

General Information

I. Registration

Registration Desk

Location : Lobby, Main building 1F, Kyoto International Conference Center (ICC Kyoto)

Open hours :

July 7 (Thu.)	6 : 45 – 18 : 00
July 8 (Fri.)	6 : 45 – 17 : 00
July 9 (Sat.)	6 : 45 – 17 : 00

1. Registration fees are as follows :

Payment should be made by credit card in Japanese yen only.

Category	Early	Regular
IAP Member	JPY 25,000	JPY 35,000
Non Member	JPY 40,000	JPY 50,000
Resident	JPY 5,000	
Medical Staff	JPY 5,000	
Rate for Developing Countries	JPY 15,000	JPY 20,000
Students	Free of Charge	
Accompanying person	JPY 5,000	

*IAP Member・Non Member : Physicians, researchers and graduate students, excluding medical staff

*Students are required to submit their student ID card/certification.

Please use the certificate issued by your organization.

*Residents are required to submit a copy his or her advisor/supervisor send as proof of the bona fide status of the resident. Please upload a copy of your following Upload Site.

*Please be sure to wear your participation certificate on the Venue. Please be careful not to lose it as it will not be reissued.

*A tiered fee structure will apply according to country of residence. For your country classification High Income (H), Upper Middle Income (UM), Lower Middle Income (LM) or Low Income (L) please refer to the World Bank's Classification.

Rate for Developing Countries applies to Lower Middle Income (LM) or Low Income (L).

2. Please be sure to wear your participation certificate on the Venue. Please be careful not to lose it as it will not be reissued.

3. For presentations, the Japanese main author and co-authors should be basically members of the Japan Pancreas Society. To apply for membership, please contact the secretariat office listed below.

〈Secretariat Office of the Japan Pancreas Society〉

Division of Hepato-Biliary-Pancreatic Surgery, Department of Surgery, Kindai University Faculty of Medicine 377-2, Ohno-Higashi, Osaka-sayama, Osaka, 589-8511, Japan

Tel : +81-72-366-0221 URL : <http://www.suizou.org/english/contact.htm>

4. Gala Party

All participants are welcome to attend the reception as shown below.

Date & Time : 19 : 00-21 : 00, July 8 (Fri.)

Venue : Kyoto Aquarium (35-1 Kankijicho Kyoto Shimogyo-ku, Kyoto, 600-8835)

*Please be sure to wear your participation certificate on the Kyoto Aquarium.

II. Instruction for speakers

1. Language :

All sessions are in English except the bellow sessions.

- Educational Lecture
- Reports of JPS clinical research 「膵疾患臨床試験結果報告」
- Reports from JPS research group of pancreatitis 「膵炎調査研究」
- Special Seminar
- JPS Symposium
- Panel Discussion 8 「膵癌克服に向けた患者会と学会とのコラボレーション」

*Simultaneous translation will not be provided.

2. Allocated presentation time :

Session	Presentation	Discussion
Oral	5 min.	3 min.
Mini Oral	4 min.	2 min.
Other sessions	Individually Assigned	

3. For oral presentations

- 1) We will only accept computer-based PowerPoint presentations.
- 2) Although there is no established limit to the number of slides, please make sure to finish the presentation within the allocated time. Yellow lamp 1 min. before and Red lamp at the end will light up to remind you of the time limit.
- 3) If your presentation data is prepared using Windows, please submit your presentation data saved on USB memory storage. Please bring your own PC if you use Macintosh data.
- 4) Please review and register your data at the PC Preview Center 60 min. before your presentation.

*Presenters in sessions before 8:00 a.m. should arrive at least 15 minutes prior to the start of the session.

