

## General Information



### Registration Desk

Location: Lobby, 1st floor of the conference center

Open Hours	Sunday, July 1	13:00-19:00
	Monday, July 2	7:30-18:00
	Tuesday, July 3	7:30-17:00
	Wednesday, July 4	7:30-17:00
	Thursday, July 5	7:30-17:30
	Friday, July 6	8:00-11:00

### Name Badge

Congress participants are requested to wear their name badges at all times for identification purposes and admission to the scientific and social programs. In case you have lost your badge, you may ask for a replacement at the General Information Desk.

### Congress Bag

Please present congress bag ticket and receive your bag at the Congress Kit counter near the Registration Desk.

### Official Language

The official language of the conference is English.

### Internet Connection

Free Wi-Fi is available for participants at the conference center.  
SSID: ICCK\_Public\_WiFi

### Lost and Found

Items found will be consigned to the General Information Desk located near the main entrance. For assistance in locating lost property, please contact the General Information Desk.

### Luncheon Seminars and Frontiers Sessions

Before the Luncheon Seminars and Frontiers Sessions start, each session provides lunch boxes in front of the seminar room. Please pick up the lunch box where you attend the seminar. Please understand that the number of lunch boxes is limited, and will be provided on a first-come, first-served basis.

### PC Preview Desk

Speakers are required to upload their presentation data at the PC Preview Desk at least 1 hour before the start of the presentation.

Location: Room H, 1st floor of the Conference Center

Open Hours	Monday, July 2	7:30-18:00
	Tuesday, July 3	7:30-17:00
	Wednesday, July 4	7:30-17:00
	Thursday, July 5	7:30-17:30
	Friday, July 6	8:00-11:00

### Access to Abstracts

WCP2018 offers "MICEnavi" service. MICEnavi allows you to overview the Congress program and create your own personal itinerary.

You can include the sessions you wish to attend and any abstracts that interest you.

#### MICEnavi App

How to download the Conference App

1. Download "MICEnavi" App from your App Store/Google Play  
Go to the App Store/Google Play store on your mobile device.  
Type "MICEnavi" into the search bar and you will see a white log.  
Tap "Get" to download the MICEnavi App onto your device.
2. Create Your Account  
Once you've downloaded MICEnavi App, tap "Create your MICEnavi account" and a screen will appear where you can enter your personal information. Fill out the fields and you can start MICEnavi.
3. Find the "WCP2018" in MICEnavi  
Once you've downloaded app and open the MICEnavi App, search for our conference by typing "WCP2018" into the search bar. You will see an event come up with our WCP2018 logo. Tap on WCP2018 and download.

### Exhibition

Location: Event Hall, 1st floor of the conference center

Open Hours	Monday, July 2	9:00-17:00
	Tuesday, July 3	
	Wednesday, July 4	
	Thursday, July 5	9:00-16:00

## General Information

---



### Secretariat Office

The Congress Secretariat is located in Room 157 on the 1st floor of the conference center.

### Disclaimer

The organizing committee of WCP2018 will accept no liability for the safety of any participant, or for personal injury or loss, or damage to private property suffered by any registered participant during the congress.

### Guidelines for Chairs

1. Chairs should take a seat in the front row of the room specially reserved for the next session's chair, at least 20 minutes prior to the session that he/she is scheduled to chair.
2. As there will be no announcement or cue, please proceed to take the stage promptly at the appointed time and initiate the session. We request for your cooperation to ensure that your session proceeds according to the prescribed time limit/schedule.

### Guidelines for Oral Speakers

1. All presentation must be made in the form of PC presentation in English.
2. Please be punctual and carefully follow the allotted time limits.
3. Next Speaker seat  
When the presenter ahead of you takes the stage, please be seated in the Next Speaker seat.
4. Notes on preparing your presentation data
  - The resolution of the screen will be XGA (1024 × 768).
  - Use only the standard fonts provided with Microsoft PowerPoint for Windows.
  - Virus scanning in advance is desirable.
  - Prepare your presentation on USB memory or on CD-R. Do not use CD-RW.
  - Save your slides as a Microsoft7 or later for Windows file.
  - Be sure that your file is compatible with Windows operation system.
5. Notes for speakers with their own PC
  - Remember to bring your own power adaptor and cables.
  - Your computer must be equipped with a Dsub-15 pin video output. (Thin PCs may not have standard output terminals.)
  - Please prepare your slides with Microsoft PowerPoint.
  - The PC's prepared by the conference will handle Windows and Macintosh versions of Microsoft PowerPoint only.
  - Please avoid using KeyNote.
  - In case of that you cannot connect to the projector provided by the conference, please bring a backup CD-R or USB memory containing the presentation file in a Windows or Macintosh version of Microsoft PowerPoint.
  - Presenters are responsible for determining in advance whether their notebook PC is capable of outputting video to an external display. This is especially important your presentation contains a large amount of data and audiovisual content.
  - All energy-conserving functions such as screen-savers, sleep/power-saving modes should be disabled on PCs to be used in the presentation.
  - Your password also should be inactivated.



