

# Information and Programs

## 1. Registration

Registration period

Thursday, March 18 12:00 – Monday, May 31 12:00 (JST)

- 1) All registration must be done via website (online registration). For details on registration, please see the JSMP121 website. Registration is not possible at the onsite venue. Onsite participants are also requested to register online registration in advance and come to the venue.
- 2) Please be sure to pay the registration fee within 72 hours after completing the online registration. If you do not pay the registration fee by the deadline, the system will cancel your registration. A credit card is required to pay the registration fee.
- 3) The registration is valid for both onsite and web meetings.
- 4) The registration fee includes: Admission to all scientific sessions of JRS/JSRT and the exhibition hall (ITEM).
- 5) A name card will be issued at the venue for onsite participants. Please prepare the QR code issued at the online registration on coming to the venue. You are required to wear your name tag at all times in the venue and the exhibition area for identification and security purposes. The name tag cannot be reissued. Please do not lose your name tag.

Opening hours for name card issuing machines

|                    |              |
|--------------------|--------------|
| Thursday, April 15 | 9:00 – 18:00 |
| Friday, April 16   | 7:15 – 18:00 |
| Saturday, April 17 | 7:15 – 19:00 |
| Sunday, April 18   | 7:15 – 16:00 |

Location: Exhibition Hall A

- 6) For web participation, you can log in using the email address and password you entered for online registration.
- 7) Japan Society of Medical Physics Certificate of Attendance will be issued to all registered participants. It will be a certification of earning three credits for attending a Japanese academic conference in accordance with the guidelines of the Japanese Board for Medical Physicist Qualification for initial certification and renewal.
- 8) The Certificate of Attendance and registration fee receipt can be downloaded from the website (URL included in the registration confirmation email) from April 19th (Monday). Please note that even if you participate in onsite meeting, they will not be issued at the venue.

1.1 JSMP Member and student member under regular employment

- 1) Please register online. Registration fee is JPY13,000.
- 2) Issue name card using one of the automated issuing machines for onsite participants.
- 3) Certificate of attendance and receipt will be issued online.
- 4) The PDF data of the proceedings can be viewed and downloaded from the URL in the email sent after registration completion from April 1st (Thursday) to June 3rd (Thursday). Only onsite participants can

receive printed form of the proceedings at the JSMP desk in Exhibition Hall A. Please bring the voucher issued with name card to the JSMP desk in Exhibition Hall A to receive the printed form of the proceedings. (The number of printed form of the proceedings is limited. It will be on a first-come, first-served basis.)

- \* The printed form of the proceedings will not be mailed. If you do not attend the venue and wish to receive the proceedings, please purchase it separately from the JSMP office.

### 1.2 Student (Member and Non-Member, excluding regular employees)

- 1) Registration fee is JPY1,000. (Students must submit a scan data of valid student ID on registration.)
- 2) Issue name card using one of the automated issuing machines for onsite participants.
- 3) Certificate of attendance and receipt will be issued online.
- 4) The price of the proceedings is JPY2,100. Please purchase a voucher with credit card at ticket machine at the venue. Please bring the voucher to the JSMP desk in Exhibition Hall A to receive the printed form of the proceedings. (The number of printed form of the proceedings is limited. It will be on a first-come, first-served basis.)

- \* The printed form of the proceedings will not be mailed. If you do not attend the venue and wish to receive the proceedings, please purchase it separately from the JSMP office.

### 1.3 Non-JSMP Member

- 1) Registration fee is JPY20,000.
- 2) Issue name card using one of the automated issuing machines for onsite participants.
- 3) Certificate of attendance and receipt will be issued online.
- 4) The price of the proceedings is JPY2,100. Please purchase a voucher with credit card at ticket machine at the venue. Please bring the voucher to the JSMP desk in Exhibition Hall A to receive the printed form of the proceedings. (The number of printed form of the proceedings is limited. It will be on a first-come, first-served basis.)

