

# Information for Participants, Presenters and Chairpersons

## Information for Participants

### 1) Registration

The reception counter is located in Lobby Gallery on B1F of G Block of Tokyo International Forum.

Those who have pre-registered should state their name at the OVERSEAS counter and receive their participation badges from the staff.

Those who have not pre-registered should pay registration fee in cash at the OVERSEAS counter. Credit cards are not acceptable.

\*Please note that registration fees are non-refundable, and receipts/Certificates of Attendance cannot be re-issued.

Be sure to wear the badge with your name and affiliation at the conference venue.

#### Reception Desk:

Lobby Gallery/B1F, G Block/Tokyo International Forum

| Registration Hours |                |
|--------------------|----------------|
| Friday, April 11   | 8 : 00~17 : 30 |
| Saturday, April 12 | 7 : 45~17 : 30 |
| Sunday, April 13   | 7 : 45~16 : 00 |

| Registration fee  |                |
|---|----------------|
| Members   | 18,000 yen     |
| Non-members   | 20,000 yen     |
| Medical Staff   | 10,000 yen     |
| Students (excluding graduate students)  | Free of charge |
| Interns (up to 3 years after passing the National Exam for Medical Practitioners) | Free of charge |

\*On-site Payment is accepted in cash only.

\*Students/Interns must present their IDs.

\*Medical staff are non-physician healthcare professionals. Employees of medical-related companies are not eligible.

### 2) Certificate of Attendance

Certificate of Attendance is available.

Please request an application form for the issuance of a participation certificate at the reception counter upon your registration.

### 3) On-demand streaming

The following sessions are available on demand. There will be no live streaming on the day.

| Session (Language: English)     | On-site | On-demand |
|---------------------------------|---------|-----------|
| Invited Lecture 2, 3, 5         | ○       | ○         |
| President's Special Program 1   | ○       | ○         |
| President's Special Program 3   | ○       | ×         |
| International Symposium 1, 2, 3 | ○       | ○         |
| English Poster Discussion       | ○       | × * 1     |
| Luncheon Seminar 2, 23, 27      | ○       | ×         |
| Coffee Break Seminar 6          | ○       | ×         |

\* 1 Only the presentation data (without audio) can be viewed on the on-demand site. Questions can be posted to the authors via the website.

- The on-demand distribution period is scheduled from April 12 to May 13.
- The display language of the on-demand site is Japanese.

- At the speaker's request, the relevant program may not be made available on demand.

#### 4) Morning Seminars, Luncheon Seminars and Coffee Break Seminars

Numbered tickets will not be distributed.

Please come early to your preferred session room as the number of seats is limited.

#### 5) Comments at the Annual Meeting

Please follow the instructions of the Chairperson(s).

#### 6) Exhibiting/Posting, Distributing of flyers/Audio · Video recording

Please refrain from those activities above unless authorized by the President.

#### 7) Information for presenters and chairperson

Invited Lecture/President's Special Program/International Symposium/English Poster Discussion/  
Luncheon Seminar/Coffee Break Seminar

##### To All presenters

- 1) Presentations are limited to PC presentations only. For details, please refer to "Presentation Data Guideline".
- 2) The presentation and discussion process should follow the instructions of the chairperson.

##### To All chairpersons

- 1) Please be seated in the next chairperson's seat at the front right of the room at least 30 minutes before the session starts.
- 2) The chairperson will be left to decide how to facilitate the session, however, please be punctual.
- 3) Time measurements will be taken as necessary for session time management. Please let the person in charge of the room know if you need this function.

#### Presentation Data Guideline

##### PC Center (Data preview center)

|                            |                |                |                |
|----------------------------|----------------|----------------|----------------|
| Tokyo International Forum  | FRI, April 11  | SAT, April 12  | SUN, April 13  |
| Lobby Gallery, B1F G Block | 8 : 00~17 : 00 | 7 : 45~17 : 00 | 7 : 45~15 : 30 |
| Hall B5 Lobby, 5F B Block  | 8 : 00~17 : 00 | 7 : 45~17 : 00 | 7 : 45~15 : 30 |

\*Please submit your presentation data to PC Center (Data preview center) at least one hour before the session start.

\*If your presentation starts before 10 : 00 a.m., please submit your data by the day before, if possible.

#### Presentation Data Submission

**Windows** Presentation data on USB or laptop.

**Mac OS** MacBook only. Not acceptable data on USB or iPad.

#### **[Presentation using USB data]**

- The presentation computers in the session rooms are Windows 10.
- Microsoft Office 365 (PowerPoint) is available.
- Using standard Windows (OS) fonts is recommended.
- Save the video data in the same folder as the PowerPoint presentation data.
- Bring your own computer just in case the video does not work properly on the presentation computer in the session room.
- The PowerPoint presenter view cannot be used.

**【Presentation using own Laptop】**

- In the session room, the operator connects laptop to projector via D-sub 15-pin 3-row connector or HDMI.
- If you need a conversion connector, please bring your own conversion connector and your own AC adapter.
- At PC Center (Data preview center), please check the external output, preview the presentation data, and confirm the operation.
- After confirming that the data works properly, please submit your laptop to the operator at the front left of the session room.
- Please use the keypad or the mouse on the podium to advance to subsequent slides. The operator will explain how to use the equipment on the podium.
- The PowerPoint presenter view cannot be used.