PC Preview Center

Location : Room H, Main building 1F, Kyoto International Conference Center

Open hours :

July 7 (Thu.)	6 : 45 - 16 : 30
July 8 (Fri.)	6 : 45 - 16 : 30
July 9 (Sat.)	6 : 45 - 17 : 00

- 5) For the presentation, a display monitor, a keypad and a mouse will be provided on the podium for presenters to operate the slides by yourself.
- 6) If you bring your USB (Windows only), please follow the instructions below.
 - ① Please name your file with your abstract number followed by your last name and first name as described below :
Example : S1-1 SMITH John
 - ② Presentation data should be made in Windows PowerPoint 2013/2019 (2016). Please use the following standard English fonts for the presentation data :
Times New Roman, Arial, Black, Arial Narrow, Century, Century Gothic, Courier, Courier New, Georgia
 - ③ We will accept animation or moving images playable with Windows Media Player 12. Please bring images that can be played with codec in initial state.
 - ④ The solution of the PC used for the presentation is XGA (1,024×768). In the cases of exceeding this size, it would result images or characters un-displayed on the ends due to the different replicate environments.
 - ⑤ Please check your data with the latest anti-virus software to avoid infection via media.
 - ⑥ Copied data will be responsibly deleted by the secretariat after the presentation.
- 7) If you bring your own PC, please follow the instructions below.
 - ① Please check the operation of your PC at the PC Preview Center at least 30 minutes before your presentation. After the operation check, please take your PC to the operator desk near the podium in the presentation room. We will return the PC after the presentation at the operator desk. Please make sure to pick up your PC immediately after the presentation.
 - ② We accept Windows (Windows 7 or later) and Macintosh (Mac OSX10.68 or later) as operating systems. Monitor output with D-sub 15 pins is necessary. If you need a conversion connector, please bring the appropriate connector with you.
 - ③ Please cancel the screen saver or power saving setting in advance.
 - ④ Please refrain from placing your PC on the podium or using presenter view.
 - ⑤ Please make sure to bring the power cable to avoid trouble with the battery.
 - ⑥ Please bring backup data.
 - ⑦ Please check your data with the latest anti-virus software to avoid infection via media.

III. Instructions for moderators [Oral and Mini Oral sessions]

1. Please come to the venue at least 10 min. before your session starts and be seated at the “next moderator’s seat” in the right front of the session room.
2. There will be no announcement of the starting time of the session. Please start the session at the moderator’s seat at the starting time.
3. Respect the allocated time for the session and each presentation. Yellow lamp 1 min. before and red lamp at the end will light up to remind you of the time left.

IV. Exhibition

Place ① : The floor in front of Room 1 (1F Main Hall)

Place ② : The floor in front of Room 5 (1F Room C-1)

July 7 (Thu.)	8 : 30 – 17 : 30
July 8 (Fri.)	8 : 30 – 17 : 30
July 9 (Sat.)	8 : 30 – 15 : 20

V. Luncheon Seminars

There are no tickets required. Please come and receive a lunch box at the venue. Please note there is a limited number of lunch boxes and seats provided at each venue.

VI. Tea Break Seminar

There are no tickets required. Please come and receive a Light meal (Confectionary) at the venue.

Date : 16 : 00 – 16 : 50, July 8 (Fri.), 2022

Place : Room 3 (2F Room B-1)

Date : 14 : 20 – 15 : 10, July 9 (Sat.), 2022

Place : Room 4 (2F Room B-2)

VII. Morning Seminar

There are no tickets required. Please come and receive a Light meal (Confectionary) at the venue.

Date : 7 : 40 – 8 : 30, July 8 (Fri.), 2022

Place : Room 6 (1F Room C-2)

*Sandwiches will be sold on July 7 and July 9 at the Lounge (7 : 00 – 9 : 00).

VIII. Others

1. Smoking : Please smoke in the designated area.
2. Internet : Please see the signboard in the venue for the details.
3. Photography is strictly prohibited to record, photo shooting and video shooting without permission.
4. Cloakroom : The cloakroom is located on the 1st floor of the Conference building.
5. Others : Please refrain from making phone calls or talking on the phone during the sessions. Please set silent mode or switch off in advance.