Floor Map

3F

Secretariat

Drink Corner (wine & cheese)

Special Stage

Room 1

PC Center

Registration

Elevator South

Room 2

Elevator North

Cloak

Escalator from 2F

Escalator to 5F

e-Poster

e-Video
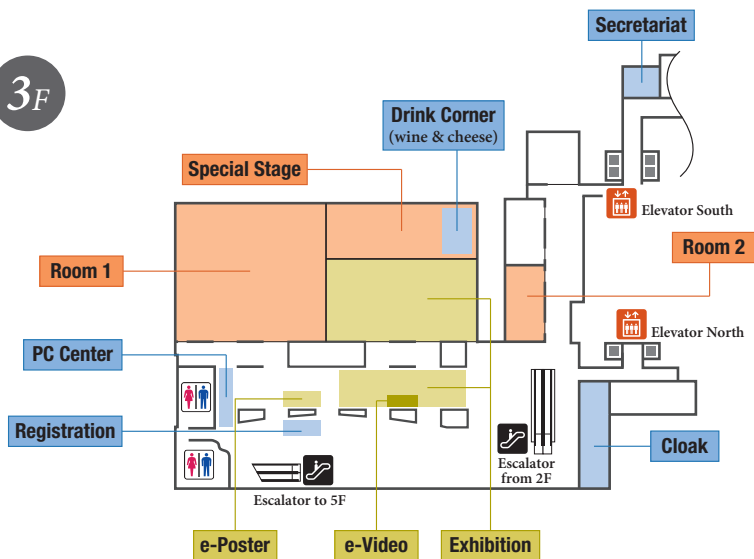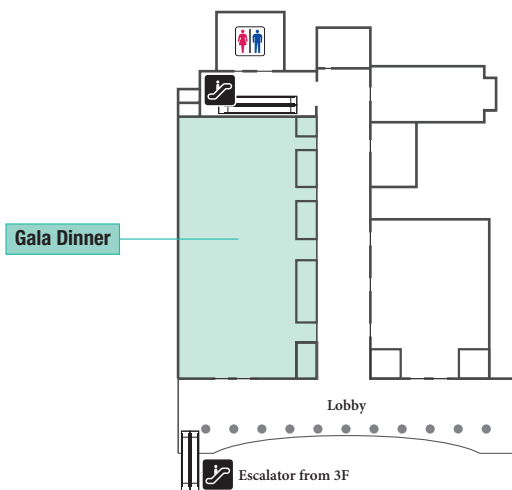
Exhibition

5F

Gala Dinner

Lobby

Escalator from 3F

Information for Participants

1. Registration

Registration Desk:

The Registration Desk is located on the 3F Foyer of Hotel Granvia Kyoto.

Opening hours:

October 1st: 7:30-16:00

October 2nd: 7:30-13:00

<Participants who have completed pre-registration>

• Your name card will be ready at Registration Desk.

If you have registered by September 10th, your name will be printed on your name card.

If you register after September 11th, you will be given a blank name card to write your name on.

<Participants registering on the day of the meeting>

• Please register on the day of the meeting using your own smartphone or PC onsite. We only accept credit card.

<Please wear your name card>

All participants are requested to wear their name card at all times in the congress venue.

Registration Category	Registration Category
ILLS Members	JPY 45,000
ILLS Non Members	JPY 50,000
Trainees/Residents	JPY 30,000
Nurses and Other Medical Staff	JPY 30,000

LDC Members	JPY 24,000
Gala Dinner	JPY 20,000
Accompanying Guest*	JPY 15,000

Trainees and Residents will be asked to provide proof of residency upon registration.

2. Social event – Gala Dinner
Date and Time: 19:00-21:00, October 1st
Venue: 5F Kokin, Hotel Granvia Kyoto
Cost: JPY 20,000
Style: Buffet
Dress Code: Casual

3. Awards
ILLS STC2024 Kyoto would like to announce that the following awards will be offered at the ILLS STC2024 Kyoto based on the quality on abstracts submitted.
1. Best Video Award
2. Best Oral Presentation Award
The awardees will be presented at the Closing ceremony on Wednesday 2 October.

4. Food and Beverage
Lunch will be provided during luncheon seminars. Refreshment will be provided in the Exhibition area. Wine and cheese will be served on the evening of October 1st. Please enjoy!

5. Certificate of Attendance
The Certificate of Attendance will be available for download on "My Page" from September 30th.

6. Abstract Book

Abstracts in PDF format are available from the Congress web site.

PWD: Kyoto2024

7. Wi-Fi

Free Wi-Fi is available in the Hotel Granvia Kyoto.
SSID: G-ACCESS-BQ   Password: 8888kyoto

8. Travel Desk

The Travel Desk is located on the 3F Foyer of Hotel Granvia Kyoto.
Opening hours:

October 1st: 9:00-17:00

October 2nd: 9:00-16:00

9. Photography and Recording

Photography and Recording is limited to approved press and media ONLY and is otherwise prohibited during the congress.

10. Smoking Policy

Smoking is prohibited in the venue and is only allowed in the designated smoking areas. Smoking areas can be found on the 3rd and 15th floor of Hotel Granvia Kyoto.

Information for Chairs and Speakers

1. Session information

Session	Presentation	QA
ILLS Presidents Lectures	10 min.	5 min.
Experts' Lectures Faculty Lecture Next Generations' Session Best Oral Session Best Video Session Selected Free Papers	7 min.	3 min.
mini oral	5 min.	2 min.
Luncheon Seminar Sponsored Symposium Satellite Seminar	10 min.	5 min.
e-Poster	5 min.	none
e-Video	We will broadcast the video you submitted for abstract submission.	

2. Instruction for Chairs and Commentators

Please take the chairs' standby seat at least 15 minutes prior to your session.

3. Instruction for Speakers

[Presentation Time]

- Please be sure to keep to the allotted presentation time in consideration of next presenter.
- Please arrive at your session room at least 15 minutes before the session begins.

[Presentation File Format]

- The PCs equipped in the session room is Windows10.
- Microsoft Office PowerPoint (PPT) 2021, 365; 16:9 aspect ratio of slide sizes

- OS-standard fonts are recommended such as; Arial, Arial Black, Arial Narrow,
  Century, Century Gothic, Courier, Courier New, Georgia, Times New Roman

[Data Preview]

Please come to "PC center" at Foyer on the 3rd floor.

We kindly ask all presenters to check in data at least 30 minutes prior to your presentation.

1. Please prepare your data in Microsoft PowerPoint (Windows PowerPoint2021, 365) and make sure to preview your presentation data.
2. Remote presentation system is equipped in the session room. You have a TFT monitor, mouse and USB keyboard on the podium to operate your presentation.
3. If you have prepared the presentation data on a Macintosh, you are required to bring your laptop with a HDMI output connection.

PC Center Opening Hours

    October 1st: 7:30-17:00

    October 2nd: 7:30-15:00

4. e-Poster and e-Video

Those whose abstracts have been selected as e-Poster and e-Video will have their data shown in the "My Page" on the portal site and Viewing Area on the 3rd floor of Hotel Granvia Kyoto.

Please note that this is not an oral presentation, and there are no specific session times for the presentation.