

Information for Participants

1. Registration

1) Registration for participation (issuance of name card and delivery of name card folder)

【Venue】 Entrance Hall, 2F, Teikyo University, Itabashi Campus

【Time】 August 8 (Thu.) 9:30-17:30

August 9 (Fri.) 7:30-19:00

August 10 (Saturday) 6:50-17:30

All registrations for this convention will be made via online registration. Online registration is required prior to the event. Please note that there will be no on-site registration on the day of the event. Name cards will not be sent in advance.

Registration Period

May 7 (Tue), 12:00 - September 30 (Mon), 17:00(JST)

2) Registration Fees

Registration Category		Early bird Registration (May 7 - July 8)	Regular Registration (July 9 - September 30)
Individual Member	Doctors, Dentists, Pharmacists	JPY 13,000	JPY 16,000
	Other than above	JPY 12,000	JPY 15,000
Non-member or Institutional member	Doctors, Dentists, Pharmacists	JPY 14,000	JPY 17,000
	Other than above	JPY 13,000	JPY 16,000
Residents and Graduate Students		JPY 7,000	JPY 10,000
Clinical residents, students, simulated patients		JPY 1,000	JPY 1,000

Students are required to show their student ID.

International students are required to show certifications which heads of their institutions issue.

Simulated Patients are required to provide the name of organization they belong to.

Without student IDs or certifications, participants are asked to pay regular registration fee (Individual Member, Non-member or Institutional member)

3) Issuance of Name Card, Receipt, and Certificate of Participation

	If you're attending in person	If you're participating online
Name Card	In order to get your name card, you will need to scan your registration QR code for on-site participation※ at the Registration Desk. Please access the "My Page" with your registration ID and the password and make sure you can display your registration QR code on your device beforehand. ※It will be available on "My Page" from August 1. (Either smartphone or printed papers are acceptable.)	None issued
Receipt	Log in to "My Page" by October 31, 2024 (JST) and download your receipt. * These documents are available only in digital form. Please note that we are unable to issue them on paper media or mail them.	
Certificate of attendance	You can download your certificate of attendance at the virtual platform between 10:00 am on August 8 and October 31, 2024 (JST). * These documents are available only in digital form. Please note that we are unable to issue them on paper or mail them.	

4) Welcome Reception (Capacity 120)

Date: August 8th (Thu) 18:30~

Venue: Hotel Chinzanso Tokyo Ballroom 10-8, Sekiguchi 2-chome, Bunkyo-ku, Tokyo, Japan

Participation Fee: JPY 5,000

For the reception shuttle buses will be available from the conference venue to Hotel Chinzanso Tokyo.

5) Networking Reception (Capacity 300)

Date: August 9th (Fri) 19:10~

Venue: Teikyo University, Itabashi Campus Arena 2-11-1, Kaga, Itabashi-ku, Tokyo, Japan

Participation Fee: JPY 5,000

Presenting first authors who participate from overseas are waived both the welcome reception fee and the networking reception fee.

Other participants from overseas need to apply for the receptions onsite and pay the reception fee by cash.

If you need special considerations for dietary requirements, please contact the Secretariat. Note that we may not be able to accommodate all requests.

6) Membership application

"New membership application desk" will be available only on the first day.

Please note that it will not be open on the second day.

* For inquiries regarding admission and withdrawal, annual fees, change of address, and other concerns, please contact:

Association for Supporting Academic Societies

TEL: 03-5981-6011 FAX: 03-5981-6012 Email: jsme@asas-mail.jp

7) Proceedings

- 1) JSME members will receive the proceedings before the meeting.
- 2) New members will receive the proceedings when you complete membership procedure.
- 3) The proceedings will be available for purchase for JPY 1,760 per copy at B1F Exhibition Room.

2. Luncheon Seminar

To attend a Luncheon Seminar, you need a ticket for each seminar.

Ticket Distribution

【Distribution Hours】

Seminars	Distribution hours
Luncheon Seminar*	Day 1 Friday, August 9th, 8:00-11:00 a.m.
	Day 2, Saturday, August 10th, 8:00-11:00 a.m.
Morning Seminar	Day 2, Saturday, August 10th, 7:00-7:20 a.m.

※ Tickets for the luncheon seminar will be distributed on the day of the event.

【Location】 Teikyo University, Itabashi Campus, 2F, Registration Desk Area

- * Tickets for each luncheon seminar are distributed during the times stated above on the day of the seminar. Ticket distribution ends once all tickets for each seminar are distributed.
- * After the distribution time ends, remaining tickets will be distributed in front of each seminar room.
- * Tickets are invalid 5 minutes after each seminar has started. Please make sure to come to the seminar room in time.
- * Please hand tickets to the staff at the entrance of the seminar room. Participants without tickets can enter the room 5 minutes after each seminar has started.
- * Please note that numbered tickets will not be distributed for the sponsored symposium. Please come directly to the venue on the day of the symposium.

3. Exhibition

- Cosponsoring companies will exhibit their latest equipment and machineries in the Poster & Exhibition Hall (Teikyo University, Itabashi Campus, 1st floor Godereccio, B1F Central Area). We welcome many people to visit the exhibition.
- In addition, the exhibition hall will be used to learn by experiencing the operation of simulators set up in company booths and by taking quizzes. A stamp rally (Simzania in Tokyo) will be held. Students, residents, and other participants will be able to enjoy themselves while experiencing educational equipment. Please feel free to stop by.

4. Cloak

The cloakroom located at Teikyo University, Itabashi Campus is available. Please note that PCs and valuables cannot be accepted.

5. Childcare room

A childcare room is available at the meeting site (Age limitation: 3 month old to 6th Grade). Advance

application is required.

For further information, please refer to the meeting website.

<https://www.jsme56.org/en/>

6. Photography

- Photographic, video or sound recording is prohibited without the permission of the presenter. Coverage for PR activities or magazines is allowed only with prior permission from the secretariat.
- When registering to attend, you will also be asked to indicate your willingness to opt out of being photographed and filmed during the exhibition. We will reserve a seat for those who have indicated that they do not give permission to be photographed or filmed.

7. Mobile phone use

Be sure to set your mobile phone to silent mode in lecture rooms.

For other electronic devices (PCs, tablets, and other devices) adjust their display brightness and set them to mute.

8. Parking

Parking is available but limited, so please use public transportation if possible.

Please refer to the venue website.

<https://www.jsme56.org/en/>

* Please note that parking is charged.

* No discounts on parking fees for participants.

9. Others

- Smoking is prohibited in the venue. Please refrain from smoking even in areas around the Itabashi Campus.
- Considering temperature and electric power condition, we promote “Cool Biz” style. We recommend that all participants dress casually, with no tie and no jacket. All of our staff from the host university and from the meeting secretariat will dress in Cool Biz style as well.

10. Contact

<Secretariat>

Department of Medical Education, Teikyo University School of Medicine
2-11-1, Kaga, Itabashi-ku, Tokyo, 173-8605 Japan

<Congress Secretariat>

Interplan Corporation

Shoto Rokubankan 4th Floor, 1-28-4, Shoto, Shibuya-ku, Tokyo, 150-0046 Japan

Fax: +81-3-3461-8181

E-mail: jsme56@c.inter-plan.co.jp