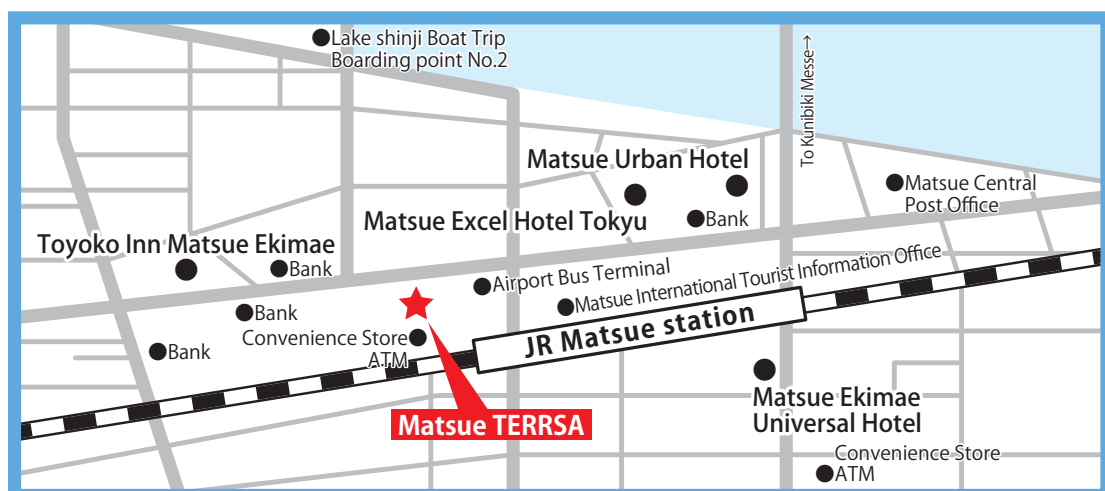


Conference Venue Information

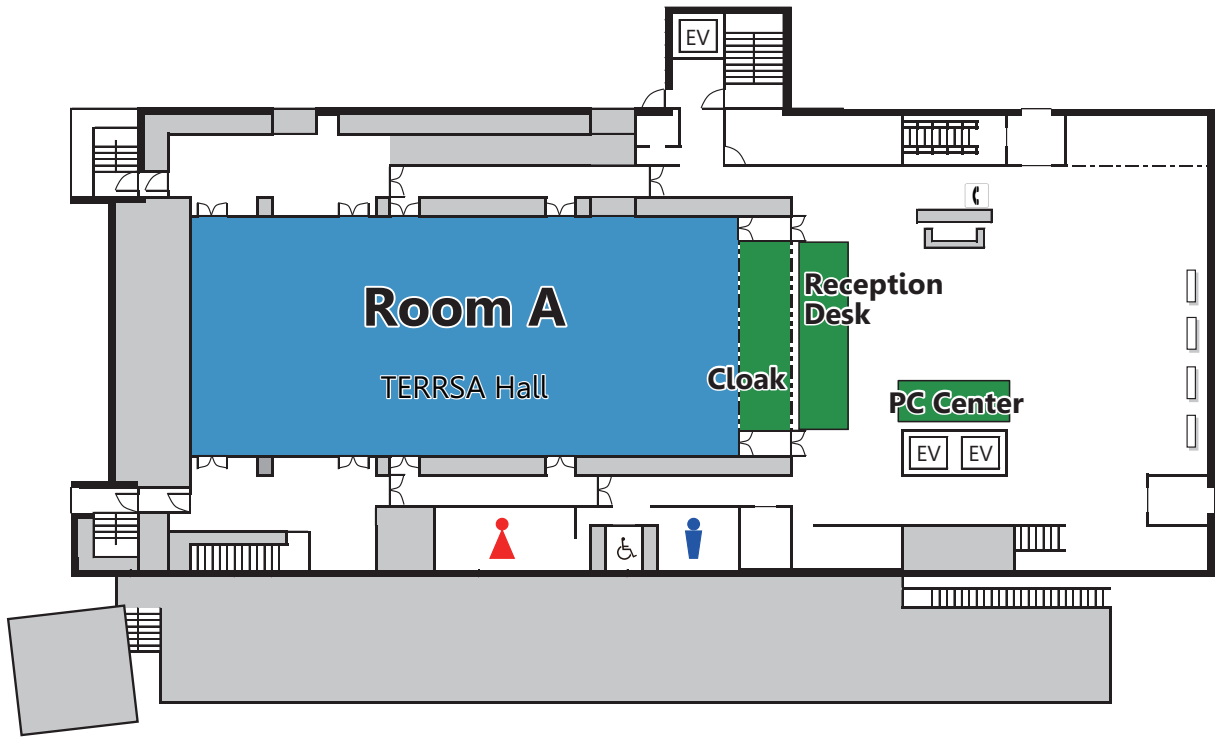
Matsue TERRSA

18-478 Asahimachi, Matsue-shi, Shimane, 690-0003

TEL: 0852-31-5550 FAX: 0852-31-5540



□ **1st Floor** in Matsue TERRSA



□ **4th Floor** in Matsue TERRSA



For Participants

1. Main Reception Desk

The registration information desk will be located in the Lobby (1F) at Matsue Terrasse.

<Registration Hours>

Thursday, September 6, 2018 8:15 - 17:30

Friday, September 7, 2018 8:30 - 16:30

Saturday, September 8, 2018..... 8:30 - 10:30

2. All participants will be given a name tag, which they should wear throughout the conference, along with a program CD and abstracts.

3. On-site registrants must fill out an On-Site Registration Form and pay their registration fees upon registration. They will be given tag on which to write their name and affiliation, which they should wear throughout the conference. Student attendees must show their student ID card at the reception desk.

4. On-Site Registration Fees

- ICME Regular Members: JPY 55,000 (plus JPY 5,000 for full membership fee)
- Non-Member: JPY 65,000
- Student: JPY 50,000
- ICME Student Member: JPY 35,000 (plus JPY 2,000 for student membership fee)

Please note that students must present their student ID cards. Also, attendees of the ICME2018 conference are required to pay for a one-year membership in ICME (5,000 JPY for full membership/2,000 JPY for a student membership).