- \* The printed form of the proceedings will not be mailed. If you do not attend the venue and wish to receive the proceedings, please purchase it separately from the JSMP office.

- \* If you are the member of AFOMP/IOMP, proceedings will be supplied free of charge at the JSMP desk.

## 2. Educational Lectures

Note: those who need the Certificate of Attendance for Educational Lectures are required to purchase for the Educational Lecture material option on online registration.

- 1) Please select a purchase option for Educational Lecture material (PDF data) in online registration. The purchase period is until noon on May 31 (Monday). The data can be viewed and downloaded only during the conference period.
- 2) Only onsite participants can receive Educational Lecture booklet at the JSMP desk in Exhibition Hall A. Please bring the printed out/captured online payment confirmation email received after purchase to the JSMP desk in Exhibition Hall A to receive the printed form of the Educational Lecture material. (The number of the printed material is limited. It will be on a first-come, first-served basis.)
- 3) To issue the certificate of attendance of the educational lecture, you need to apply online after viewing the lecture. The viewing code displayed during the lecture is required for online application.
- 4) The certificate of attendance will be mailed to applicant after the conference period.

The certificate will be a certification of earning three credits for attending a Japanese academic conference in accordance with the guidelines of the Japanese Board for Medical Physicist Qualification for initial certification and renewal.

- 5) A Certificate of Attendance is applicable to and will be issued for the 6 lectures listed below;
- Educational Lecture “Next-generation medical information infrastructure act ~Large-scale medical data for R&D~” Keita Komatsu
- Educational Lecture “Report of AAPM task group 275~ outline of TG 275 and implementation of double check for treatment plan in clinical practice~” Noriyuki Kadoya
- Educational Lecture “Biological effects of neutrons” Tatsuhiko Imaoka
- Educational Lecture “Mathematics for deep learning” Jun’ichi Kotoku
- Educational Lecture “The state-of-art method of artificial intelligence in the medical field” Takumi Ichimura
- Educational Lecture “Monte Carlo particle transport methods for radiation biology research -Tips from Geant4-DNA” Dousatsu Sakata

### **3. Instructions for Speakers at Oral Sessions**

- 1) Please go straight to the session room. (You do not need to upload your presentation slides onto a server at the PC Preview Center, as it has been uploaded upon your pre-registration.)
- 2) Please be reminded that you can not change or alter the presentation data that you have pre-registered.
- 3) You may not use your own computer during your presentation. Thank you for your understanding.
- 4) Please follow the time schedule for the presentation as shown below;  
Each presentation is 10 minutes long consisting of 7 minutes oral presentation and 3 minutes discussion including the time needed to change to the next presenter.

### **4. Instructions for Moderators at Oral Sessions**

- 1) All moderators are requested to check in at the Registration Desk in their session room at least 10 minutes prior to the starting time of your session.  
Each presentation is 10 minutes long consisting of 7 minutes oral presentation and 3 minutes discussion including the time needed to change to the next presenter.
- 2) The yellow light indicates that your presentation will be over in 1 minute. The red light indicates that your presentation is over.
- 3) Moderators may run their sessions according to their discretion, but are requested to strictly adhere to the time schedule.

### **5. Instructions for Cyber Poster (CyPos) Viewing**

#### **5.1 Opening Hours**

- 1) Thursday, April 1, 12:00 – Sunday, April 18, 16:00 (JST)
- 2) Wednesday, April 28, 12:00 – Thursday, June 3, 12:00 (JST)

#### **5.2 Instructions for Viewing, Wireless LAN and WiFi**

- 1) Complete online registration.
- 2) You can browse all presentations from your PC, tablet, or smartphone connector to the internet.
- 3) Presentation data on CyPos can be searched by a presenter’s name, affiliation and key words.

- 4) A Bookmark function is available. Please utilize this function when you would like to view presentations, etc. again at a later time.

