

## **To All Participants**

1. Reception will be on the 2F of the Institute of Health and Sport Sciences (building 5C) at the times below:

Tuesday, September 10~ 10:00-16:30

Wednesday, September 11~ 08:00-16:30

Thursday, September 12~ 08:00-11:30

Members are requested to pay the conference participation fee at reception (full members – 5000 yen; student members – 3000 yen)

2. Participants will be given a name badge which they should wear for the duration of the conference. Participants who do not wear a name badge may be refused admission to the presentations.

\* Participants from overseas : At reception please register, and pay the entrance fee of 5000 yen (3000 yen for students), and take a name badge and research presentation abstracts.

3. Participants who have not yet paid their membership fee for 2013 are requested to pay together with the conference fee.

4. For temporary members: At reception please register as a temporary member, and pay the entrance fee of 5000 yen (3000 yen for students), and take a name badge and research presentation abstracts. With the exception of attendance at the general meeting, temporary members will receive the same treatment as a full member.

5. Members are requested to bring their research presentation abstracts. Programs will not be distributed.

6. The dining hall will be open for the duration of the conference.

7. Participants who need accommodation at the conference are requested to make their own arrangements. (Please see [http://www.budo.ac/budo46\\_syukuhaku\\_J.html](http://www.budo.ac/budo46_syukuhaku_J.html) for more information.)

## **To All Presenters**

1. There are two types of presentation: oral presentations and poster presentations  
The oral presentations are 12 minutes with a 3-minute Q&A session.  
The poster sessions have a Q&A session if the need arises.
2. Presenters that have materials to be handed out, please hand them to the reception at the appropriate presentation venue.
3. To Presenters
  - Please complete registration at the appropriate venue no later than one hour before the start of the presentation session. At that time, please submit the following materials:
    - Handouts (100 copies)
    - If using data like a PowerPoint presentation, please bring your own computer.  
\*If using a Macintosh computer, a conversion connector is necessary.  
\*Please also bring a VGA adaptor and a power adaptor.
  - Please follow the instructions given by the chairperson.
  - The presentation time is 12 minutes followed by a 3 minute Q&A session (15 minutes in total). Alarms will be made in the following order:
    1. Two minutes before the end of the presentation.
    2. To signal the end of the presentation and start of the Q&A session.
    3. To signal the end of the Q&A session.
4. To presenters in the Poster Session
  - The Q&A session will be held at the following times:  
Wednesday September 11, 10:30-11:30  
Thursday September 12, 10:30-11:30
  - Please complete registration at the appropriate venue before 09:00, and post on the designated notice board.
5. Changes to the presenter cannot be made. However, in the case of illness or other unavoidable circumstances, please contact the Japanese Academy of Budo immediately and follow instructions.

## **To All Chairpersons**

1. For the presentation session that you are supervising, please report to the presentation venue reception no later than 30 minutes before the start.
2. During the question and answer session, please instruct questioners to state their name and affiliation, and to keep their questions brief.
3. Please keep the session on time.