

Guidance for preparation of oral presentations

Please prepare your powerpoint PPT file using PowerPoint2007 or later. This file will need to be copied onto our Windows PC which we will use for projection of all oral presentations. Please make sure a copy of your PPT file is loaded onto the presentation PC before the first session of the day on which you will have your presentation. If you would prefer to use another computer such as a Mac, you will need to prepare your computer and have a video adapter to connect to our RGB cable. Please confirm connection with our projector yourself.

Guidance for preparation of poster presentations

Please prepare your poster for display on a flat poster panel. The size of the panel is 90 cm x 210 cm. This means that your poster must have a width less than 90 cm. If your poster is wider than 90 cm, you will be forced to cut your poster as we request. Your poster has to be put up before the poster session in May 15th. It will remain on display until May 17th. If you wish to keep your poster, please remove it on May 17th. If you do not wish to recover it, you can leave it on the panel and we will discard it later. Again, please make sure you recover your poster on May 17th if you wish to keep it.

The presenters in the poster session will have an opportunity to present the contents of their poster for ONE minute with ONE PPT slide. A Windows PC will be prepared by the secretaries near the reception desk. Please load a copy of your PPT file having a file name corresponding to your poster number (e.g. 'Poster-01-1.pptx') to the Windows PC before or during lunch time on May 15th. In order to reduce exchange time between presenters, you will not be allowed to use any other computer.

Guidance for preparation of proceedings

We will publish the proceedings in a Supplement of the Journal of Radiation Research in 2014. We request that you prepare an extended abstract after the symposium. The format is the same as your abstract submitted before this symposium. Your extended abstract is limited to ONE page of A4 style including figure(s) and all other materials. The deadline will be the end of July, 2013. When you have prepared your extended

abstract, please send it to the symposium secretary by e-mail. The address is secretary@hitsrs2013.com. After your submission, the extended abstract will be reviewed by two reviewers and you may be asked to revise your abstract as per their comments. If you are a chair person, we request that you prepare a review paper of the session. It will be slightly longer (~ 4 pages) than the extended abstracts.

Photography

Please do not take any photographs or video images of participants' presentation materials. If you would like to obtain presenters' materials, please contact them directly. Of course, there is no problem with photography at any other location including at the symposium dinner and in any facilities in NIRS.

Internet Connection

Wireless connection to the Internet is available on the 3rd, 4th and 6th floors of this building. The password will be announce at the reception desk. If you have any problems in making an internet connection, please contact to a symposium secretary. Several green rooms (ante-rooms) with Internet connections are available.

Electricity

100V and 50 Hz in Chiba. The plug is A type without third ground pin.

Smoking

Smoking is not allowed in this building. There is a place for smoking just outside of this building (opposite side of building from the monorail line). Please use the designated smoking places where ash trays have been provided.

Drink and food

Drinking (including soft drinks) and eating are not allowed in the Main hall. Please take food and drink outside of the Main hall.

Coffee, English tea, Japanese tea, some food, etc. are available at the Coffee corner on the 3rd floor. There is a vender machine for soft drinks on the 3rd floor.

Lunch boxes will be available at lunch time on May 15th, 16th and 17th and you can purchase them at the reception desk. However, the number of lunch boxes is limited. You can also find many restaurants and stores near the symposium venue.

Symposium Banquet

The symposium dinner will be held on May 17th at the Ocean Table restaurant. The best way to travel to the restaurant from the symposium venue is by monorail. The monorail departs from Chiba station and you get off at Chiba Minato station. The restaurant is a 5 minute walk from the Chiba Minato station. There is no dress code in the restaurant for the symposium dinner.

Stores

For shopping, Mitsukoshi and Sogo have a wide selection and are of very good quality. If you would like to buy electronics, you may visit Yodobashi Camera. There are many stores near the venue. There are some convenience stores like Seven-Eleven and Lawson that are open 24 hours a day.

Transportation

The main Tokyo train station can be reached by rapid trains from the JR Chiba station. The travel time is 45 minutes on the Sobu line. Narita airport is in the other direction and travel time is 60 minutes by rapid train.

Weather

May in Japan is quite mild. You do not need a heavy coat, but a light jacket or sweater may be useful at night. If you plan to visit the Fukushima area, it is somewhat colder and may want a light coat. Hopefully there will be no rain. Chiba Minato (site of the

symposium banquet) faces the Pacific Ocean, but it is not good to swim there because of the water quality.