## **6. President's Awards**

President's awards will be given to selected papers of high quality presented in English from International Session based on an abstract in the first submission, CyPos slides, extended abstract, and presentation. In addition, International Student Speaker Recognition will be issued to students presented in IS.

## **7. Lunchtime Seminar Ticket distribution**

Lunchtime Seminars require online advance reservations (first-come, first-served basis). Only those who have paid the regular membership registration fee of JPY13,000 can make a reservation. Reservation ticket is issued with your name card at onsite. You can change the reservation details if the seminar has vacant seats only before the reservation ticket is issued.

The ticket will be valid up until 10 minutes after Lunchtime Seminar starts.

Please be aware that the ticket will become invalid 10 minutes after the Lunchtime Seminar starts. If there are seats left at that point, participants without a ticket can attend the seminar.

There is no need to make a reservation in advance to view the seminar by on-demand distribution via internet during web conference.

## **8. Cloakroom**

Located in Exhibition Hall A, and on the 1st floor of Conference Center.

## **9. Bulletin Board/Message Board**

Located on the 2nd floor of Conference Center. Please feel free to utilize the message board for communications.

## **10. Joint member ceremony**

To prevent the spread of the novel coronavirus, we will not hold a joint member reception at this congress. The joint member ceremony will be held as follows. We will announce various awards and the president's award at the ceremony. Please come along with your fellow participants.

Date and time: Sunday, April 18th, 13:30–14:30

Location: National Convention Hall

## **11. WiFi**

WiFi 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 required).

## **12. Free Shuttle Bus Service to Haneda Airport**

Free shuttle bus service will be available after the Joint Public Lecture which will be held on Sunday, April 18. Departure Times: 18:15

No ticket is necessary. Please go to the Free Shuttle Bus boarding area (in front of the main entrance to the National Convention Hall, on the ground floor).

### **13. Smoking Areas**

Smoking is prohibited at the venue except in the designated smoking areas.

### **14. Restrictions on Photographing and Audio/Video Recording**

Photographing and Audio/Video Recording without permission are prohibited at the conference venue. To those who obtain approval from the organizing committee for publicity purposes, a press pass badge will be provided at the Press Registration Desk in Exhibition Hall A. It must be worn while taking photographs and recording videos/sound.

### **15. Attention when watching videos and viewing slides during the web conference**

Regarding lecture videos and slides (slides, images, videos, etc.) displayed on your screen, video shooting, recording, photography (including screenshots), and web publishing (including SNS) are strictly prohibited.

### **16. Day-care Facility for Children**

A day-care facility is available during the congress. A reservation will be required to use this service. Please check the 121st JSMP congress website (“Child Room”) for further information.

### **17. JRC Program App**

The JRC program App for viewing all abstracts is available. In addition to viewing abstracts, other functions are also available, such as viewing/searching the program and managing your schedule. For more information, please access the congress website.

### **18. The participants from AFOMP (Asia-Oceania Federation of Organizations for Medical Physics) and IOMP (International Organization for Medical Physics)**

We would like to specially note that we are promoting the participation of colleagues who are members of IOMP (International Organization for Medical Physics) in addition to AFOMP (Asia-Oceania Federation of Organizations for Medical Physics) in the oral presentations. We hope this meeting will serve as a continuing opportunity for all the participants to deepen cooperative scientific relationships with colleagues in the same fields, which we believe will serve to further boost development in both research and clinical aspects of medical physics among these countries.

### **19. Acknowledgement**

The 121st scientific meeting of Japan Society of Medical Physics (JSMP) is endorsed by International Organization for Medical Physics (IOMP) and Asia-Oceania Federation of Organizations for Medical Physics (AFOMP). In addition, Toshiba Energy Systems & Solutions Co. Ltd., R-TECH.INC, RTQM Systems Co., Ltd., APEX Medical Co., Ltd., Varian Medical Systems Co., Ltd., Raysearch Japan Co., Ltd., Triangle Products Gel Laboratory, Accelerator Engineering Co., Ltd. cooperated by placing a paid banner on the conference website.