

## **Guide for Oral Presentation**

The speaker can either submit their presentation to the Windows PC at the lecture hall or use own PC. To confirm the compatibility of your files and/or the connection of your PC, please contact the presentation master at the lecture hall well in advance for pre-check. Speakers of the morning session are requested to finish the check during the day before and the speakers of the afternoon session are requested to finish it during the lunch break. We request that the presentation is definitely ready by the starting of the session one before.

Please note that the room may be occupied for sponsor exhibitions in the last 10 minutes of the lunch break. We recommend you to perform your check right after the morning session. We accept USB memory to receive your files. If your PC needs a special connector for projector connection, please bring it. The standard connector is the Dsub 15-pin analog display connector.

*Keynote and Invited talks are requested to leave 5 minutes for discussion.*

*For contributed talks, the discussion time is 3 minutes.*

## **Guide for Flash Presentation**

The file of flash presentation must be sent to the organizer in advance. An update, if any, must given to the presentation master by the day before. We accept only power point file and the number of the slides must be less than three. Please prepare your file with the size less than 1 Mbyte to avoid accidental crash and/or slowing down of the PC. The presentation time is 3 minutes and there is no question time. All presenters are requested to be standby at the sidewall of the hall during the previous presentations.

## **Guide for Poster Presentation**

The poster presentation will be performed at Sakura hall. The board size is 1.2 m wide by 1.8 m high with additional 0.3 m-long legs. Pins to fix posters will be prepared by the organizers. Presenters are requested to put their posters by the 1<sup>st</sup> coffee break of the morning session. The poster must be removed at the end of the poster session. The remaining posters may be removed by the organizer or by the next presenter but the damage will not be taken care. A self-service slide show of your poster presentation may be used at Sakura Hall. Please submit your one page power point slide to the PC at the Sakura hall. No technical help is provided and the presenters must self-organize the presentation by reading the instruction at the PC.

## **Power Supply for PC**

In the lecture hall(Tachibana-hall), the power plug for PC is only available for standby presenters and not for general participants. The power plug corner is set up at the Poster and Exhibition hall(Sakura hall).

## Events

**Welcome Reception;** All participants are kindly invited to the welcome reception starting at 19:10 pm on Sep. 4th after the special lecture. The place is “Sakura” hall of the venue.

**Excursion;** Tours for the world heritages Hiraizumi, the scenic Matsushima coast, the Nikka distillery, and the Sendai Aquarium are planned on the second day, Sep. 6<sup>th</sup>. The buses depart from the bus parking near the front entrance of the venue at 12:30 pm. Please ride on any bus with the indication board with your pre-registered destination. The lunch box is provided on your ride. Those who requested a special meal, please pick up your lunch box at the reception. Please contact the reception by the day before, if you want to change your course. We accept as long as the vacancy is available. For the insurance(included in the registration fee), all participants must post your insurance registration card, provided with your reception kit, to the box located at the reception by the 15:00 pm on Sep. 5<sup>th</sup>. Registration No., age and sex must be written on the card. The insurance will not apply for non-posted persons.

**Conference Photo;** Conference photo will be taken before the poster session(18:55 pm) on the Sep. 5<sup>th</sup> at the entrance area of the venue. Please follow the instruction of the organizer.

**Conference Banquet;** The banquet is scheduled for the final day, Sep. 8<sup>th</sup> at 18:30 in the reception hall “Sakura” of the venue. A day ticket may be available at the reception.

## Lunch and Refreshments

**Lunch;** For every participant, daily lunch boxes will be passed out. The cost is included in the registration fee. To reduce the waste from valuable foods, the organizer adjusts the number of the lunch boxes. In case of the shortage, we will do some compensation. There is a restaurant “Leaf” in the ground floor. You may go to the downtown area around the “Aoba-dori Ichibancyo” Station by using a subway.

**Refreshments;** Refreshments drinks and snacks will be provided for free of charge at the coffee breaks and at the poster sessions.

## Proceedings

Proceedings will be published in a 2017 special issue of Polyhedron. You are invited to submit the work described in your talk or poster for consideration for publication as a Communication or Full Paper in the special issue. All papers must be submitted ONLINE by December 31, 2016.(see details for next pages)

## Venue and Transportation

Sendai International Center <http://www.aobayama.jp/english/>

Aobayama, Aoba-ku, Sendai, Miyagi, 980-0856

The venue, Sendai International Center is in 5 minutes(fare 200 JPY) by the subway Tozai-line(bound for Yagiyama-Zoological Park) from the JR-Sendai main railway station. The International Center Station(T04) is located in 2-3 minutes walk from the center.

