

Information for Participants, Presenters and Chairpersons

Information for Participants in the Annual Meeting

1) Registration

The registration desk will be in the Lobby Gallery on the B1 floor of the Glass Building of the Tokyo International Forum (on the side facing JR Yurakucho Station). On the day of the event, you will receive an entry-pass in return for payment of the registration fee at the registration desk. Please fill in your name and affiliation in the prescribed place on the entry-pass and be sure to wear this pass while attending the meeting.

Registration Desk:

Lobby Gallery, B1F the Glass Building of the Tokyo International Forum (on the side facing JR Yurakucho Station)

Registration Hours	
Friday, April 12	8 : 00~18 : 00
Saturday, April 13	8 : 00~18 : 00
Sunday, April 14	8 : 00~15 : 00

Registration fee	
Members	17,000 yen
Non-members	17,000 yen
Medical Staff	10,000 yen
Students (excluding graduate students)	Free
Interns (passed the national exam for medical practitioners within 3 years only)	Free

*Students must present their student IDs.

2) Certificate of Attendance

Separate application forms for Certificate of Attendance will be distributed at the time of registration. Please ask the clerk about the process of application.

3) Speeches at the Annual Meeting

Please comply with all instructions given by the chairperson.

4) Distribution of notices, displays, printed materials and videotaping etc.

Please refrain from these activities unless given permission by the President.

5) How to participate in Luncheon Seminars and Coffee Break Seminars

Numbered tickets will not be given out. We suggest showing up at the lecture hall of the seminar of your choice as early as possible.

6) Other information

(1) Commercial exhibition

At the Hall E on the B2 floor of the E block.

(2) Book fair

At the Hall E on the B2 floor of the E block and Lobby of Hall B5.

(3) Free Beverage service

At the Hall E on the B2 floor of the E block.

(4) Cloakroom

The cloakroom is located in the first-floor lobby of the Hall C, the lobby of Hall B5 and the Lobby Gallery of B1 floor of Glass Building.

(5)Lost and found

Lost and found articles shall be handled at the general information desk.

(6)Paging within the meeting place

There will be no paging within the meeting place. Instead a message board will be available near the Registration Desk area.

(7)Free Internet Access/Wi-Fi

The Hall E (B2 floor of the E block) is available Wi-Fi connection.

7) Contact Details

On-site Secretariat Office Room G507, Glass Building, 5F, Tokyo International Forum
TEL : +81-(0)3-5221-9180 FAX : +81-(0)3-5221-9181

JRS Office 7F, Nichinai Building, 3-28-8, Hongo, Bunkyo-ku, Tokyo, 113-0033, JAPAN
TEL : +81-(0)3-5805-3553 FAX : +81-(0)3-5805-3554

Information for presenters and chairperson at each session

Invited Lecture/International Symposium/ATS President Lecture/ERS Special Lecture/
Luncheon Seminar/Coffee Break Seminar

To all presenters

- 1) Presentations are limited to PC presentations only. For details please refer to the above-mentioned presentation data submission guidance.
- 2) As far as progression of the presentation and discussions are concerned you are requested to comply with the instructions of the chairperson.

To each chairperson

- 1) Please be seated next to the chairperson's seat at the front of each respective lecture hall at least 30 minutes before the session begins.
- 2) The presentation, debate time, progression and method of discussions shall be left to the discretion of each chairperson, but we ask each chairperson to please strictly observe the time schedule.
- 3) Time will be measured as necessary. If you would like to request a time measurement, please instruct the person in charge of managing the lecture hall.

