

Information for Attendees

1. Registration

Place: ACT CITY Hamamatsu Congress Center 1F Entrance Lobby

Registration times: March 28 (Tue.) 8:50 - 19:00

March 29 (Wed.) 8:10 - 20:30

※The registration desk will be moved to Exhibition and Event Hall at 18:30.

March 30 (Thu.) 8:10 - 16:00

2. Venue Information

ACT CITY Hamamatsu

111-1 Itaya-machi, Naka-ku, Hamamatsu, Shizuoka 430-7790, JAPAN

Tel : +81- 53-451-1111 Fax : +81- 53-451-1123

<http://www.actcity.jp/english/>

Registration / General Information Desk	Congress Center 1F Entrance Lobby	
PC Preview Desk	Congress Center 1F Entrance Lobby	
Lecture Venues	Hall A	Concert Hall
	Hall B	Congress Center Room 31
	Hall C	Congress Center Room 41
	Hall D	Congress Center Room 43・44
	Hall E	Congress Center Room 52・53・54
	Hall F	The Seminar and Exchange Center Music Studio Hall
	Hall G	The Seminar and Exchange Center Room 62
	Hall H	Congress Center Room 21
	Hall I	The Seminar and Exchange Center Room 401
	Hall J	Congress Center Room 22・23
Poster Hall	Hall K	Exhibition and Event Hall
Company Exhibition	Exhibition and Event Hall	
Book Fair	Exhibition and Event Hall	
Rest Space & Free Beverages	Exhibition and Event Hall	
Cloakroom	Congress Center 1F Entrance Lobby Exhibition and Event Hall	
Lunchtime Symposium Ticket Desk	Congress Center 1F Entrance Lobby	
Headquarter Office	Congress Center Room 45	
Welcome Party	Exhibition and Event Hall	

3. Pre-registered Attendees

For each domestic member of the Physiological Society of Japan (PSJ), the entry pass and booklets of the meeting program and abstracts (as a supplemental issue of the Journal of Physiological Sciences) will be sent to the registered address in early March, 2017. For foreign participants, the passes and booklets will be provided at the on-site registration desk.

The entry pass should be used throughout the meeting. Fill out your name and affiliation in the pass in advance. A pass holder will be provided at the entrance lobby. Be sure to wear the pass with the holder within the venue.

If you had not yet paid your advance registration fee by January 13, 2017, we did not send the entry pass and we ask you to pay the on-site registration fee as general non-member participants (JPY 16,000) at the registration desk.

4. On-site Registration

Fill out the registration form and pay the on-site registration fee at the registration desk to receive your entry pass (with a holder) and booklets. The on-site payment can only be made by cash in Japanese YEN (JPY). Credit cards cannot be used. A receipt is attached at the bottom of the entry pass.

The entry pass should be used throughout the meeting. Fill out your name and affiliation in the pass, and be sure to wear it with the holder within the venue.

On-site registration fees

PSJ or FAOPS member	JPY 15,000
Non-member	JPY 16,000
Graduate student (doctoral course)	JPY 6,000
Graduate student (master's course)	JPY 4,000
Undergraduate or vocational school student	Free

※Students should indicate student verification forms (downloadable from our website) filled in with their supervisors' signature at the registration desk. Otherwise, they are asked to pay the non-member registration fee (JPY 16,000).

5. Welcome Party

A welcome party is held at Exhibition and Event Hall from 19:00 on March 29. The number of party tickets sold on-site is limited. The ticket (JPY 6,000 for general, JPY 3,000 for undergraduate and vocational school students) sells on a first come first served basis.

6. Program and JPS Abstract Booklets

Extra booklets of the meeting program or abstracts sell for JPY 2,000 each at the registration desk. We do not provide the booklets without charge for pre-registered participants who forget to bring their own booklets.

7. Cloakroom

Place: ①Congress Center 1F Entrance Lobby
②Exhibition and Event Hall

Available times: March 28 (Tue.) 8:50 - 19:30

March 29 (Wed.) 8:10 - 21:30

※The cloakroom at Congress Center will be closed at 19:30.

March 30 (Thu.) 8:10 - 18:00

Note that we cannot keep valuables, PCs, fragile items and umbrellas in our cloakroom.

8. Childcare Service

A nursery is open at a room in ACT CITY Hamamatsu during the meeting.

Advance reservations are required. Check the meeting website for details. Although the deadline for reservations is March 3, 2017 at 18:00, we will close reservations when the capacity has been reached.

9. Lunchtime Sessions

Light meals will be provided for attendees of Lunchtime Symposium, Special Lecture 1, and Product Briefing; however, the number of them is limited.

Numbered tickets for meals will be handed out at the entrance lobby from the start of on-site registration on the day when each session is held. The tickets are not necessary for attendees who do not need the meals.

10. Exhibition, Break Area and Beverage Service

An exhibition by companies is held at the exhibition and event hall. Break areas and beverage service are also available there.

Be sure to wear your entry pass for entering the Hall.

11. Book Fair

A book fair is also held in the exhibition and event hall.

12. Free Wi-Fi

Wireless LAN (Wi-Fi) is available at Congress Center 2F-5F and the Seminar and Exchange Center 2F-6F. (Note that the service may not be available in some spots.)

The transmission speed is limited. If you have difficulty connecting to it, use your personal Internet service provider.

13. Paging Service

We do not provide paging service at the venue. Use the information board installed at the registration desk.

14. Notes

It is strictly prohibited to take pictures or record sessions at the venue, except by those permitted by the secretariat.

Set your cell phone to silent mode or turn it off.

15. Parking

Free parking is not available at the venue. Use toll parking lots at the venue or near by.

16. Smoking

Smoking is forbidden in the venue. There are several designated smoking areas around the venue.

17. About the official app

We offer the official app of the 94th Annual Meeting of the Physiological Society of Japan to view the time table, program, abstract, etc.

The app will be available 2 weeks before the Meeting.

We will announce how to download and use the app on the website of (psj2017) when released.

※To view the app, enter the following password: seirihamamatsu

18. Inquiries

■ Secretariat of the meeting (for inquiries except during the meeting)

Secretary general: Tenpei Akita, MD, PhD

Department of Neurophysiology, Hamamatsu University School of Medicine

1-20-1 Handayama, Higashi-ku, Hamamatsu, Shizuoka 431-3192, Japan

Tel : +81-53-435-2246 Fax : +81-53-435-2245 E-mail : psj94@hama-med.ac.jp

■ Administrative office (for inquiries on-site)

Procom International Co., Ltd.

TFT Bldg. 9F, 3-6-11 Ariake, Koto-ku, Tokyo 135-0063, Japan

Tel : +81-3-5520-8821 Fax : +81-3-5520-8820 E-mail : seiri94@procomu.jp