We recommend you to buy a prepaid type IC-card ticket such as SUICA(JR-East Railway company) or iCSCA(Sendai City Transportation Bureau). These cards can be purchased and refunded at the ticket vending machines or at the ticketing counters in the stations with the deposit of 500 JPY. When you refund the card, 220 JPY will be taken as the handling fee from your deposit. A single ride paper ticket is also available form the ticket vending machines. Only SUICA can be purchased by credit card at the ticketing counter of the JR-Sendai station. Other than this need cash for payment.

For more details, see <http://www.jreast.co.jp/e/pass/suica.html>

or <http://www.kotsu.city.sendai.jp/english/subway/index.html>

## How to buy a ticket at subway station

English menu is available at the ticket vending machine. IC-ticket-iCSCA can be purchased by the following procedure.

1. Choose English
2. Choose iCSCA
3. Choose non-registered card
4. Choose the amount (may be 2000 or 3000 JPY)
5. Pay by cash-both notes and coins can be used.
6. If needed, print out your receipt.

A normal paper-ticket can be also purchased at the machine.

One-day ticket of 840 JPY/day has no merit for you because the round trip between the city center and the venue costs only 400 JPY.



## Other transportations

**On foot:** It takes about 30 minuets from the Sendai main rail way station to the venue.

**Taxi:** A taxi costs about 1200 JPY from the station.

**Airport Shuttle:** A shared transfer is available between the Sendai Airport and your hotel or the venue. The fee is 2500 JPY/one way(please prepare cash, three 1000JPY notes). The reservation must be made by the 15:00 in two days before of your use.

<http://www.inaritaxi.co.jp>

## Miscellaneous

**Smoking;** All participants are kindly requested to refrain from smoking in the venue except for the designated smoking areas.

**Weather;** The average temperature of Sendai is 24-27 °C in the early September. Never eat the provided lunch box after a few hours to avoid the sickness by the food poisoning.

**Wireless Internet Connections;** Free wireless internet connections are available in the venue. Detailed information will be informed at the reception.

**Mobile Phone;** In the scientific sessions, all participants are kindly requested to keep their mobile phones turned off or in silent mode.

### Withdraw cash from ATM;

1) At post Office, an ATM machine is available to withdraw Japanese Yen by your credit card. (VISA, Master, Amex ,..) You can select the English guidance on the display of the machine. The ATM is open from 9:00 to 19:00 on weekdays and 9:00 to 17:00 on Saturday and Sunday.

[http://www.jp-bank.japanpost.jp/en/ias/en\\_ias\\_index.html](http://www.jp-bank.japanpost.jp/en/ias/en_ias_index.html)

2) At 7-Eleven, an ATM machine at 7-Eleven stores is available to withdraw Japanese Yen by your credit card day or night.

<http://www.sevenbank.co.jp/intlcard/index2.html>

### Exchange your money to Japanese Yen;

US dollar	Euro
(1) 77 BANK (Main Office)	(1) 77 BANK (Main Office)
(2) Mitsubishi-Tokyo-UFJ BANK	(2) Mitsubishi-Tokyo-UFJ BANK
(3) 77 BANK (Minamimachi-dori Branch)	(3) Westin Hotel Sendai
(4) Mizuho BANK	(4) Travelex
(5) Mitsui-Sumitomo BANK	(5) Japan Post Bank Sendai Branch
(6) Westin Hotel Sendai	(6) Chuo post office (Central post office in Sendai)
(7) Travelex	* UK pound, KRW and CNY may be accepted.

Note that the banks are open only 9:00 to 15:00 on weekdays.

### Tourist information;

Sendai Tourist Information Center is located on the 2nd floor of the JR Sendai station within View Plaza. It offers a variety of guidance on a Sendai area and provide tourist brochures on Sendai, Miyagi prefecture, and the Tohoku region.