**English Poster Discussion**

**Schedule**

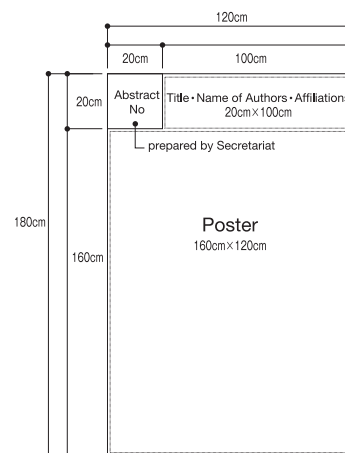
| Date              | Mounting/Viewing | Discussion  | Presentation | Session |                                    |
|-------------------|------------------|-------------|--------------|---------|------------------------------------|
| April 11<br>(FRI) | 9:00~9:45        | 9:45~10:00  | 10:00~11:40  | 1       | Molecular Biology                  |
|                   | 9:00~9:45        | 9:45~10:00  | 10:00~11:36  | 2       | Infectious Disease: COVID-19       |
|                   | 13:00~14:15      | 14:15~14:30 | 14:30~15:30  | 3       | Respiratory Immunology             |
|                   | 13:00~14:15      | 14:15~14:30 | 14:30~15:30  | 4       | Asthma: Pathogenesis and Diagnosis |
|                   | 13:00~14:15      | 16:45~17:00 | 17:00~18:00  | 5       | Interstitial Lung Disease 1        |
|                   | 13:00~14:15      | 16:45~17:00 | 17:00~18:12  | 6       | Lung Cancer                        |
| April 12<br>(SAT) | 9:00~9:45        | 9:45~10:00  | 10:00~11:40  | 7       | Pulmonary Function                 |
|                   | 9:00~10:05       | 10:05~10:20 | 10:20~11:32  | 8       | Interstitial Lung Disease 2        |
|                   | 13:00~14:15      | 14:15~14:30 | 14:30~15:18  | 9       | Asthma: Treatment                  |
|                   | 13:00~14:15      | 14:15~14:30 | 14:30~15:18  | 10      | Intervention                       |
|                   | 13:00~14:15      | 14:15~14:30 | 16:50~17:58  | 11      | Infectious Disease: Miscellaneous  |
|                   | 13:00~14:15      | 14:15~14:30 | 16:50~17:58  | 12      | Rare Disease                       |

**Venue**

Room 11 (Seminar Room 1)/Room 12 (Seminar Room 2), B2F E Block, Tokyo International Forum

**For Presenters**

- 1) The size of the poster board is 120 cm in width by 180 cm in height. The title, name of authors and affiliations should be displayed on the top of the poster within 100 cm in width by 20 cm in height. The abstract numbers shall be prepared by the Secretariat.
- 2) Please check in at Poster Registration Desk, in front of your assigned room, and display your poster within the designated time.
- 3) Presentations are limited to PC presentations only. For details, please refer to “Presentation Data Guideline”.
- 4) All presenters are required to stand by their posters during the discussion time to answer questions from chairs and audiences.
- 5) The presentation time is 12 minutes (presentation: 8 min., Q&A: 4 min.). For ATS, ERS, and APSR Young Investigators (YI), the time is 20 minutes. Please strictly adhere to the allotted time.
- 6) Presenters are requested to move to the next speaker’s seat immediately after the previous speaker takes the podium.
- 7) Please submit presentation data (without audio) in the following manner for viewing on the on-demand website.
  - Format: PDF data/PowerPoint data
  - Number of slides: No limit
  - Slide ratio: 16 : 9 (Recommended)



### **For Chairperson**

- 1) During discussion time, please facilitate question-and-answer between the speaker and the audience.
- 2) Please be seated in the next chairperson's seat at the front right of the room at least 30 minutes before the session starts.
- 3) The presentation time is 12 minutes (presentation: 8 min., Q&A: 4 min.). For ATS, ERS, and APSR Young Investigators (YI), the time is 20 minutes. Please strictly adhere to the allotted time.
- 4) Please conduct the session entirely in English, including the Q&A session.

### **8) Disclosure of Conflict of Interest**

The first author, including co-authors, must disclose any conflicts of interest (COI) for the past three years in the following manner.

-For oral/Poster presentations: Disclose on the second slide, directly after the title slide.

### **9) Other information**

- 1) Commercial exhibition: Hall E, B2F
- 2) Book fair: Hall E, B2F/Hall B5 Lobby, 5F B Block
- 3) Free Drink service: Hall E, B2F
- 4) Cloak: Lobby, 1F C Block/Hall B5 Lobby, 5F B Block/Lobby Gallery, B1F G Block
- 5) Lost and Found: General Reception, B1F Lobby Gallery, B1F G Block
- 6) No paging service
- 7) Free Wi-Fi: Hall E, B2F

### **Contact during the conference**

Secretariat Office at the venue (From Fri. April 11 to Sun. April 13)

