

General Information

Registration

The Registration Desk will be located in the Entrance Hall. Please check in on the first day of your attendance and pick up a congress bag. You are kindly requested to wear your name badge while attending the congress. Registration opening hours are as follows:

	Registration Hours
7/4 (Tue)	12:00 pm - 7:00 pm
7/5 (Wed)	7:45 am - 6:30 pm
7/6 (Thu)	8:00 am - 6:30 pm
7/7 (Fri)	8:00 am - 6:30 pm
7/8 (Sat)	8:00 am - 1:30 pm

Opening Ceremony

Those who are registered from Wednesday July 5th, are allowed to attend the Opening Ceremony. Opening Ceremony participants will need to register before attending the ceremony.

Admission

To be admitted to the Congress rooms and halls, you must be registered in advance. Please note that unregistered guests will not be allowed to enter the venues.

Certificate of Attendance

The Certificate of Attendance will be provided at the time of registration. For the pre-seminars on July 4th, a certificate will be provided upon the full attendance of 270 minutes. Please make sure to receive one if necessary.

Certificate of Presentation

After each presentation, the assigned Congress staff will provide a certificate(s) to the presenter(s). Please note: Certificates will not be reissued.

Audio/Video Recordings and Photographs

Audio/video recording and taking photographs of the presentations are prohibited.

Mobile Phones and Electronic Devices

Please set mobile phones and electronic devices to silent mode and be considerate of other attendees during the programs.

Smoking Policy

No smoking is allowed in the all Congress venue. Designated smoking area is located in the North Parking lots.

Trash

Please use trash bins located in the building.

Restrooms

Restrooms are located on each floor, including wheelchair accessible toilets.

Parking

Paid parking lots are available but limited in number. Use of public transportation is recommended.

Cloakroom

The Cloakroom is located on the 1st floor (Ground floor). Also, Conference Room 304 on the 3rd floor will be used as another cloakroom for the given days during the congress. Valuables and breakables cannot be checked in.

	Service Hours	
7/4 (Tue)	12:00 pm - 8:15 pm	1st and 3rd Floor
7/5 (Wed)	7:45 am - 8:15 pm	1st and 3rd Floor
7/6 (Thu)	8:00 am - 8:15 pm	1st Floor
7/7 (Fri)	8:00 am - 8:45 pm	1st Floor
7/8 (Sat)	8:00 am - 4:30 pm	1st and 3rd Floor

Lunch

Lunch is not provided. However, you can buy a Japanese lunch box (bento) or meals from vendors inside or outside of the Congress Center. The number of meals available may be limited.

Eating and drinking are prohibited in the Main Convention Hall, and in Convention Halls 200 and 300.

Restaurants

The *ESPOIR* restaurant is located on the 1st floor of the congress center, and *Casa* restaurant is located on the 1st floor of the hotel next to the congress center.

Medical Emergency

For medical emergencies, please visit the Congress Information Desk.

Lost and Found

Lost and Found is located at the Congress Information Desk.

Internet Access

Free Wi-Fi is available in the Congress venue. SSID: JMTA2017 PW: WCMT2017

Business Center

A coin-operated photocopier and computer printer are located in the business office on the 1st floor.

Prayer Rooms

The prayer room for men is Waiting Room 101 on the 1st floor, and the prayer room for women is Waiting Room 201 on the 2nd floor in the Congress venue.

ATM

An ATM is located in the hotel-side isle. Please refer to the in-building floor map.

It accepts VISA, PLUS, Mastercard, Maestro, Cirrus, Union Pay, American Express, JCB, Discover, and Diners Club.

Rooftop Garden

You may use the roof garden on the 4th floor. Please note that making noise is prohibited.

Congress Staff

Should you need any assistance, please do not hesitate to contact staff members wearing nametags with pink straps.

Group Photo Session

On Thursday, July 6 at 6:30 pm after the programs end, group photos will be taken in the Foyer located on the 1st floor. All Congress participants are welcome.

Languages

English and Japanese are used as the official languages for this Congress. American English is mainly used in the Congress program and other information materials. See the table below as a reference for British English speakers.

British English	American English
Ground floor	1st floor
1st floor	2nd floor
2nd floor	3rd floor
Lift	Elevator
Car park	Parking lot
Toilet	Bathroom Restroom