Languages: English

Wi-Fi: Available for free

e-mail : [annai@sentia-sendai.jp](mailto:annai@sentia-sendai.jp)

Phone: 022-222-4069

Hours open to visitors: Open daily from 8:30 to 19:00



### Taxi Telephone Numbers

Sendai Chuô Taxi 0120-364-360

Sendai Taxi 0120-741-616

Inari Taxi 022-241-1121

### Useful Links

Sendai Subway(<http://www.kotsu.city.sendai.jp/english/subway/index.html>)

Sendai City Information(<http://www.city.sendai.jp/kikaku/kokusai/english/index.html>)

Sendai Traveling Information(<http://sendai-travel.jp>)

Walking Guide Miyagi Sendai([http://www.miyagi-kankou.or.jp/tourist\\_infomation/en/](http://www.miyagi-kankou.or.jp/tourist_infomation/en/))

Sendai City Transportation Bureau(<http://www.kotsu.city.sendai.jp/english/index.html>)

LOOPLE SENDAI -a sightseeing bus in Sendai(<http://www.sentabi.jp/loople/en/>)

How to Ride and Use City Buses(<http://www.kotsu.city.sendai.jp/english/bus/>)

Sendai Medical Information(<http://www.sira.or.jp/english/life/medical.html>)

Emergencies-Care(<http://www.sira.or.jp/english/foreigner/emergencies.html>)

### Useful Links for your travel and others

Sendai Airport(<http://www.sendai-airport.co.jp>)

Sendai Airport Transit(<http://www.senat.co.jp/en/top>)

Japan Airline (JAL)(<http://www.jal.co.jp/en/>)

All Nippon Airway (ANA)(<http://www.ana.co.jp/asw/index.jsp?type=e>)

Peach Airline(<http://www.flypeach.com/home.aspx>)

East Japan Railway Company (JR)(<http://www.jreast.co.jp/e/>)

Sendai Station Map(<http://www.jreast.co.jp/e/stations/e913.html>)

Sendai Airport Taxi (Inari taxi)(<http://www.inaritaxi.co.jp/>)

**Sickness/ Injury;** A list of hospitals is available at the Exchange and Information corner at the ground floor of the venue Tel. 022-224-1919 (English speaking) If you get sick when you are in the hotel, ask the front desk to help you to go to a hospital or to call an ambulance car in case of serious.

A comprehensive guide for foreign residence is located here

<http://www.sira.or.jp/english/foreigner/>

List of clinics where communication in English will be available.

[http://www.sira.or.jp/english/life/download/h&c\\_all.pdf](http://www.sira.or.jp/english/life/download/h&c_all.pdf)

### **Earthquake (According to the web page of Sendai City)**

Japan is an earthquake prone country. In case of emergency, please pay attention to the following points.

Many schools and parks are Designated Refuge Areas ("shitei-hinan-jo"). The nearest designated refuge area is Tohoku University campus or Nishi-Kohen Park.

When you feel an earthquake, turn off all gas ovens, heaters and the like. Protect yourself by hiding under the safest place to prevent injury. When outside, stay away from stone walls that may fall down on you. It is also best to stay away from places where window glass from buildings may fall.