English Poster Discussion

Schedule

Day	Pin-up and Viewing	Discussion	PC Presentation	Session	
April 12 (FRI)	8 : 30 ~ 9 : 45	9 : 45 ~ 10 : 00	10 : 00 ~ 11 : 24	1	Case Report
	8 : 30 ~ 9 : 45	9 : 45 ~ 10 : 00	10 : 00 ~ 11 : 24	2	Lung Cancer Basic
	15 : 00 ~ 16 : 05	16 : 05 ~ 16 : 20	16 : 20 ~ 17 : 28	3	Airway Diseases Clinical
	13 : 00 ~ 16 : 05	16 : 05 ~ 16 : 20	16 : 20 ~ 17 : 28	4	Sleep disorder/Respiratory care
	15 : 00 ~ 16 : 05	16 : 05 ~ 16 : 20	17 : 30 ~ 18 : 30	5	Interstitial Lung Disease: Epidemiology, Diagnosis
	13 : 00 ~ 16 : 05	16 : 05 ~ 16 : 20	17 : 30 ~ 18 : 30	6	Lung Cancer: Diagnosis
April 13 (SAT)	8 : 30 ~ 10 : 05	10 : 05 ~ 10 : 20	10 : 20 ~ 11 : 28	7	Pulmonary Infection
	8 : 30 ~ 10 : 05	10 : 05 ~ 10 : 20	10 : 20 ~ 11 : 32	8	Interstitial Lung Disease: Treatment
	13 : 00 ~ 14 : 25	14 : 25 ~ 14 : 40	14 : 40 ~ 16 : 00	9	Others
	13 : 00 ~ 14 : 25	14 : 25 ~ 14 : 40	14 : 40 ~ 16 : 08	10	Respiratory Failure
	13 : 00 ~ 14 : 25	17 : 30 ~ 17 : 40	17 : 40 ~ 18 : 40	11	Other Rare Lung Diseases
	13 : 00 ~ 14 : 25	17 : 30 ~ 17 : 40	17 : 40 ~ 18 : 48	12	Lung Cancer: Treatment

April 14 (SUN)	8 : 30 ~ 9 : 25	9 : 25 ~ 9 : 40	9 : 40 ~ 11 : 24	13	Lung Homeostasis (Basic)
	8 : 30 ~ 10 : 00	10 : 00 ~ 10 : 15	10 : 15 ~ 11 : 27	14	Lung Cell Study (Basic)
	13 : 00 ~ 14 : 15	14 : 15 ~ 14 : 30	14 : 30 ~ 15 : 58	15	COPD
	13 : 00 ~ 14 : 15	14 : 15 ~ 14 : 30	14 : 30 ~ 15 : 54	16	Airway Diseases (Basic)

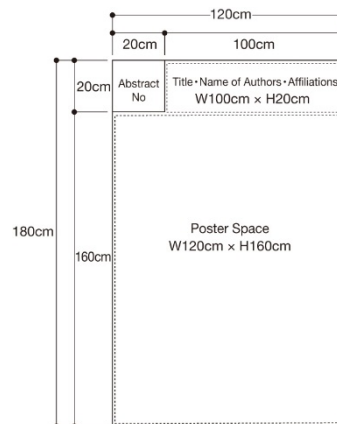
Venue

Room 11 (Seminar Room 1, B2F of the E block)

Room 12 (Seminar Room 2, B2F of the E block)

To all presenters

- 1) The size of the poster pin-up board is 120 cm in width by 180 cm in height. Please prepare your poster with the title of your topics, name of presenters and affiliations in the side of 100 cm across by 20 cm high. The abstract numbers shall be prepared by the Secretariat.
- 2) Please prepare 30 copies of cutdown version of your poster in A4 or A3 size for distributing to participants. It shall be set in the specified holder on your poster board.
- 3) Presentations are limited to PC presentation only. For details, please refer the PC preview guidance.
- 4) The total time length for a presentation will be 12 minutes (including Q & A). The podium is equipped timekeeper with a green lamp, which when it lights up it signifies start presentation, when the yellow lamp lights up, the last 1 minutes of the presentation, and the red lamp lights up, the time is finish. The presentation and Q & A session shall be carried out in accordance with the instruction of the facilitators thus please comply with the instruction and strictly observe the presentation time.
*Young Investigators form ATS, ERS and APSR are required to talk for total 20 minutes (including Q & A).
- 5) All presenters are essentially required to attend the discussion session during above scheduled time. Please stand in front of your poster at each starting time, and answer questions from chairs and audiences.
- 6) Please come to the poster registration desk and pin-up your poster during appointed pin-up and viewing time, also complete PC preview at least one hour prior to start of the session. You are also required to show up at session room 10 minutes before the start of session and be seated next to the next speaker's seat.
- 7) The session shall be taught in English including presentation and Q & A.



To each chairperson

- 1) Please attend and lead the discussion session during above scheduled time.
- 2) Please take a seat on the next chairperson's seats at least 30 minutes before the start of presentation session.
- 3) Each presentation will be allocated 12 minutes (including Q & A) and Young Investigators form ATS, ERS and APSR are required to talk for total 20 minutes (including Q & A). The chairperson's seats is equipped timekeeper with a green lamp, which when it lights up it signifies start presentation, when the yellow lamp lights up, the last 1 minutes of the presentation, and the red lamp lights up, the time is finish. The presentation and Q & A session shall be left to the discretion of each facilitator, but please strictly observe the time schedule.
- 4) Please conduct these sessions entirely in English, including Q & A session.

