
To participants

1 . To participants

● About reception of participants

After paying registration fees at the reception desk, please take your pass.

• Reception desk location : Conference Building B, Okinawa Convention Center

• Reception desk hours : March 22 (Fri) 8 : 00 ~ 17 : 00
 March 23 (Sat) 7 : 30 ~ 17 : 30
 March 24 (Sun) 7 : 30 ~ 15 : 00

● About the cloakroom

Please use the cloakroom to check personal items. We ask that you keep valuable items with you.

• Cloakroom location : Conference Building B, Okinawa Convention Center

• Cloakroom item checking hours :
 March 22 (Fri) 8 : 00 ~ 17 : 30
 March 23 (Sat) 7 : 30 ~ 18 : 40
 March 24 (Sun) 7 : 30 ~ 16 : 30

● About lunch

Lunch on March 22 :

Lunch is provided at Conference room B3·B4.

Lunch on March 23 and 24 :

Lunch box for “Luncheon Seminar” will be distributed at Lecture room 1 and 2 at 12 : 00 ~ 12 : 50 on a first-come-first-served basis. Please pick up your lunch box at the entrance of the lecture room

* The number of lunch box is limited and provided on a first-come-first-served basis.

● About sales of program and abstracts

Program and abstracts will be sold at the venue, but please be aware the number of copies is limited (¥2,000)

2 . To chairperson

- Please arrive at the seat for the next chairperson in the front area of the venue 10 minutes before your session begins.
- Please give us your cooperation and consideration in keeping Society events on-time.

3 . To speakers

- Please register your presentation's data at the PC data reception desk 30 minutes before your presentation begins.

- About the PC data reception desk
 - PC data reception desk location : Conference Building B, Okinawa Convention Center
 - PC data reception desk hours :

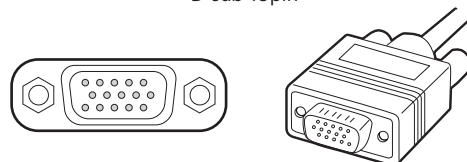
March 22 (Fri)	8 : 00 ~ 17 : 00 (1st Floor)
March 23 (Sat)	7 : 30 ~ 14 : 30 (2nd Floor)
- When the previous lecturer's presentation begins, please arrive at the seat for the next lecturer in the front area of the venue.
- Presentation times and debate times are as follows :

Young doctors' session	Presentation: 5 minutes, Q&A: 2 minutes
Sessions other than the above	Inquiries already made individually

- About presentation data
 - We can receive your presentation's data from USB memory, CD-R, or your notebook PC.
 - The screen's resolution is XGA (1024x768 pixels) . Sizes larger than this may cause part of the slide to be cut off, so please change your screen settings to XGA.
 - If you will be using video data, we can accommodate USB memory or CD-R, but please bring your notebook PC as an extra precaution.
 - For Mac users, please bring your notebook PC.
 - We've prepared a mouse display for lectures on the podium. We request that you operate the slides for your presentation yourself.
 - In consideration of participants from overseas, we would appreciate it if you can include English where possible.
- For speakers bringing media
 - We can receive data produced with Windows via USB or CD-R.
 - For Mac users, please bring your notebook PC.
 - If you'll be using video data, as a backup plan in case the link to PowerPoint is disrupted, we request that you bring the original video/audio file with you. We recommend video files that can be played with the OS' default Windows Media Player (WMV files) .
 - PCs installed at the venue will be prepared according to the following specifications.
 - ◇ OS : Windows10
 - ◇ Applications : Microsoft PowerPoint 2010, 2013, 2016
 - Regarding fonts, please use the default ones included in the Windows version of Microsoft PowerPoint. If fonts other than those designated above are used, issues such as shifting of characters and paragraphs, garbled characters, or display problems may occur.
 - We will take responsibility for deleting all presentation data we received from you following the date of the presentation.
- For speakers bringing a notebook computer
 - * You cannot bring your notebook PC at "Young doctors' session" for your presentation. Be sure to prepare the presentation data on media.

- Following confirmation of data at the PC reception desk, please bring your PC in the venue and give it to the staff at the operator seat in the front area of the venue. After the session, please pick up your PC.
- Ports at the venue are the D-Sub 15pin type. Please check the shape of your PC's external monitor output ports. If you'll require an adapter, please ensure you prepare it yourself.
- If you are bringing a Macintosh, please be sure that you bring a connector.
- We request that you ensure you bring an AC adapter.
- To deal with connection issues etc. that may arise, please be sure you bring backup data.

Display connector
D-sub 15pin



4. About disclosures of conflicts of interest

- We request that speakers insert information disclosures regarding conflicts of interest (COI) at the start of the presented slides for slides to which any of the below apply.

*Examples of COI disclosures

[No conflicts of interest present]

The 6th Annual Meeting of the Asia-Pacific Urogynecology Association (APUGA)

COI disclosures

Name of leading presenter: XXXX XXXXX

I have no COIs that must be disclosed related to my lecture subject.

[Conflicts of interest present]

The 6th Annual Meeting of the Asia-Pacific Urogynecology Association (APUGA)

COI disclosures

Name of leading presenter: XXXX XXXXX

COIs that must be disclosed related to my lecture subject are as follows.

Research Expenses: XX Pharmaceutical,
XX Pharmaceutical Industry, XX Corporation
Officer / advisor position: XX Corporation
Stock: XX Co., Ltd.
Patent royalty
Presentation fee: XX Pharmaceutical, XX medicine
Manuscript fee: XX Pharmaceutical

(Note: Please list only those that apply.)