Room G507, 5F G Block, Tokyo International Forum

TEL: +81- (0) 3-5221-9180

FAX: +81- (0) 3-5221-9181

Email: 65jrs@jrs.or.jp

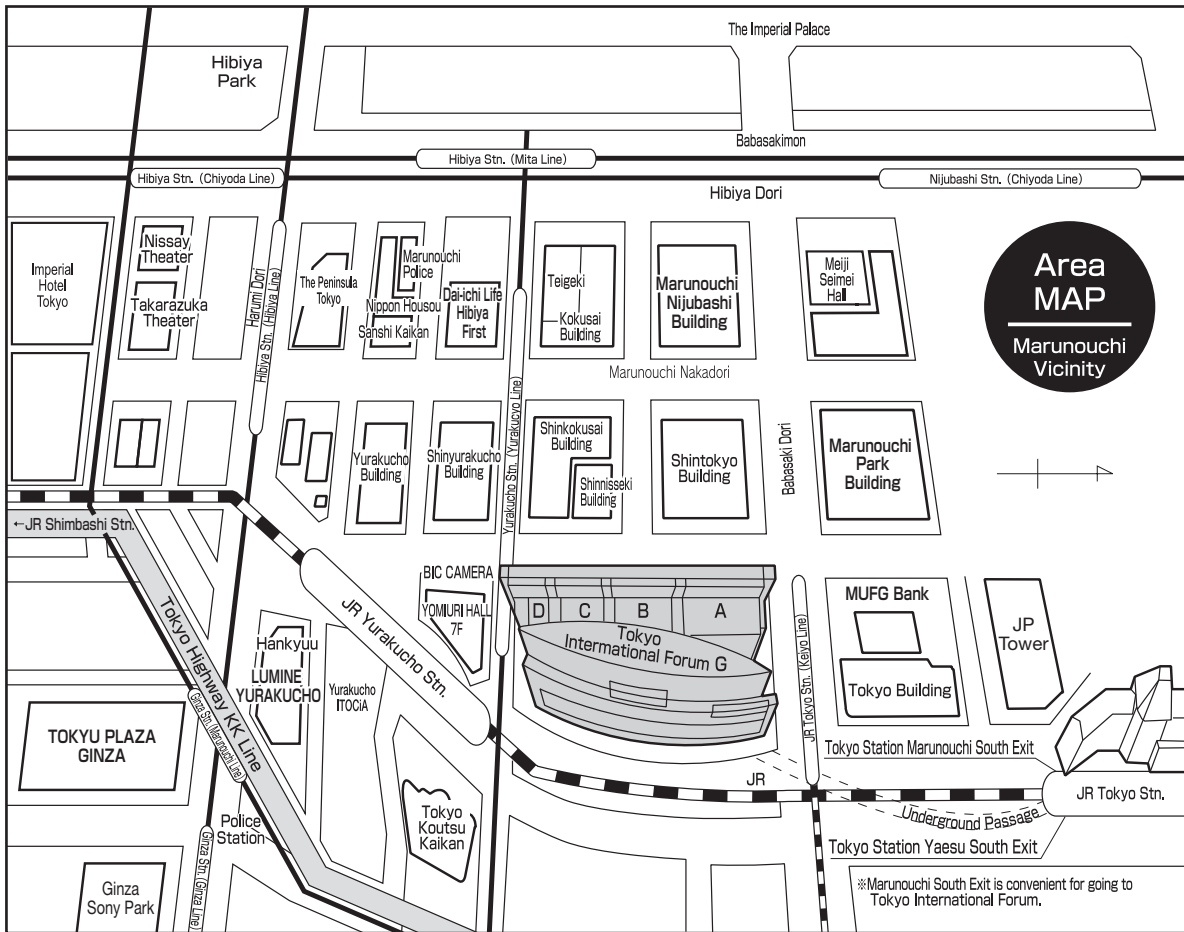
### **Contact for on-demand**

Secretariat of 65JRS

c/o Convention Plus Inc.

Email: 65jrs@convention-plus.com

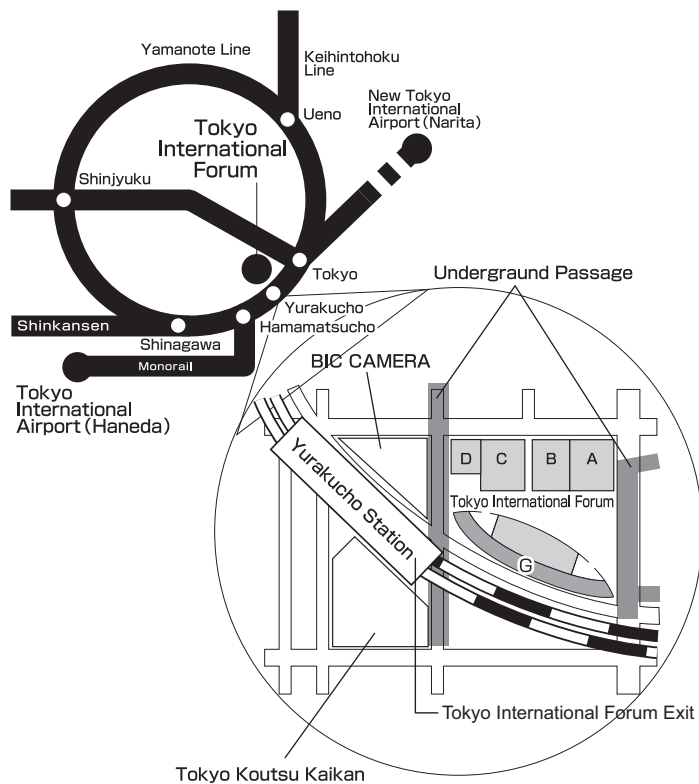
# Access



**Area MAP**  
Marunouchi Vicinity



※Marunouchi South Exit is convenient for going to Tokyo International Forum.



If coming from Tokyo Station, the Marunouchi South Exit is the most convenient.

Transportation to the venue

- From Narita Airport  
Limousine bus to Tokyo Station: 80-90 minutes  
JR Narita Express to Tokyo Station: 53 minutes

-From Haneda Airport

- To the Monorail Hamamatsu Station: 23 minutes  
To Yurakucho Station from the JR Hamamatsu Station: 4 minutes

