

Information for Participants

1. Registration

Opening Hours

Thursday, November. 17	8 : 00 ~ 18 : 00
Friday, November. 18	7 : 15 ~ 18 : 30
Saturday, November. 19	7 : 30 ~ 17 : 00
Sunday, November. 20	8 : 00 ~ 10 : 30

Registration Desk

1F Hall C, Tokyo International Forum

Registration Fee Coverage

Registration	Early Bird Pre-registration 1 April, 2016 - 31 July, 2016	Pre-registration 1 Aug, 2016 - 31 Oct, 2016	On-site registration
APPES or JSPE Member	JPY 45,000	JPY 55,000	JPY 70,000
APPES & JSPE Member	JPY 35,000	JPY 45,000	JPY 60,000
Non Member	JPY 55,000	JPY 65,000	JPY 80,000
Fellows & residents Nurses, Other Health Providers except doctors APPES or JSPE Member	JPY 35,000	JPY 45,000	JPY 60,000
Fellows & residents Nurses, Other Health Providers except doctors APPES & JSPE Member	JPY 25,000	JPY 35,000	JPY 50,000
JSPE member for 16-17th only	JPY 10,000		JPY 15,000
Students ^{*1}	-	-	JPY 1,500
Accompanying person	JPY 5,000		
JSPE 50th Anniversary/ APPES-JSPE Welcome Reception (17th November)	Free		
*Conference Gala Dinner ^{*2} (19th November)	JPY 5,000		

*1 Graduate student will register as "Fellows & residents"

*2 The application is closed.

Please wear your meeting name badge all the time while you are in the venue. You may be stopped to enter the session rooms without a proper meeting name badge.

If you lose your meeting name badge, please come to the General Information Desk.

[Congress Registration Fee includes]

- All sessions 16-20 November, 2016
- Lunch *Lunch is distributed only in Luncheon Seminar.
- Attendance at the Welcome Reception on 17 November, 2016
- Conference Abstract Book
- Tea Breaks

[Congress Registration of Accompanying person Fee includes]

- Attendance at the Welcome Reception on 17 November, 2016
- Tea Breaks

[JSPE 50th Anniversary/APPES-JSPE Welcome Reception]

Date: Thursday, November. 17 18:15 - 20:00

Venue: Room 3 (Hall B7 (2)), 7F, Tokyo International Forum

2. Exhibition

A commercial exhibition will be held at the Poster Exhibition room.

Opening Hours

Thursday, November. 17	9 : 00 ~ 17 : 00
Friday, November. 18	8 : 45 ~ 18 : 00
Saturday, November. 19	8 : 45 ~ 17 : 00

3. Tea Break

Beverages and refreshments will be served at the Poster Exhibition room during the tea break.

Please check the Program at a Glance.

4. Meeting Policies

- Photographing and audio recording without a permission of moderator/speaker are prohibited.
- Please set your cell phones at silent mode or turn off during the sessions.
- Eating and drinking in the session rooms are prohibited. (Luncheon Seminars are excluded.)

5. Internet (Wi-Fi service)

Free Wireless Internet Service is available in the venue.

Free Wi-Fi of Tokyo International Forum is password free.

Password for "APPES-JSPE 2016" Wi-Fi is [appesjspe](#).

6. APPES-JSPE Official APP

APP Name : appesjspe2016

Compatible models : iPad, iPhone, Android

Password : appesjspe

7. Cloakroom

Opening Hours:

Thursday, November. 17	8 : 00 ~ 18 : 00
Friday, November. 18	7 : 15 ~ 19 : 30
Saturday, November. 19	7 : 30 ~ 18 : 30
Sunday, November. 20	8 : 00 ~ 13 : 30

*See the Floor Guide (P.6)

Following items cannot be kept at the Cloakroom:

Dangerous items, valuable items, raw foods, etc.

8. Foreign Currency Exchange

Travel: 7 min. walk from the venue.

9. Smoking Area

Smoking is prohibited at all rooms and lobbies at the meeting venue.

10. Meetings

1) APPES Council Meeting

Date & Time : Thursday, November. 17 11:30-14:30

Room : C310, 3F, Hall C

2) APPES New Council Meeting

Date & Time : Sunday, November. 20 13:05-14:00

Room : C310, 3F, Hall C

3) ACE WG Meeting

Date & Time : Sunday, November. 20 14:00-15:00

Room : C310, 3F, Hall C