

Dates November 6 WED—9 SAT, 2024

Venue Sapporo Convention Center SAPPORO, JAPAN

Convenors

Ling-Hui Chang President of APOTRG

Shinichi Yamamoto President of JAOT

Guidelines for Scientific Workshops

Thank you for your time in planning and organizing the Scientific Workshops (SWS) for APOTC 2024 participants. The following outlines the key responsibilities of the SWS representative and all speakers.

Registration for the presenters

After you register to the congress, please also check in to the PC desk. Regardless of using a PC at the venue or bringing their own PC, you will need to check in at the PC desk for the preview and verification.

Equipment for the SWS

The following equipment are provided as standard equipment in each room (free of charge).

- Laptop Computer with HDMI cable (You may connect your own PC, but please bring HDMI hub)
- Projector
- Screen
- 2 wireless microphones
- Movable desk
- Movable chair
- Power strip

If you would like to use any other equipment, equipment rental fees are as follows. If you have listed the necessary equipment in the already submitted “detailed proposal”, these equipment will be available at the venue for you. If you need additional equipment, please contact the Secretariat at abs-apotc2024@c-linkage.co.jp.

- Wired microphone 1,800 yen/day
- Floor-mounted microphone stand 900 yen/day
- Tabletop microphone stand 600 yen/day
- 15-inch display (monitor) 9,500 yen/day
- Laptop (Windows 10) 40,000 yen/day
- Whiteboard 1,200 yen/day
- Partition (poster venue bulletin board) 600 yen/sheet/day

Invoice

If you wish to rent additional equipment, venue equipment rental fees will be invoiced to the representative by Secretariat for the 8th Asia Pacific Occupational Therapy Congress (APOTC2024) or Sapporo Convention Center. Each representative should make the payment in timely manner.

Setting up the room

The room will be available 30 min prior to your session (after the session prior to yours is finished). At the beginning of the session, all rooms are set up school-style. Please set up the room as you wish. Tables and chairs may be moved freely during the workshop, but please return them to their original state after the session.



8th APOTC.2024 Sapporo. Japan

Empowering Collaborative Community:
Sustainable and Evidence-Based Occupational Therapy

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Participants and their check in

The list of participants registered to your SWS will be shared with the representative once applications are closed in early October. It is your responsibility to check the list of names at the entrance of the room at the beginning of the session in order to ensure the participants who completed their advance registration can participate in your SWS. However, if there are still available slots, you may allow walk-ins on the day to participate.

The participation fee for SWS is included in the APOTC 2024 registration fee.

Wi-Fi

FreeWi-Fi will be available at the venue.

Thank you for help making the APOTC 2024 a success. If you require further information about the SWS, programme or venue, please contact the APOTC 2024 Secretariat.

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Secretariat for the 8th Asia Pacific Occupational Therapy Congress (APOTC2024)

Email: abs-apotc2024@c-linkage.co.jp