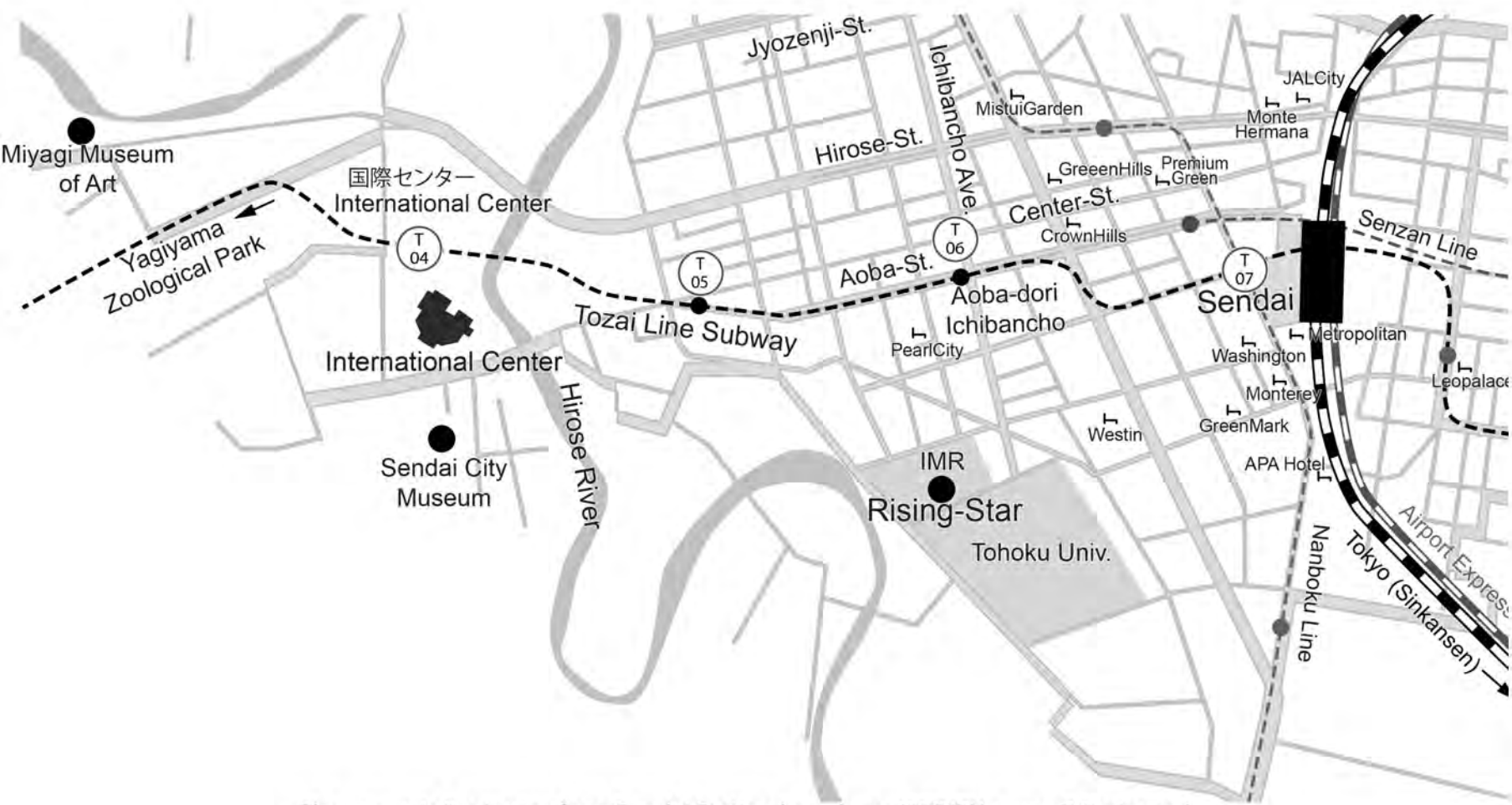
Major earthquakes are usually over within one minute. If there has been a serious earthquake, take refuge at the nearest Designated Refuge Area. Go there on foot with as little baggage as possible.

Aftershocks and tsunami (tidal waves) in the coast tend to occur, so you should get accurate information through the TV or radio and follow the instructions. If the earthquake was very strong, some TV and radio channels broadcast bilingual news programs immediately after the earthquake.

You can check the NHK WORLD <http://www3.nhk.or.jp/nhkworld/>, web site of your embassy, information for travelers from Japan Tourism Agency (<http://www.jnto.go.jp/safety-tips/>).

After a big earthquake, if needed, contact the Exchange and Information corner at the venue for information. The organizer will send a contact person to the venue.

***Please do not use your cell phones for several hours after the big earthquake. It will disturb the necessary communications for emergency rescue, such as a call from trapped peoples.***

