

## General Information

### 1. Meeting Information

Date: May 26 (Thur.) ~ 28 (Sat.), 2016

Venue: May 26 (Thur.) Chiwaki Hall, Tokyo Dental College

May 27 (Fri.)~28(Sat.) Tokyo Dome Hotel

Chairman: Seikou Shintani, D.D.S., Ph.D.

(Department of Pediatric Dentistry,  
TOKYO DENTAL COLLEGE)

### 2. Registration

#### (1) Opening Hours

Date	Time	Registration Desk
May 26 (Thur.)	8:30 ~ 14:00	1F, New Building, Tokyo Dental College *Registration for Pre-congress Seminar
May 27 (Fri.)	8:00 ~ 17:00	B1F, Tokyo Dome Hotel
May 28 (Sat.)	8:00 ~ 14:30	

#### (2) Registration Fee

(Pre-registration: November 25 (Wed.), 2015 ~ April 11 (Mon.), 2016)

Categories	Pre-registration	On-site Registration
Dentist	37,000JPY (approx.300USD)	47,000JPY (approx.400USD)
Post-graduate Student	30,000JPY (approx.250USD)	37,000JPY (approx.300USD)
Dental Hygienist	8,500JPY (approx.70USD)	13,000JPY (approx.100USD)
Pre-congress Seminar	10,000JPY (approx.80USD)	
Congress Dinner	10,000JPY (approx.80USD)	

\*With the Confirmation E-mail shown, you will be received a name badge and congress kit when you register at the Registration Desk. All participants are requested to wear your name badges at all times within the meeting venue.

\*For students (Free Registration), please show your student ID at the Registration Desk.

### 3. Information for Chairs

Please be seated in the Chair's seats located at the front right of your session room at least 10 minutes prior to your session starts. The time indicator is set on the Chair's desk to indicate each speaker's allotted time. Please manage the session time not to delay the schedule.

### 4. Luncheon Seminars

For the Luncheon Seminar, boxed lunch will be served in the seminar rooms based on first-come-first-served basis.

Please come and get a ticket with the following schedule.

Date	Time	Place
May 27 (Fri.)	8:00~11:30	Registration (B1F, Tokyo Dome Hotel)
May 28 (Sat.)	8:30~12:00	

\*Each tickets will be invalid 10 minutes after the session starts.

### 5. Cloakroom

Cloakroom is located on B1F, Tokyo Dome Hotel. Valuables cannot be left at the Cloakroom.

### 6. Meeting Venue

- (1) Smoking is prohibited in the venue. (Smoking Area on B1F is excluded.)
- (2) Photographing and audio recording without the permission are prohibited.
- (3) Please set your cell phones into silent mode or turn off during the sessions.
- (4) No paging service is provided in the venue. Instead, a message board is available at Registration.
- (5) Wi-Fi service is provided for the entire area with limited access.

**ID: Wi-Fi-TDH**

**PassWord: tdhw1006**

### 7. Exhibition

A commercial exhibition will be held at Exhibition Hall ( Tenku South, Arora and Cynthia).

## <Information for Speakers >

### 1. Oral Presentation

- (1) All oral presentation is limited to PC presentation.
- (2) Please come to the PC Center at least 30 minutes prior to your presentation to check in your data. Please be seated in the Speaker's seats located at the front left of your session room at least 15 minutes prior to your session starts.
- (3) By using the PC provided by the Secretariat, please kindly prepared your data on USB flash memory or CD-ROM. If you own PC or Mac is being used, please check in and notify at the PC Center your plan to use your own PC/Mac for presentation. In that, please also bring your presentation data on a media (either on USB flash memory or CD-ROM) as a backup file.
- (4) Remote presentation system is equipped in each session room. Please operate your presentation by using the monitor and mouse provided on the podium.

### 2. PC Center

- (1) Please check in your data at PC Center 30 minutes prior to your session starts.
- (2) Opening Hours

Date	Time	Place
May 27 (Fri.)	8:00~17:00	PC Center (B1F, Tokyo Dome Hotel)
May 28 (Sat.)	8:00~15:00	

- (3) The Secretariat is responsible for destroying all copies of any data after the session.

### 3. PC Presentation

- (1) Please bring your presentation data on a media (USB Flash memory or CD-ROM) or bring your own PC or Mac. For Macintosh users, please make sure to bring your own Mac for your presentation.
- (2) Please manage the allotted time not to delay the schedule.
- (3) Please follow the instruction given by the Chair.

- (4) The resolution of the LCD projector is XGA (1024 × 768). If your machine requires a resolution setting change, please change this setting beforehand.

#### 4. For bring-in PC or Mac

- (1) Please save your presentation data on the desktop.
- (2) For any password setting, screensaver and power-saving setting, please release it beforehand.

- (3) The Secretariat will prepare a MiniD-Sub 15 pin PC cable connector (see right image).



- If your machine is not compatible with this cable connector, please bring an adaptor to connect your machine to the MiniD-15 pin PC cable connector. Also, please bring your AC adaptor with you.

- (4) If your own PC or Mac is being used, please bring your presentation data on a media (either on USB flash memory or CD-ROM) as a backup file.

