee service is offered until 17:00. Alcoholic beverages, such as beer or wine, will be prepared from 17:00 to 21:00 (20:30 last orders) for pay. We wait for coming of all of you.

L. Run & Walk event

We will invite Mrs. Yuko Arimori of the Olympics silver medalist marathon runner as a guest from 6:30 on Saturday, April 12 and hold charity event Run & Walk. Let's run and walk together, traveling the sightseeing spot in Minato Mirai areas, such as Nippon-maru Memorial Park or Kishamichi promenade. We inform you of the details in HP. Please participate by all means.

JRS Committee

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TEL: 086-235-7313

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URL: <http://www2.convention.co.jp/jrs73/index.html>

Office during the meeting

213, the second floor of the Conference Center at Pacifico Yokohama