

# General Information & Guideline

## General Information

### Registration

You do not need submit any registration form, just tell your name at the desk of the lobby of Conference Hall, Veterinary Medicine from 8:15 to 9:15 on September 16 (Fri). You will have a programme & abstract, name card and information.

### Accommodation in Sapporo for the invited speakers

#### Sapporo Aspen Hotel

Address/ 5, Kita8-jyo Nishi4-chome, Kita-ku, Sapporo, Hokkaido 060-0808 Japan

Phone +81 11-700-2111

FAX +81 11-700-2002

<http://www.aspen-hotel.co.jp/english/frame.htm>

## General Guideline for Oral presentation

### Oral presentation

- The laptops running Windows XP Professional operating system, with MS Office 2007 and Macintosh OS X operating system, with MS Office 2004 will be equipped.
- You can have your presentation in your own personal laptop if you use "moving images" or special programs included in your Power Point.
- Please keep the time for the presentation to ensure smooth proceedings.
- Please bring your presentation loaded in USB thumb drive (flash disk) or CD-ROM at the registration desk in the morning of Sept. 16.

### 【Keynote lectures】

Keynote presentation for Dr. Monique Lafon and Dr. Kisaburo Nagamune is allocated 60 min including discussion.

(Dr. Lafon and Dr. Nagamune do not need to prepare poster presentation)

### 【10 Invited speakers (Oral presentation)】

Oral presentation for invited speakers is allocated 20 min including discussion.

### 【12 speakers from Hokkaido University】

Oral presentation for 12 speakers from Hokkaido University is allocated 15 min including discussion.

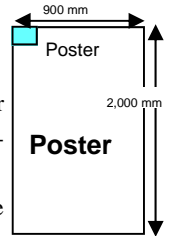
**Note: All participants (including invited and oral presenters from Hokkaido University except Keynote presenters) should prepare poster.**

**However, invited and oral presenters from Hokkaido University do not need prepare "One minute presentation (flash talk)".**

## General Guideline for Poster Presentation

### Poster Presentation

- Each board size is 900 mm W x 2,000 mm H
- A0 size: 841 mm x 1189 mm may be appropriate if you prepare your poster as a single sheet.
- Boards with Poster No. card (147 mm W x 105 mm W) and pushpins for poster setup will be provided.
- Each poster will be provided a poster number as indicated in the Programme & Abstract booklet.
- Poster is to be mounted from 8:15 to 9:15 in the morning of Sept. 16 at Poster presentation Venues as below.
- Poster is to be removed after the seminar on September 17.



### Poster Presentation Venue: Lecture Room 3

O-21	P-38	P-39	O-22	P-40	
O-15	P-37	O-12	P-36	P-35	
O-4	P-4	P-5	O-9	P-34	O-10
O-3	P-3	O-2	P-2	P-1	O-1

### Poster Presentation Venue: Lecture Room 2

O-5	P-6	P-7	P-8	O-6	O-7	P-9	P-10	P-11	O-8
O-19	P-18	P-17	P-16	O-18	O-11	P-15	P-14	P-13	P-12
O-20	P-19	P-20	P-21	O-13	P-22	P-23	P-24	P-25	O-14
P-33	P-32	P-31	P-30	O-17	P-29	P-28	P-27	P-26	O-16

### One minute presentation (flash talk) by 40 poster presenters from Hokkaido University

Flash talk will be held on September 16 (9:35-10:30) at Conference Hall.

The presentation should be within one minute. Please prepare one ppt slide by September 9 and send it to GCOE office by E-mail.

### 【One minute presentation (Flash talk) の進め方】

- 1) 一人あたりの持ち時間は70秒とする(約60秒発表)。
- 2) 全ての発表者は次演者待機場所に発表順に一列に並んでください。
- 3) 座長は名前と所属だけを紹介し、呼ばれたら1名ずつ壇上に上がり、スライド1枚、約60秒間で発表を行う。  
(残りの10秒は発表者の移動と座長による発表者紹介の時間とする。また、この場で討論の時間はない。)