Dsub-15pin video output

## Information for Chairs and Speakers



6. Use of movie and sound system
  - The version for Windows Media Player will be 12, and movie file must be included in the SAME FOLDER as the presentation file.
7. Presentation file reception and presentation format
  - Speakers should preview their presentation and complete a run-through of the connection and operation at the PC Preview Desk located Room H on the 1st floor at the Conference Center, at least 1 hour before the start of the presentation.
  - Conference staff will be on hand at the PC Preview Desk to assist speakers.
  - The speaker's podium is equipped with a PC. Speakers are asked to operate during the presentation by themselves.
  - After the conference, all presentation data installed on the conference supplied PC's will be deleted.

### PC Preview Desk

Location: Room H, 1st floor of the Conference Center.

Open Hours	Monday, July 2	7:30-18:00
	Tuesday, July 3	7:30-17:00
	Wednesday, July 4	7:30-17:00
	Thursday, July 5	7:30-17:30
	Friday, July 6	8:00-11:00

### Guidelines for Poster Presenters

1. Poster Materials should be prepared in English.
2. Poster presenters are expected to stand by your own poster panel at the scheduled Discussion Time.
3. There will be no presentations initiated by Session chair.
4. All poster boards will be assigned with a number which corresponds to Poster Number.
5. Authors are required to mount their posters on the designated board and remove them during the specified time.
6. Please use push-pins to affix your poster presentation to the board firmly.  
The Secretariat will provide equipment and items required for affixing the posters.
7. Any poster left after the scheduled removal time will be disposed of by the Secretariat.

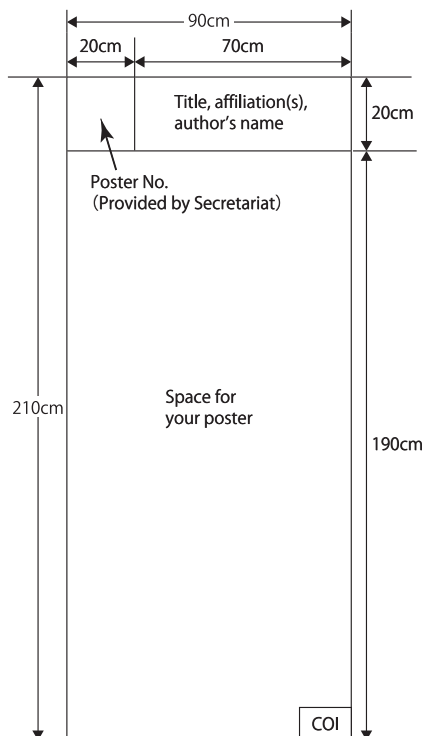
## Information for Chairs and Speakers

### Poster set up and removal schedule

Date	Mounting	Poster Viewing	Discussion	Dismounting
Monday, July 2	8:00-10:00	10:00-13:50 14:50-18:00	13:50-14:50	18:00-19:00
Tuesday, July 3		10:00-13:50 14:50-16:30		16:30-17:30
Wednesday, July 4		10:00-13:50 14:50-18:00		18:00-19:00
Thursday, July 5		10:00-13:50 14:50-17:00		17:00-18:00

### Poster size

The poster board size is 900mm wide by 1900mm high.



### **Disclosure of conflict of interest**

To ensure full transparency, it is planned for any conflict of interest (COI) to be openly declared and identified at the beginning of every presentation to inform the audience.

Please use the templates provided for declaration of the presence or absence of COI.

Every poster presentation should have a similar declaration regarding COI at the bottom of the poster.

Please download the COI slide templates for the disclosures from the congress website at <http://www.wcp2018.org/abstracts/coi.html>