Disclosure of Conflict of Interest

Due to JRS regulations, authors are requested to disclose possible conflicts of interest on the first or directly after the title slide in your PowerPoint presentation slide and display it to the audience at the beginning of your talk. The slide template is available to download on JRS official website.

Instructions for PC Presentation

PC Preview Center

	Thursday, April 11	Friday, April 12	Saturday, April 13	Sunday, April 14
The Lobby Gallery, B1F the Glass Building (on the side facing JR Tokyo Station)		8 : 00~17 : 30	8 : 00~17 : 30	8 : 00~15 : 00
Lobby, Hall B5	17 : 00~19 : 00	8 : 00~17 : 30	8 : 00~17 : 30	8 : 00~15 : 00

*Please submit your presentation data to the PC Preview Center at least one hour before your talk.

*For those whose presentations start at or before 10 : 00 a.m., if at all possible, please complete registration procedures by the prior evening.

Submitting your Presentation Data

Windows	Presentation data on USB storage or laptop.
Mac OS	MacBook only. Not acceptable data on USB or iPad.

【Submission Procedure-Data on USB】

- (1) At the PC Preview Center after previewing to confirm the absence or presence of motion pictures and audio, only the data will be downloaded and a presentation receipt ticket will be issued. The media itself will be returned on the spot.
- (2) The media returned to you will serve as a backup, so when making your presentation please bring it to the lecture hall with you (it need not be submitted). All downloaded presentation data will be deleted at the end of the Meeting.

Note 1: System

The computers in use have Windows 10 and PowerPoint installed. Please prepare the data for your presentation according to the following criteria.

- OS : Windows 10
- Application : PowerPoint 2010, 2013, 2016

Note 2: Fonts

Fonts : Only fonts that come standard with Windows may be used.

Japanese : The 4 types of fonts available are MS Gothic, MSP Gothic, MS Mincho and MSP Mincho.

English : The 8 types of fonts available are Times New Roman, Arial, Arial Black, Arial Narrow, Century, Century Gothic, Courier New and Georgia.

*If fonts other than these are used, there is the possibility that problems such as line-breaks in the wrong places, unintelligible characters, characters disappearing and other anomalies may occur.

Note 3: Motion pictures and audio

Each of the lecture halls is equipped to handle motion pictures and audio output. For those who will be bringing motion picture presentation data in media format, please prepare your presentation in a format that can be played on default Media Player.

Note 4: Data Volume

As far as data volume is concerned, at this particular annual meeting there is no particular limit on data volume. Please prepare your data so as to be able to finish your presentation within the allotted time.

【Submission Procedure-Data on Laptop】

Restrictions on computers brought in (Windows and MacBook).

*Please bring a computer capable of external output.

