

# Information for Participants

## 1. How each program will be held

\*There will be no live streaming of the program at this conference.

	December 19 (Sun.), 2021 * On the day	December 23, 2021 (Thu.) - January 31 (Mon. JST 12:00), 2022
Planning Program	Held on-site	On-demand delivery
General Oral Presentation	Held on-site	On-demand delivery
On-demand video presentation	On-demand delivery *December 19, 2021 (Sun.) - January 31 (Mon. JST 12:00), 2022	

## 2. Registration Period

1) Registration should be made through the “Registration System” on the conference website.

<http://gakkai.co.jp/g-scars2020/registration.html>

2) Registration Period

Regular	August 18, 2021 (Wed.) 12:00 - January 31, 2022 (Mon.) 12:00
On-Site	<b><u>Only via the registration system. There will be no on-site registration.</u></b>

3) Registration Fee

Category	Regular August 18 (Wed. JST 12:00), 2021 - January 31 (Mon. JST), 2022
Physician	
Country List A *1	JPY 25,000
Country List B *1	JPY 15,000
Resident/Student/Medical Staff *2	
Country List A *1	JPY 10,000
Country List B *1	JPY 5,000

- \*1 Country List A – High-income and Upper-middle-income economies

Country List B – Lower-middle-income and low-income economies

The above classification (High-income economies, Upper-middle-income economies, Lower-middle-income economies and low-income economies) is based on the World Bank list.

- \*2 Residents must be in their second year of clinical training after graduation. Residents and students are requested to send an ID card to the secretariat ([g-scars2021@gakkai.co.jp](mailto:g-scars2021@gakkai.co.jp)) after registration. Please download the ID card from the conference website and fill in the necessary information.
- The name card, program and abstracts will be sent to registered participants in mid-December.  
\* For those who participate via web from overseas, PDF data of the program and abstracts will be sent by e-mail.
- No name card will be sent to those who register after the conference.
- Certificates of participation and receipts can be downloaded from the “Certification & Receipt” button on the “My Page” of the registration system after payment of the registration fee is completed.

- For on-site participants, please write your name and affiliation on your name card and be sure to wear it in the venue. Those who do not wear their name card will not be allowed to enter the venue.
- Please be sure to bring your name card with you, as it will not be reissued. A case for your name card will be placed near the registration desk at the conference venue.

#### 4) Registration Hours at the Conference Center

Date	Reception hours
December 19 (Sun.)	8:10-18:40

\* There is no need to stop by the registration desk if you have already registered in advance.

#### 5) Reception location

Pacifico Yokohama (Conference Center) 5F, Foyer

### 3. About on-demand delivery

- 1) All programs will be available for viewing during the delivery period.
- 2) The ID and password to log in to the on-demand system will be sent to your registered e-mail address.
- 3) There will be no Q&A session on the on-demand system. Please understand this in advance.
- 4) All lecture videos cannot be downloaded.
- 5) The copyrights of the photos, slides, videos, and audio on the website belong to the authors and organizations.
- 6) It is strictly prohibited to record, capture, screenshot, etc. the photos, slides, videos, and audio on the website.

### 4. Countermeasures against Infectious Diseases and Requests to Participants

#### 1) Measures taken at the conference

- Temperature check at the entrance of the conference venue
- Disinfectants will be placed throughout the venue
- Operation staff will wear masks and regularly wash their hands, disinfect their fingers, and take their temperature
- Layouts that take social distance into consideration and measures to prevent droplet infection in the lecture and exhibition halls
- Reduce the number of seats in lecture halls based on facility guidelines.
- Ventilation of the lecture and exhibition halls
- Frequent disinfection of microphones and other shared items and equipment
- Changed the method of providing handouts at luncheon seminars and afternoon seminars (free-take style / participants are requested to pick up handouts themselves)
- Regular disinfection of common facilities
- Cancellation of social gatherings

#### 2) Requests to participants

In consideration of infection control, we ask for your cooperation in the following matters.

- Please check your temperature before coming to the meeting and make sure that there is no abnormality in your physical condition.
- If you have any of the following conditions, please refrain from participating in this meeting  
Fever (37.5°C or higher), cough, sore throat  
If you have visited a country or region where the infection is still spreading within the past 14 days.

If you are found to be a close contact of a person infected with the new coronavirus.

If you have had close contact with a person who has traveled from or lived in a country or region with entry restrictions within the past 14 days.