-JR line

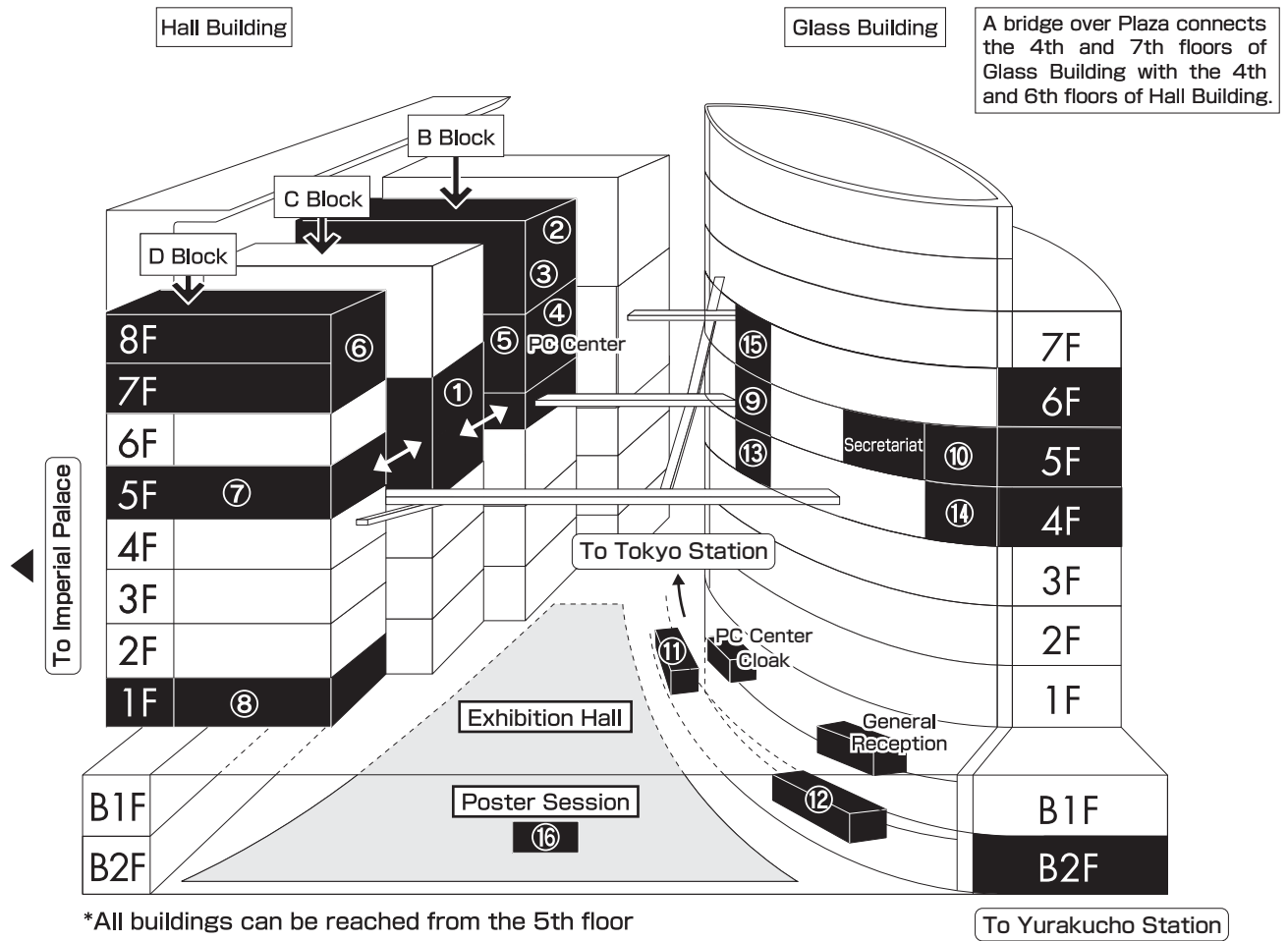
- From Tokyo station: 5 minute walk  
(using underground level 1 concourse connected to the Keiyo Line Tokyo Station)
- From Yurakucho Station: 1 minute

-Subway

- Yurakucho Line: Underground level 1 concourse connected to Yurakucho Station (D5Exit)
- Hibiya Line: 5 minute walk from Ginza Station; 5 minute walk from Hibiya Station
- Chiyoda Line: 5 minute walk from Nijubashimae Station; 7 minute walk from Hibiya station
- Marunouchi Line: 5 minute walk from Ginza Station
- Ginza Line: 7 minute walk from Ginza Station; 7 minute walk from Kyobashi Station
- Mita Line: 5 minute walk from Hibiya Station