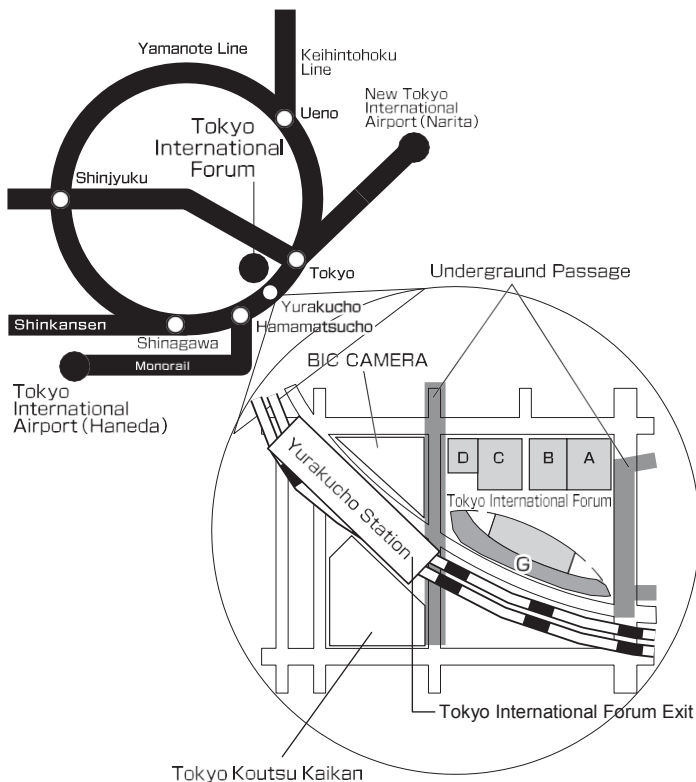
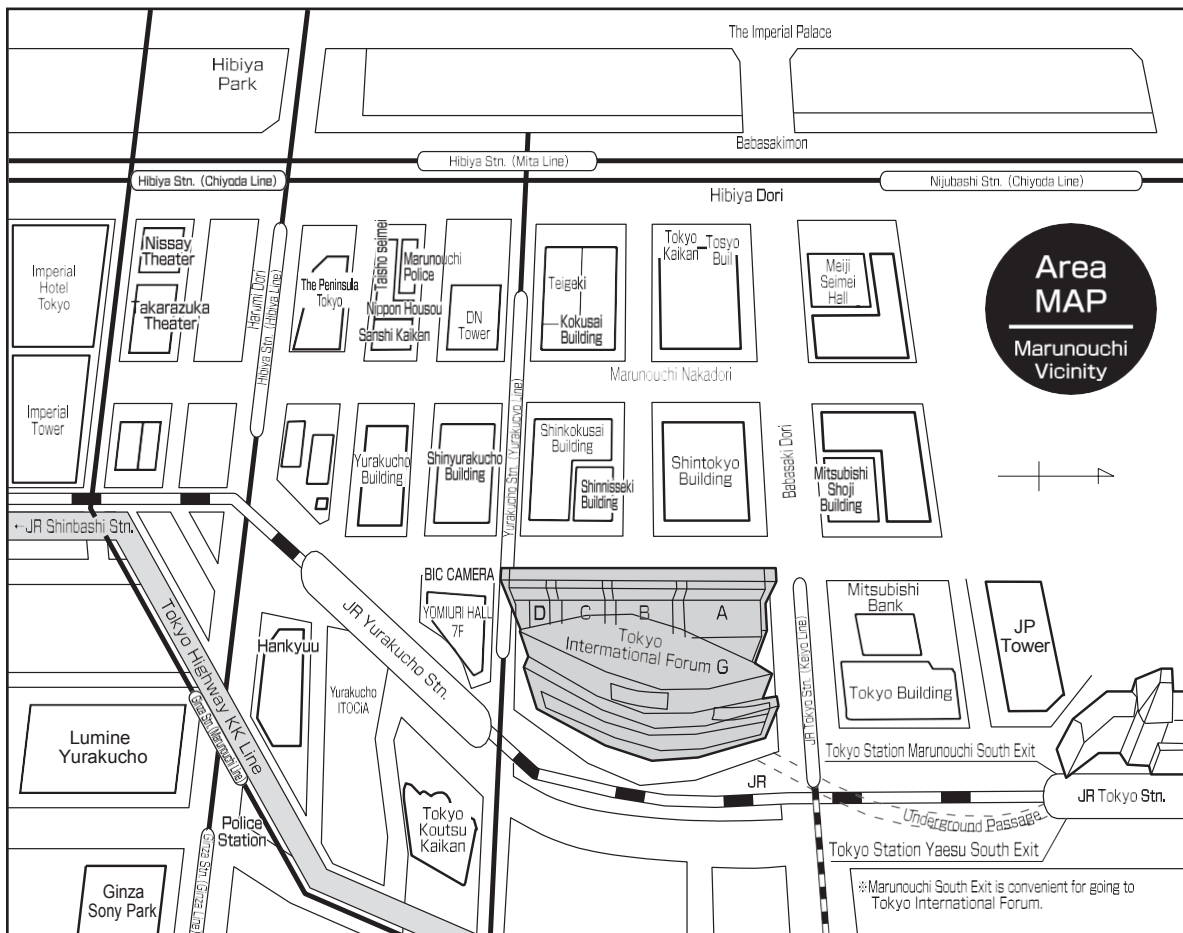
*The cable connectors used at the lecture halls are type D-sub 15 pin. In case any alternative is required, each person concerned should bring his or her own adapter. Further, please come prepared with an AC adaptor without fail.

- (1) Please bring your computer to the PC Preview Center at least one hour prior to the start of the lecture, and by all means confirm the connections and conduct a preview screening.
- (2) After confirming whether or not there is audio or motion pictures and a preview screening at the PC Preview Center, you will be given a presentation reception ticket. Please be in possession of this presentation reception ticket and your own computer and proceed to your assigned lecture hall. At the lecture hall you are requested to take your computer to the PC presentation operator's desk at the front of the hall. The lecture hall operator will make the cable connections for your presentation.
- (3) After the presentation you may claim your PC by showing your presentation registration ticket at the PC presentation operator's desk.

Method of PC Presentation

Please deliver your presentation using the mouse and keyboard placed at the rostrum. An explanation will be given at the PC Preview Center.

Access to the Venue



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.