Important points regarding this meeting

Important points regarding this meeting are described below. Detailed information is provided on the subsequent pages.

(1) Registration for the meeting will be conducted in Exhibition Hall A. Please note that pre-registration is not available for those who reside in Japan. As for invited speakers and speakers who have been informed in advance, please visit the "Help Center" on the 2nd floor of the Conference Center.

(2) We will distribute numbered tickets for the Luncheon Seminars. Please bring your name tag to 1F of the Conference Center or Annex Hall as the bar code on it will be used to issue the ticket.

(3) A special app of the meeting's general program is available. You can download the app on your iOS and Android smartphone or tablet device to access/search the program and manage your schedule at the meeting, as well as to access the JRS-members-only page for abstracts.

(4) The Reception for all participants will be held on April 12 (Fri) at the Queen's Grand Ballroom on the B2 level of Yokohama Bay Hotel Tokyu, adjacent to Pacifico Yokohama. Wearing your name tag is required to enter the reception room.

(5) Slides of general presentations and slides of CyPos should be in English at the time of presentation.

(6) Disclosure of conflicts of interest is required for all presentations.

(7) There are two PC preview centers; one is in Exhibition Hall A and the other is on the B1 level of the Conference Center.

(8) Before starting your presentation, click first your name in the list on the display on the podium.

(9) The CyPos screen has a "Like" button to express your support. Your name is not shown when you press this button.

(10) Synchronization of bookmarks between CyPos and the general program app is not available.

(11) 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. Wi-Fi is available at the venue for access to the images during the session. Please bring your computer/device when you attend the session. PCs (Windows/Mac) and tablet devices (iOS/Android) can be used.
Wi-Fi SSID: FREE-PACIFICO (No password)

(12) You are not able to view CyPos with iPad or Android tablets.

Meeting Information

A. Registration

The Registration Desk is located in Exhibition Hall A.

Registration time
April 11 (Thu) 11:00 to 18:00 ※
April 12 (Fri) 7:15 to 17:00
April 13 (Sat) 7:15 to 17:00
April 14 (Sun) 7:15 to 15:00 ※

※ Note:

As for invited speakers and speakers who have been informed in advance, please visit the "Overseas Guest Reception/ Information Center" on the 2F of the Conference Center.

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

1. Please pay the registration fee and receive your name tag. Payment by credit card is not available, so please pay the registration fee in cash.

   Honorary Members/Members: 13,000 yen
   Non-Members: 20,000 yen
   Supporting Members: 20,000 yen

2. Pre-registration is not available.
3. Please wear your name tag at all times 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) who has not pre-registered, please go to the Overseas Registration Desk in the Exhibition Hall A.

Japanese junior residents or students;

1. Registration fee is 1,000 yen.
2. "Student" applies to a student of the faculty of medicine, and does not apply to 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 78th Annual Meeting of the Japan Radiological Society, fill out the form and bring it with you to the Registra- tion Desk. 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 in Exhibition Hall A.
5. Seminars for residents will be held on April 13 (Sat) for radiation oncology and diagnosis, respectively. We welcome your participation.
6. There will be an exhibition of the latest radiological medical equipment in the Exhibition Hall during the meeting (ITEM2019). You are welcome to visit the hall and view the equipment. You are required to wear your name tag to enter any of the rooms of the meeting.

Oversea students in Japan

1. Admission is free.
2. You are required to bring your student registration certificate issued by the president 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 in Exhibition Hall A.

B. Luncheon seminar

Luncheon seminars will be held from April 12th (Fri) to 14th (Sun).

1. Those who have obtained a numbered ticket have priority to attend the Luncheon seminar.
2. We will issue numbered tickets by scanning a bar code on your name tag on a first-come-first-served basis on the 1F 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 tickets run out).
3. One ticket is available for per person.
4. Please note that the numbered ticket will become void 10 minutes after the beginning of the Luncheon seminar.

5. If there are still vacant seats 10 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 same day.

C. Image interpretation session
Date and time: April 13 (Sat) 17:00 to 19:00
Venue: Main Hall

Images to be used for this meeting are available on the Internet. You can view the images in advance. Please visit the website of the Annual Meeting. Images will be displayed in the Main Hall Foyer on the 1F of the Conference Center. Please submit your answer with a paper on the website of JRS 2019, by 12:00 on April 13 (Sat).
Wi-Fi is available at the venue for access to the images during the session. Please bring your computer/device when you attend the session. PCs (Windows/Mac) and tablet devices (iOS/Android) can be used.
Wi-Fi SSID: FREE-PACIFICO (No password)

The awards ceremony of top performers will be held in the Main Hall from 19:00 on April 13 (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. Reception for all participants (Congress Party)
Reception will be held as follows. We welcome your participation.

Date and time: April 12 (Fri) 18:15 to 19:30
Venue: Queen's Grand Ballroom, B2 level, Yokohama Bay Hotel Tokyu
Participation fee: Free
Wearing your name tag is required to enter the reception room.

E. Meeting app
A special app of the meeting's general program is available. You can download the app on your iOS/Android smartphone or tablet device to access/search the program and manage your schedule at the meeting, as well as to access the JRS-members-only page for abstracts.

F. The following is prohibited in the presentation room
• Taking pictures of presentation slides, etc., or filming videos or recording of presentations
However, this does not apply to those who have obtained approval from the secretariat of the meeting in advance for the purpose of press coverage and public relations, etc. We will give an armband indicating "PRESS" to those with approval at the Registration Desk on-site. Please visit the Press Desk.