5. To present a question or engage in a discussion during the sessions, please state your name and affiliation via the microphone

6. In the session rooms, mobile phones should be switched off or in silent mode.

7. Lunch will be served during the luncheon seminar on September 6. On September 7, Lunch will be served in Room B. Coffee break will be also available in the venue.

8. Recording or filming any portion of a scientific/poster presentation is strictly prohibited.

9. Conference Banquet

Location: Matsue English Garden

Date and Time: Friday, September 7, 19:00 - 21:00

Address: 330-1 Nishihamasada-cho, Matsue-shi, Shimane, 690-0122

Tel: 0852-36-3030

Website: https://www.visit-matsue.com/discover/outer_matsue/northern_matsue/english_garden

<Shuttle Bus Information>

Meeting Place: 1F Robby

On the way there: 18:00 Departure at Matsue Terrace

18:30 Arrival at Matsue English Garden

On the way back: 21:00 Departure at Matsue English Garden

21:15 Arrival at Hotel Ichibata

21:20 Departure at Hotel Ichibata

21:30 Arrival at Matsue Excel Hotel Tokyu

All participants of CME 2018 registrants are welcome.

For Chairpersons

■ Chairpersons of the OS Sessions and Oral Sessions

1. In session rooms, chairpersons should be seated in the chair designated for the next session's chairperson at least 15 minutes prior to the start of their session.
2. The chairpersons of the OS sessions should inform the allotted presentation time to all presenters before the sessions.

