

## Last Minute Information

### ORAL PRESENTER GUIDELINES

The oral presentation will be

\*45 min for PLENARY LECTURE

\*30 min for KEYNOTE LECTURES

\*20 min for INVITED TALKs and contributed oral presentations,  
including discussion time.

Presenters are requested to speak within the allotted time. An LCD projector will be provided.

Authors are required to provide their own laptop computers for the LCD presentations.

Please save your presentation data to USB flash drive for backup, and bring it with you.

### POSTER PRESENTER GUIDELINES

To locate your assigned poster board on the day of your presentation, look for the board marked with your paper number. Please carefully review the information below to ensure that you have not missed any important information preparing your poster presentation for the conference:

\*The size of poster board is 90 cm (W) by 210 cm (H).

\*Schedule:

June 4, 9:00~17:30 .....Poster set up

June 5, 13:00~14:30.....Poster session

June 5, before banquet.....Poster should be taken down

\*Presenters are fully responsible for the set up & take down of posters. Posters left after 19:00 June 5 will be discarded.

\*Presenters must be present during the discussion time.

\***Student Poster Awards** will be selected from posters given by student. The ceremony for awards will be held in the Closing Address (Friday, June 6, 12:00~).

### ON-SITE REGISTRATION

All delegates are required to check in at registration desk to pick up conference kit.

Registration Hours

| <u>Dates</u>       | <u>Open Hours</u> |
|--------------------|-------------------|
| Tuesday, June 3    | 18:00 - 20:00     |
| Wednesday, June 4, | 8:00 – 17:30      |
| Thursday, June 5   | 8:30 – 17:30      |
| Friday, June 6     | 8:30 – 12:00      |

## **TRAVEL INFORMATION**

Detailed travel information from New Chitose airport to the conference hotel is available in the conference website.

<http://labs.eng.hokudai.ac.jp/labo/elechem/AST2014/files/ToAST2014.pdf>

### Trains:

From New Chitose Airport, board the Rapid Airport Express Train located at Basement 1 to JR Sapporo Station. The train journey takes approximately 36 minutes and departs every 15 minutes from the Airport Station. Ticket cost about 1,070 yen per person.

### Free Shuttle Bus:

Free Shuttle Bus of Gateaux Kingdom Sapporo is available from JR Sapporo Station and departs every one hour between 9:00 until 21:15. The bus journey takes approximately 45 minutes. Time table of the Shuttle Bus is available:

[http://www.gateauxkingdom.com/wp-content/themes/gateauxkingdom/images/parts/pdf/busTimetable\\_en.pdf](http://www.gateauxkingdom.com/wp-content/themes/gateauxkingdom/images/parts/pdf/busTimetable_en.pdf)

### Taxi:

Delegates who will arrive at JR Sapporo Station after 21:15 are recommended to use Taxi. The travel time by Taxi is approximately 30 minutes and the Taxi fare is ~4,000 JPY.

## **BANQUET TICKETS & EXCURSION**

Banquet tickets are still available. Please contact the AST2014 travel agency to purchase the tickets as soon as possible. A regular ticket is 10,000JPY and 5,000JPY for student. There will be only a limited number of Banquet tickets available on site. In the afternoon of June 6, we have Symposium Excursion.

<http://labs.eng.hokudai.ac.jp/labo/elechem/AST2014/files/excursion.pdf>

The Excursion is free, but registration is necessary.

AST2014 Travel Agency

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