G. Report of conflicts of interest
All speakers of presentations are obliged to disclose conflicts of interest. Please download the PowerPoint slide from the website of the Japan Radiological Society to report of conflict of interest. Please insert the slide on the second page of your presentation. For details, please see the "Guidelines" and the "Bylaws" available on the "Conflict of Interest Policy" page of the website of the Japan Radiological Society.

H. Wi-Fi
Wi-Fi is available in all areas of Pacifico Yokohama including the Annex Hall, with the exception of the lecture halls. Wi-Fi SSID: FREE-PACIFICO (No password)

I. Nursery
The Kids Square facility in the Yokohama Bay Hotel Tokyu is available. For details and application, please see the "Information

on Nursery" page on the website of the Annual Meeting (the expense is partially subsidized).

J. Shuttle bus bound for Haneda Airport

Three buses bound for Haneda Airport run from 16:15 on April 14 (Sun.). The 1st bus will leave after the closing ceremony. Please go to the bus stop for the free shuttle bus (in front of the main entrance on the 1F of the Conference Center). No reservation can be made. Please note that the departure time of the 2nd and 3rd bus is not fixed. The 2nd and 3rd bus will depart when they have come to full.

K. Information for speakers

- All those who make presentations at the meeting (including symposium, educational lectures, general presentation, CyPos presentation, etc.) are obliged to disclose conflicts of interest. For details, please refer to G. Report of conflicts of interest.
- Presentation data registration methods differ depending on the program. Please see "1. To speakers of general presentation" or "2. To lecturers (excluding general presentation)" below.
- 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.
- Befor starting your presentation, click first your name in the list on the display on the podium. Keypad is set on the podium, so please use it to flip your slide.
- Your presentation data is temporarily stored in the PC preview center or the server for pre-registration. We will destroy all data in a responsible manner after the meeting.

1. To the speakers of general presentations

1) Slides of general presentations should be in English.
2) The pre-registration period for CyPos session, educational exhibition and actual equipment exhibition is from noon on February 1 (Fri) 2018 to noon on February 22 (Fri) 2019.[*]
3) After you registered your presentation data, please check your slides on the online preview screen. You are allowed to modify your data and check it on the preview screen anytime during the registration period.
4) If you have completed pre-registration and confirmation on the preview screen, you do not have to reconfirm the data at the PC preview center on the day of presentation. Please come directly to the session room.
5) 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.
6) We will send detailed information to the email address you registered at the time of registration of your presentation data. The information is also posted on the page for pre-registration of presentation slides on the website of the 78th Annual Meeting of the Japan Radiological Society. Please confirm the details on the website.
7) Please keep the time limit of the presentation.
   Oral presentation   7 minute presentation and 3 minute discussion
   CyPos presentation   4 minute presentation and 3 minute discussion
8) Please be sure to finish your presentation within the allocated time regardless of any trouble with projection.

[*]Note: The presentation data upload system is available only in Japanese. If you need assistance, the secretariat will upload it on your behalf.

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 at the PC preview center at least 60 min- utes before your lecture. An operator is in the PC preview center to help you as needed. Please let the staff 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 is 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.
       Note: If you create your lecture data using 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 2003-2013.

(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 the XGA.

(5) The file name should be "short title._Speakers name" (ex.: Cardiac MRI_John Smith).

(6) If you have reference files such as videos, please store all data in the same folder.
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 the potential for virus infection through various media, please check your data with the lat- est antivirus software.

(8) After creating data for your lecture, please check that your presentation data operates normally 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.

2) To those who will use your own PC;

(1) When you use your own PC, please confirm that external display output is available at the PC preview center.[**]
We have a "D-sub15 pin" cable available in the presentation room. Some laptop computers need the conversion connector. Please bring the connector if your computer needs it.

(2) Please use an AC adapter so that the battery does not fail. Please do not set a password for a reboot. If your output terminal is not D-sub15 pin, please bring a suitable connection adapter.

(3) The screen size (resolution) should be XGA (1,024 × 768).

(4) Please confirm that all data is displayed on the screen of your PC without any problems in this environ- ment, in advance.

(5) Please cancel the screen saver and power saver settings in advance.

[**]Note:
There are two PC preview centers; one is in Exhibition Hall A and the other is on the B1 level of the Conference Center.

3) Preseter tool;
Those who bring the data and those who bring own PC may use the Presenter Tool. Please apply at the preview center.

L. Information on viewing electronic posters (CyPos)

1. Viewing before the meeting
   1) Viewing of electronic posters (CyPos) is not available before the meeting.

2. Viewing during the meeting
   1) Viewing

   CyPos session / educational exhibition / product exhibition and awarded electronic posters of foreign societies having the partnership with JRS are registered in CyPos.

   During the meeting, you can access CyPos from the PCs in the Marine Lobby on the 1F of the National Convention Hall of Yokohama. 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 a login ID/password. Please enter your login ID/password printed on your name tag.

   3) List/search

   Categories that can be searched are the categories that were used at the time of registration of presentations.

   You can search all presentations registered in CyPos by speakers' names, institutions and full text of presentations.

   4) Other functions

   - The CyPos screen has a "Like" button to express your support. Your name will not appear when you have pressed this button.

   - The CyPos screen has a "bookmark" button. You can use this button to register abstracts that you would like to access later.

- 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.
- Synchronization of bookmarks between CyPos and the general program app is not available.

3. Viewing after the meeting

1) Only registrants of the meeting have access to CyPos after the meeting. [Period: April 14 (Sun) 15:00 to April 30 (Tue) noon].
   You can access CyPos on the website of the 78th 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, and password). Please access to CyPos using the URL, ID and PW.

JRS Committee

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Office during the meeting

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