For Speakers

■ Speakers for the Organized Sessions and Oral Sessions

1. PC Center (Presentation Data and PC Reception Desk)
Speakers who will be using a USB stick should check in at the PC Center 30 minutes before their presentation. Speakers bringing their own PCs should take them to the PC operators seated at the left side in the front of the session rooms 15 minutes before their session, after checking their PCs in at the PC Center.
2. Allotted Presentation Time
 - The allotted time for each General Oral Presentation will be 10 minutes; 7 minutes for the presentation and 3 minutes for discussion.
 - The allotted time for OS session will be up to the chair.

A time-keeping device will flash a yellow light one minute before the end of the allotted time and a red light will flash when the time has run out.
3. Guidelines for Oral Presentations
 - 1) Presenters should be seated in the “next speaker’s” chair soon after the previous presentation.
 - 2) A monitor and keyboard will be on the podium. Presenters should use these to operate their PCs.

Windows

- 1) To avoid interface problems, presenters are encouraged to bring a USB stick or their own PCs.
- 2) Windows7 and PowerPoint 2013 and 2016 will be available.
- 3) Fonts
To avoid character corruption, please use the following fonts: Century, Century Gothic, Times New Roman or Arial.
- 4) USB sticks should be readable-form in Windows.
- 5) USB sticks should contain presentation content only.
- 6) The Secretariat will delete all presentation content after the conference.

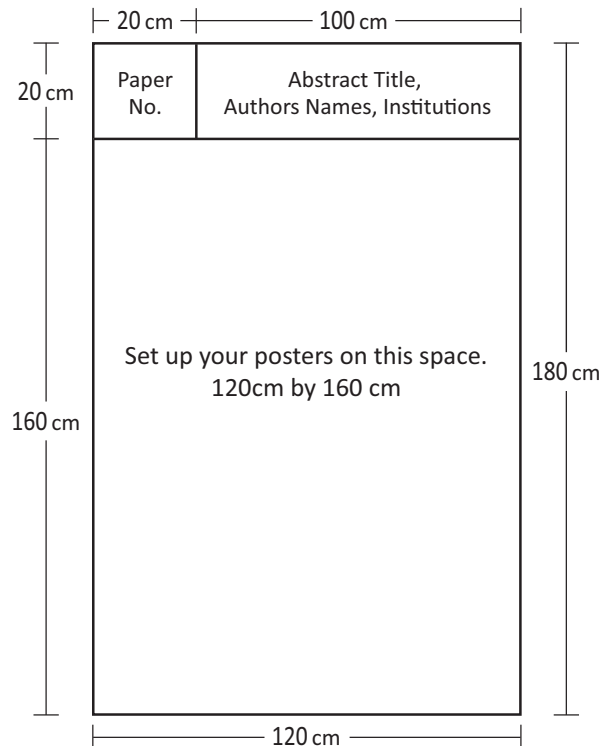
Mac

- 1) Presenters using Macintosh computers should bring their own Macs.
- 2) Presenters should bring an AC adaptor and connector to mini D-sub (15pins).
- 3) It is advisable to bring presentation back-up data in case of computer problems.
- 4) Movies/Audio for presentations will be available.
- 5) After presenting, speakers may collect their computers from the PC operator in the session room.

■ Speakers for the Poster Sessions

1. Board Size for Poster Displays

- 120cm wide by 180cm high (including 20cm for title, affiliation and name).
- Along with preparing your presentation, we ask that you kindly size your title, affiliation and name at 100cm wide by 20cm high. The poster number (20cm by 20cm) will be prepared by the Secretariat.
- The poster display space will be 160 cm by 120 cm.



2. Tapes and ribbons for speakers will be available at the poster session reception desk.
3. The poster sessions will be held at the following time and place;
Date & Time for Poster Viewing: 10:00 - 16:00 on Sept. 6
Core time is to be set from 11:30 to 12:20 on Sept. 6 and poster presenters will be available for discussions in front of their poster panels.
4. Poster Set-Up, Removal
 - Poster Set-Up: September 6 --- 9:00 - 10:00
 - Poster Removal: September 7 --- 15:00 to 18:00

Note: If you do not remove your presentation materials during the above-designated time, the Secretariat will remove them and will not be responsible for them.