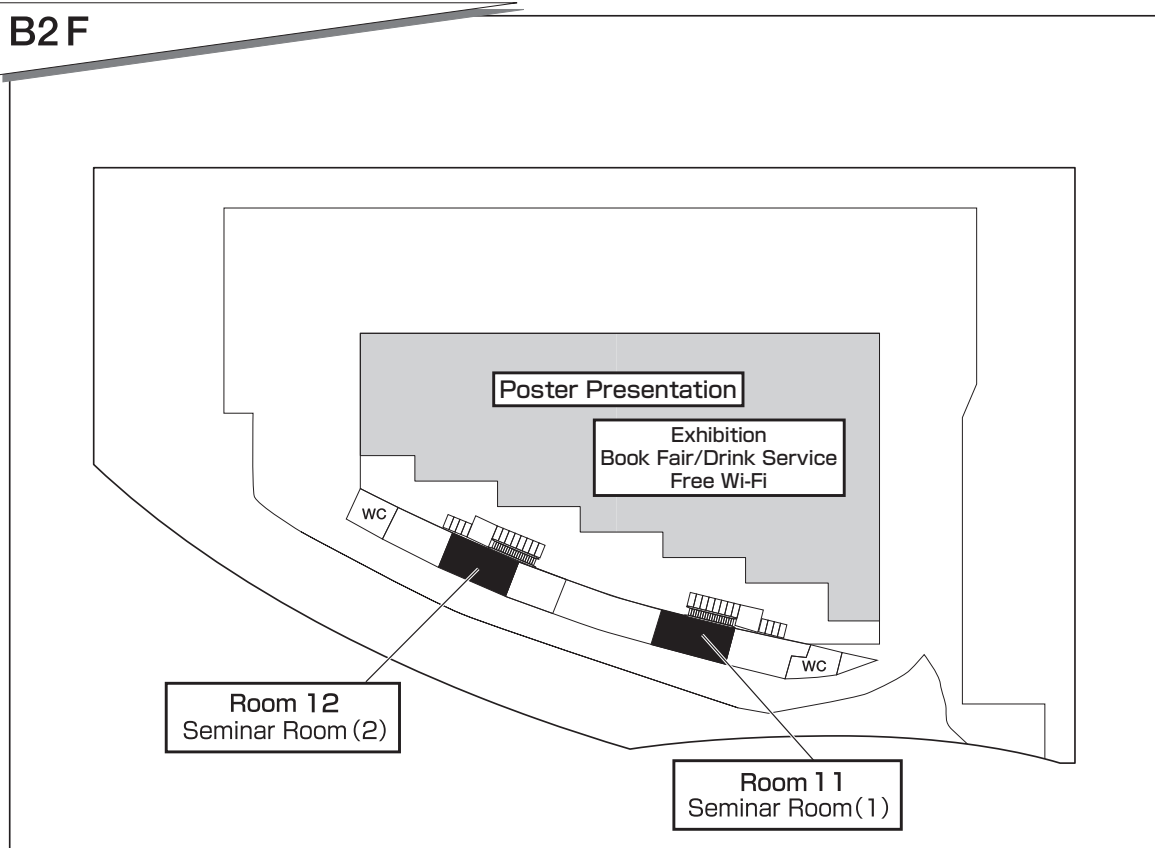
\*Please try to use public transportation as parking space is limited. Parking vouchers, etc. will not be provided.