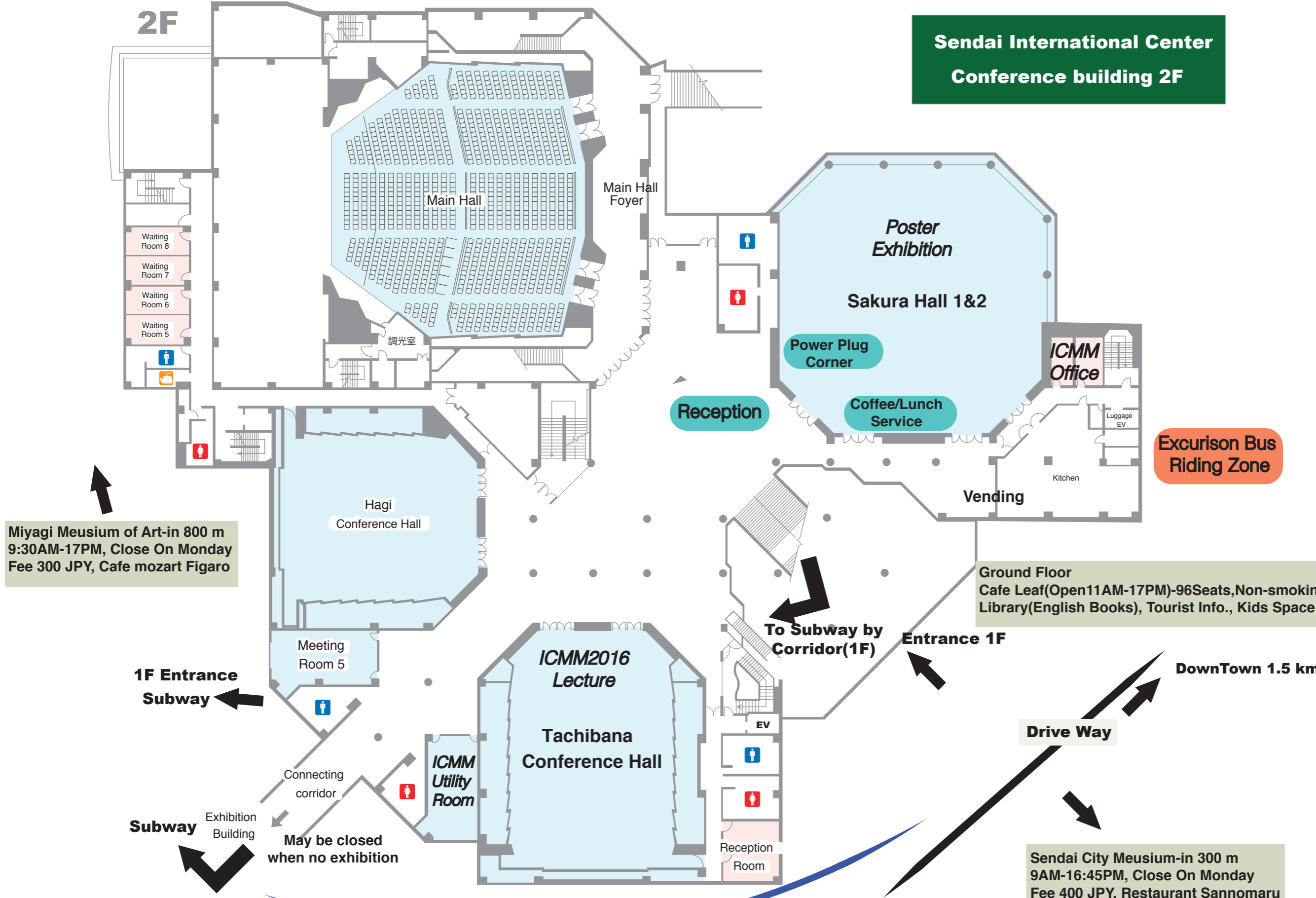


The venue is 5 minutes from Sendai Station by subway(200JPY, every 7-8minutes).  
A taxi costs 1200 JPY between the Station and the Venue.  
The venue is in 30 minutes walk from the Station along Aoba-St.

Restaurants and shops are located around Ichibancho-Ave., Center-St., Aoba-St. ,  
Jyozenji-St., Hirose-St. and the station area.

2F

**Sendai International Center  
Conference building 2F**



Miyagi Meusium of Art-in 800 m  
9:30AM-17PM, Close On Monday  
Fee 300 JPY, Cafe mozart Figaro

Excurison Bus  
Riding Zone

Ground Floor  
Cafe Leaf(Open11AM-17PM)-96Seats,Non-smoking  
Library(English Books), Tourist Info., Kids Space

DownTown 1.5 km

Drive Way

Sendai City Meusium-in 300 m  
9AM-16:45PM, Close On Monday  
Fee 400 JPY, Restaurant Sannomaru

1F Entrance  
Subway

To Subway by  
Corridor(1F)

Entrance 1F

May be closed  
when no exhibition

Pavement