- (5) Following the conclusion of your session, your machine will be returned at the Operation Desk located at the front left of the session room. Please come to the Operation Desk promptly to collect it.

#### 5. For media (USB Flash memory or CD-ROM)

- (1) Windows 7 is the only operating system available for the presentations. (If you have prepared the presentation data on a Macintosh, you are advised to bring your own computer.)
- (2) Application Software is limited to Windows PowerPoint 2007/2010/2013.
- (3) Font styles are limited as below:
  - MS Gothic, MSP Gothic, MS Mincho, MSP Mincho
  - Arial, Arial Black, Arial Narrow, Century, Century Gothic, Times New Roman
- (4) For any audio or video playing, please kindly bring your own PC or Mac for your presentation.

In that, only Windows Media Player can be used for movie files.

- (5) For a better confirmation on your data, please kindly check your presentation data in another computer.

#### 6. Information for Poster Presenters

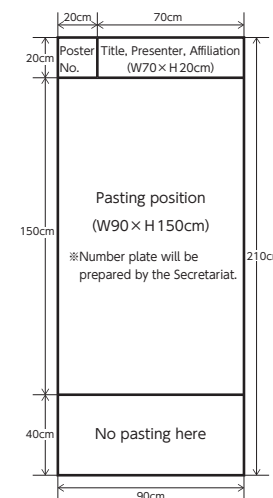
- (1) No Poster registration is provided. As pushpins and presenter's ribbons will be provided along with the board, please place your poster in the designated area.
- (2) Please come for the set-up and removal at the designated time. For any posters or handouts left behind after the removal time, please note that it will be destroyed by the Secretariat.
- (3) The schedule of Set-up, removal and presentation are as below:

Poster No.	Date	Set-up	Presentation	Removal
P1-001 ~ / J1-08 ~	May 27 (Fri.)	8:30 ~ 9:00	18:00 ~ 19:00	19:00 ~ 19:30
P2-030 ~ / J2-01 ~	May 28 (Sat.)	8:00 ~ 8:30	13:30 ~ 14:30	17:00 ~ 17:30

- (4) The size of the poster panel is W90cm × H210cm

(see right image). As the number plate will be prepared by the Secretariat, each presenter is responsible for preparing your posters with a slip written with the Presentation Title, name(s) of author(s) and affiliation(s).

- (5) Poster presentation should be held in front of your posters. Please be in front of your poster during the designate time above.



- (6) All presenters are required to disclose Conflict of Interest (COI) related to the topics. Please list any financial relations with commercial interests

and to place a slide in your presentation data.  
If there is nothing to be disclosed, presenters are required to place a slide or a poster to demonstrate nothing to disclose.

### Poster Details

Poster No.	Date	Time	Place
P1-001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 014, 015, 016, 017, 018, 019, 020, 021, 022, 023, 024, 025, 026, 027, 028, 029, 034, 037, 038, 047, 050, 051, 052, 060, 063, 066, 067, 071, 073, 076, 077, 078, 080, 081, 084, 085, 086, 090, 098, 100, 101, 102, 103, 106, 107, 109, 110, 111, 112, 113, 115, 116, 118, 122, 124, 126, 128, 129, 130, 132, 135, 138, 141, 143, 147, 156, 254	May 27 (Fri.)	9:00-19:00	Poster and Exhibition Hall 1 (Tenku South)
P1-158, 159, 162, 163, 164, 165, 166, 167, 168, 173, 174, 175, 178, 180, 181, 182, 184, 185, 186, 191, 195, 196, 197, 198, 199, 201, 206, 209, 213, 214, 215, 216, 217, 219, 221, 223, 224, 225, 227, 232, 234, 235, 237, 238, 239, 240, 243, 247, 248			Poster and Exhibition Hall 3 (Cynthia)
P2-030, 031, 032, 033, 035, 036, 039, 040, 041, 042, 043, 044, 045, 046, 048, 049, 053, 054, 055, 056, 057, 058, 059, 061, 062, 064, 065, 068, 069, 070, 072, 074, 136, 137, 139, 140, 142, 144, 145, 146, 148, 149, 150, 194, 200, 202, 203, 204, 205, 207, 208, 210, 211, 212, 218, 220, 222, 226, 228, 229, 230, 231, 233, 236, 241, 242, 244, 245, 246, 249, 250, 251, 252, 253	May 28 (Sat.)	8:00-17:00	Poster and Exhibition Hall 1 (Tenku South)
P2-075, 079, 082, 083, 087, 088, 089, 091, 092, 093, 094, 095, 096, 097, 099, 104, 105, 108, 114, 117, 119, 120, 121, 123, 125, 127, 131, 133, 134, 151, 152, 153, 154, 155, 157, 160, 161, 169, 170, 171, 172, 176, 177, 179, 183, 187, 188, 189, 190, 192, 193, 255*			Poster and Exhibition Hall 3 (Cynthia)

※ P2-255 has been changed from J2-38

### 7. Award

Excellent posters will be selected under a strict review and the winner(s) of the following will be announced at the Closing Ceremony on May 28 (Sat.), 2016.

- Shofu Award
- Morita Award