# Facility Map

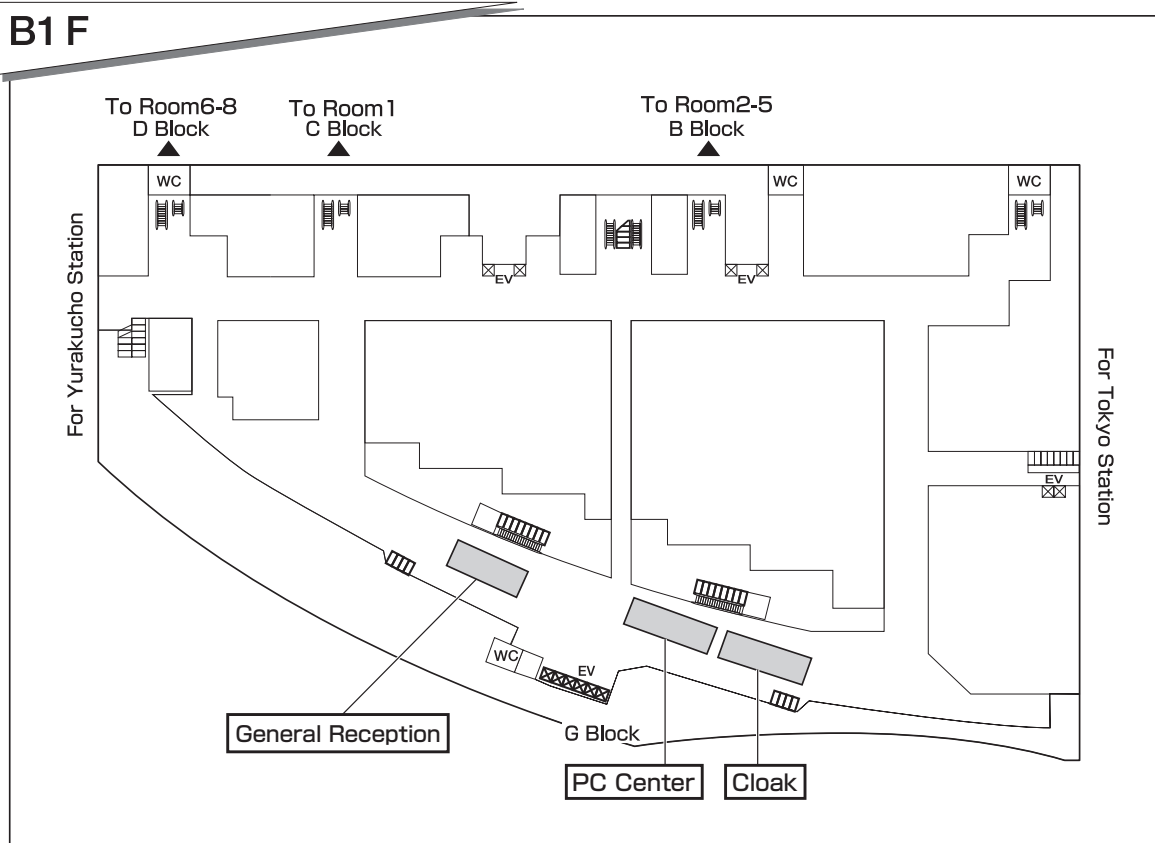


# Tokyo International Forum

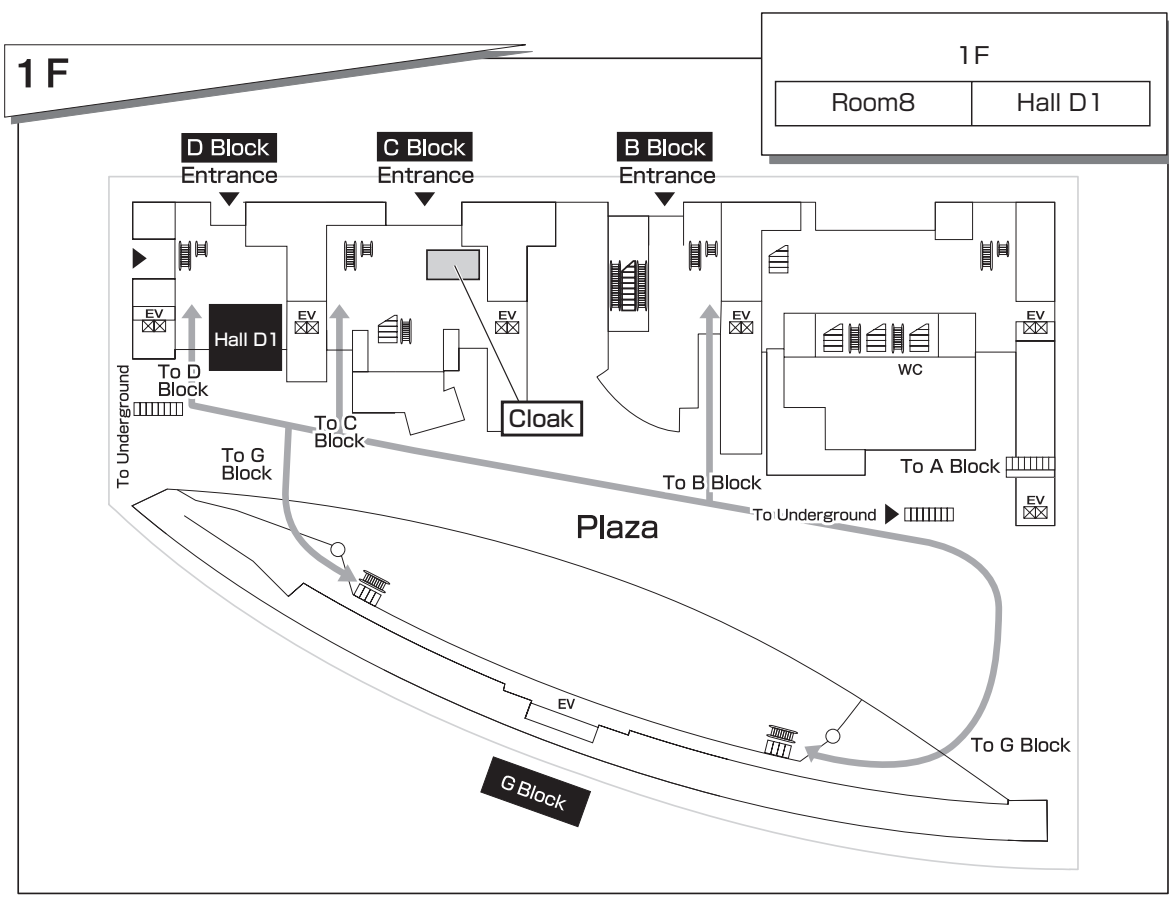
**B2 F**



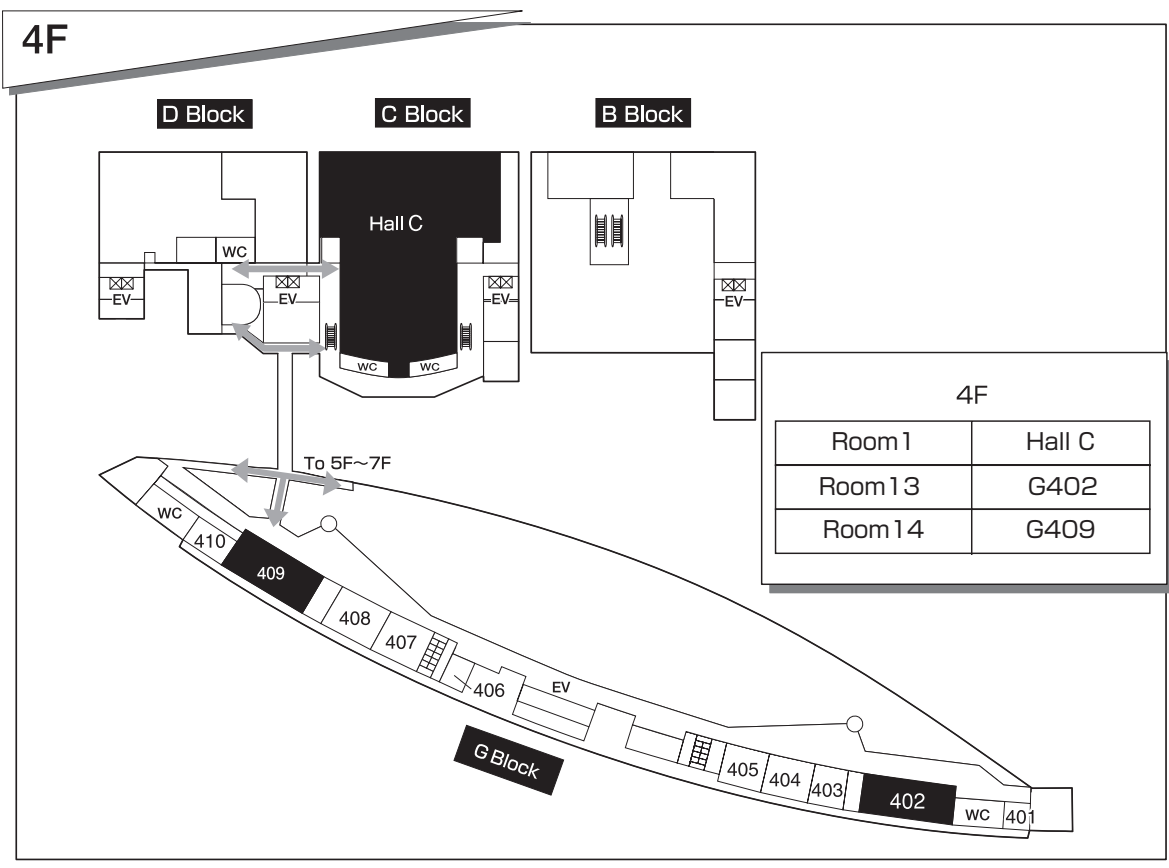
**B1 F**



1F

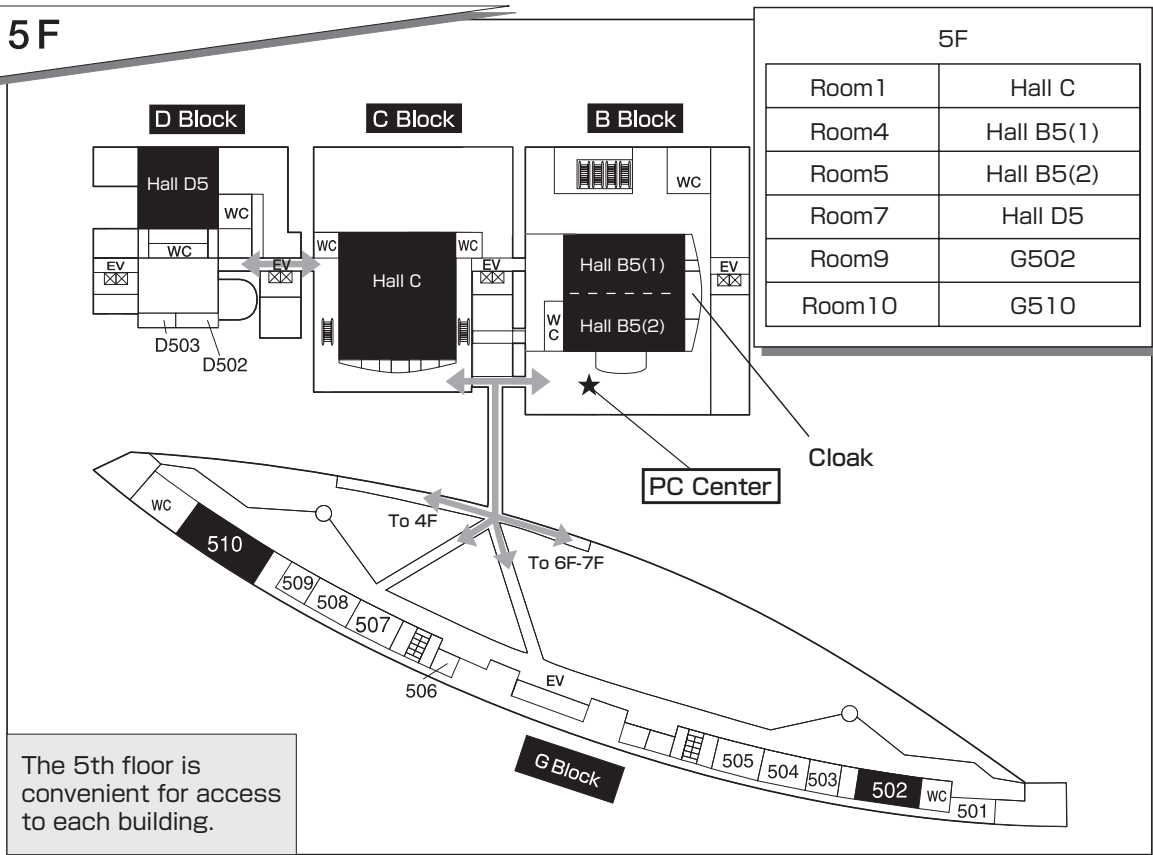


4F

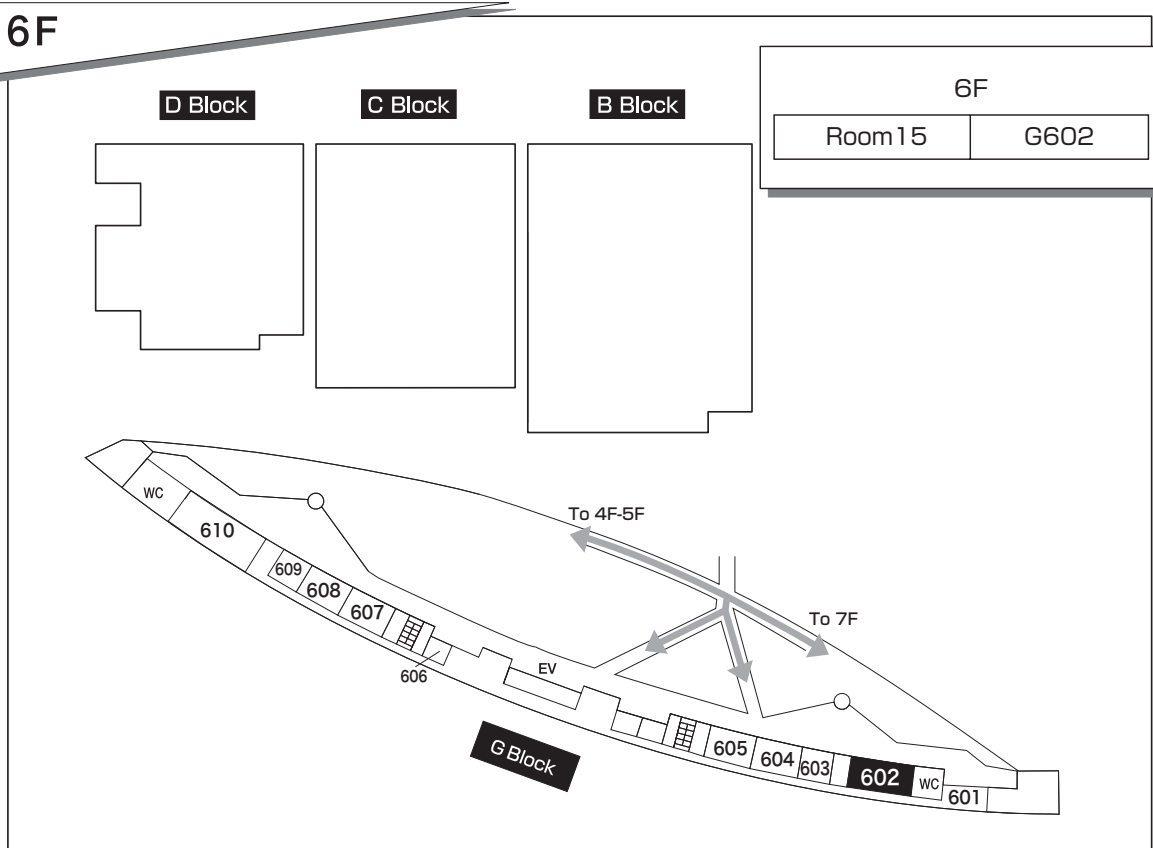




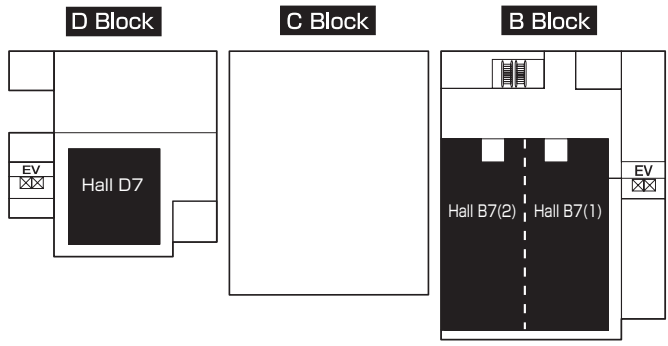
# 5F



# 6F

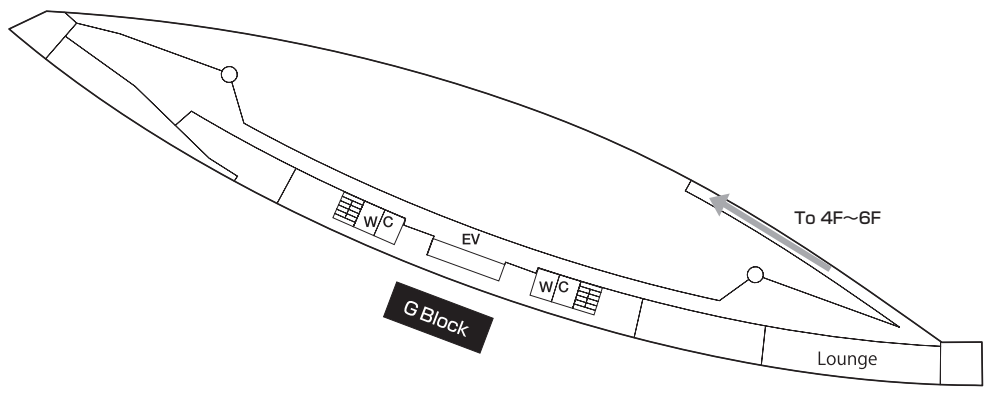


7F



7F

|       |            |
|-------|------------|
| Room2 | Hall B7(1) |
| Room3 | Hall B7(2) |
| Room6 | Hall D7    |



## Facility Map

|   |   |         |         |                  |
|---|---|---------|---------|------------------|
| ① | Room 1  | C Block | 4F      | Hall C           |
| ② | Room 2  | B Block | 7F      | Hall B 7 (1)     |
| ③ | Room 3  |         |         | Hall B 7 (2)     |
