

## General Instruction / Notices for Participants

### Check in

- Participants should receive name tags and so on at the reception desk. The reception desk will be open at Reception (Second floor) of the building of Graduate School of Agricultural Sciences, Higashiyama Campus, Nagoya University, from 8:00am on 21 April.
- Please wear a name tag in the venue.
- On-site registration and payment is accepted at the reception desk between 8:00 and 17:00 on 21 April and 22 April.
- Printed book of abstracts will be handed at the reception desk.

### Banquet

- Please enjoy the buffet-style dinner party starting at 19:00 (Doors open at 18:00) on Saturday, April 21 at HOGARAKA (near to the station of Hoshigaoka, Higashiyama subway line, <http://hogaraka.jp.net/restaurant/hogaraka-hoshigaoka.html>).
- Currently on-site applications are not accepted, and prior online applications are required.

### Cafeteria

- School cafeteria and campus store around the venue are open on Saturday, April 21, but not on Sunday, April 22. A small convenience store near to Nagoya Daigaku station is available for both days. Lunch sale is not planned at the venue.
- Participants who have already ordered their lunch box in your registration can receive a lunch box at the Break room at the 1st floor from 11:00.
- Please use Break rooms (1st and 2nd floor) for having lunch and taking a break. We ask you to separate your trash according to the guides.

### Inquiry during the congress

- If you have any questions on this congress during the 8<sup>th</sup> EAFES, please come to the reception desk or use the inquiry form on the website (<http://www.e-eafes.org/EAFES/2018/contact.html>).

### Caution for copyrights and portrait rights

- Permission by presenters is required for taking photographs or video images of symposia and poster presentations. Be careful not to disturb other audience members when taking photographs or videos.

### Food, Drinks and Smoking in the venue

- There are Break rooms at the 1st and 2nd floor, that you can use for having lunch etc. Eating and drinking are not allowed in the venue and the hall for the poster presentation, except for Break rooms.
- Smoking is prohibited inside the whole venue. Smoking is permitted only in the smoking area outside the building.

### Symposium presentation

- The organizers of symposium sessions should manage the sessions to conclude within the scheduled time. No extension of time is allowed.
- The Local Organizing Committee provides only an LCD projector, a personal Computer (OS: Windows 7) and a laser pointer. Microsoft PowerPoint 2010 and Adobe Acrobat Reader XI are installed on the PC. The use of your own PC is acceptable. The organizers should arrange

presentation files of all the speakers.

- No operator for the PC will stand by. If any trouble occurs, please inform a staff at each room.

### **Poster presentation**

- Poster presentations will be held in the hall for the poster presentation on April 21 (for prize applicants) and 22 (for other presenters). The poster hall will be open at 8:00 am for both days.
- The position of your presentation will be indicated by the poster ID on the exhibition board. The location of each poster is shown on the Poster Presentation Map at the entrance of the hall. If you cannot find the place of your presentation, please ask a staff at the information desk.
- Those who have applied for the poster award should mount their poster by 10:00 on April 21. Posters mounted later than this time may lose eligibility for the selection process.
- Size of exhibition board is 110 cm width and 160 cm height. Pins or thumbtacks necessary for sticking your poster on the board are available at the venue.
- The core time of poster presentation is divided into two parts (1 hour each); 11:30-12:30 for uneven-numbered poster ID and 12:30-13:30 for even-numbered poster ID. Speakers are requested to make a presentation in the front of their own posters during their parts of the core time.
- Posters should be taken down before 17:00 of the presentation day. The remaining posters will be disposed afterward.

### **Poster award**

- The Local Organizing Committee awards Poster award to excellent poster presentations for encouraging young scientists. The key criteria for the selection are ability of the presentation and quality of the study. The details of the criteria for the selection process are available on the official website (<http://www.e-eafes.org/EAFES/2018/poster.html>).
- Award winners will receive the certificate and a little gift at the closing ceremony.
- The award winning poster will be honorably displayed on the boards at the poster hall until 17:00, April 22. We will notify the potential award winners by 17:00 on April 21 to leave their posters.
- The award winners who want to take down their posters before 17:00, April 22 should ask a staff in the information desk. Those posters remaining after the end of the congress will be disposed.