| ④ | Room 4  |         | 5F      | Hall B 5 (1)     |
| ⑤ | Room 5  |         |         | Hall B 5 (2)     |
| ⑥ | Room 6  | D Block | 7F      | Hall D 7         |
| ⑦ | Room 7  |         | 5F      | Hall D 5         |
| ⑧ | Room 8  |         | 1F      | Hall D 1         |
| ⑨ | Room 9  | G Block | 5F      | G502             |
| ⑩ | Room 10   |         |         | G510             |
| ⑪ | Room 11   |         | B2F     | Seminar Room (1) |
| ⑫ | Room 12   |         |         | Seminar Room (2) |
| ⑬ | Room 13   |         | 4F      | G402             |
| ⑭ | Room 14   |         |         | G409             |
| ⑮ | Room 15   |         | 6F      | G602             |
| ⑯ | Poster Exhibition/Book Fair<br>Drink Service<br>Wi-Fi Internet Connection |         | E Block | B2F              |

| Reception Desk             | Friday, April 11 | Saturday, April 12 | Sunday, April 13 |
|----------------------------|------------------|--------------------|------------------|
| Lobby Gallery, B1F G Block | 8:00~17:30       | 7:45~17:30         | 7:45~16:00       |

| PC Preview Center          | Friday, April 11 | Saturday, April 12 | Sunday, April 13 |
|----------------------------|------------------|--------------------|------------------|
| Lobby Gallery, B1F G Block | 8:00~17:00       | 7:45~17:00         | 7:45~15:30       |
| Hall B5 Lobby, 5F B Block  |                  |                    |                  |

\*Please submit your presentation data at least one hour before the start of your presentation. If your presentation starts at or before 10:00 a.m., please submit your data by the day before, if possible.