- Please wear a mask when visiting the venue, and wash your hands and disinfect your hands frequently.
- Your temperature will be taken at the entrance of the venue when you arrive.
- Please note that if you are feeling unwell when you arrive, you may be asked to watch the webcast instead of participating onsite.
- Please note that in the event of an outbreak of infection, personal information may be disclosed at the request of government agencies and local authorities for reasons such as identifying the route of infection.
- The doors of the lecture hall will be open for air circulation and ventilation during the program. Please be considerate when talking in the foyer.
- If you wish to eat or drink at the luncheon seminar, please do so by yourself before entering the venue.
- Please keep a good distance between people at the registration desk, in the lecture halls, and in the lobby and exhibition halls.
- Please take countermeasures against infectious diseases even after you leave the venue after the program.

## 5. Time allocation, Presentation time

Session Name	Time allocation, presentation time
Scar Therapy 1	10 minutes per presentation (including Q&A) *No general discussion
Scar Mechanisms 1	same as above
Scar Prevention and Assessment 1	same as above
Luncheon Seminar	50 minutes for presentation (including Q&A)
Scar Mechanisms 2	10 minutes per presentation (including Q&A) *No general discussion
Scar Prevention and Assessment 2	same as above
Afternoon Seminar	50 minutes for presentation (including Q&A)
Scar Academy Session	10 minutes per presentation (including Q&A) *No general discussion
Scar Therapy 2	same as above
General Oral Presentation	5 minutes for presentation, 3 minutes for questions (8 minutes total)
On-demand video presentation	5 minutes for presentation

## 6. Language

Abstract	Presentation/Slides	Q&A
English	English	English

## 7. To the chairpersons and speakers

<p>① <u>On-site</u> presenters for the following programs</p> <ul style="list-style-type: none"> <li>• Planning Program</li> <li>• General Oral Presentation</li> </ul>	<p><u>Please bring your PowerPoint data with you on the day of the session (submit it to the PC Data Desk).</u></p>
<p>② <u>Remote</u> presenters for the following programs (Using Zoom)</p> <ul style="list-style-type: none"> <li>• Planning Program</li> <li>• General Oral Presentation</li> </ul>	<p><u>In principle, a video of the presentation with audio (mp4 data) must be submitted in advance.</u></p> <p>On the day of the congress, the secretariat will project the video of the presentation. Please respond to questions and answers on your own (via Zoom).</p> <p><u>If you are unable to participate remotely due to time difference, please submit only the video of the lecture with audio (mp4 data) in advance. (No Q&amp;A on the day)</u></p>
<p>③ Presenters for On-demand video presentation</p>	<p>The video presentation will be posted on the on-demand system (no presentation on the day).</p> <p><u>Please submit a video of your presentation with audio (mp4 data) in advance.</u></p>

### 1) 【For on-site participants】

- ① Please register your presentation data at least 30 minutes before the start of the session.
- ② Please be seated at the next chairperson's seat and next speaker's seat at least 15 minutes before the start of the relevant session.
- ③ Please follow the instructions of the chairperson to proceed in the session.
- ④ There will be no reception desk for the chairperson and chairperson.

### 2) 【For remote participants】

- ① A few minutes before the start of the session, we will do a preliminary check of the audio, video, and proceedings on Zoom.
- ② We will send you an email with the URL for entering Zoom on the day of the session and other details.

### 3) Presentation Data Preparation Guidelines

- All presentations will be in computer-based format.
- The venue will be equipped with a computer Windows 10 (Office365 / Full HD: 1920×1080, **16:9 wide size**; in the case of 4:3 size, part of the left and right sides of the screen will be projected in black, but the presentation itself will be possible).
- Please prepare your presentation data in PowerPoint 2013-2019 or 365 for Windows, and save it on a medium (USB flash memory, etc.) and bring it with you.
- Please use the following OS standard fonts to avoid misspellings and garbled characters.  
 Japanese: MS Gothic, MSP Gothic, MS Mincho, MSP Mincho, Meirio, Meiryō UI, Yu Gothic, Yu Mincho  
 English: Arial, Century, Century Gothic, Times New Roman  
 \*Of the OS standard fonts, the Mac Osaka font may be misaligned or garbled.
- If you are linking other data (still images, graphs, etc.) to your presentation, be sure to insert them as “figures”. Please avoid “link” from the original data, as this may cause problems.  
 \*Please make sure to check the data on a computer other than the one used to create the file.  
 \*If you are using video, please bring your own computer as a backup.  
 \*If you are using a Macintosh computer, please be sure to bring your own computer.

OS	Software	Data Storage	Bring your own PC
Windows	PowerPoint 2013-2019, 365	○	○
	Software other than the above	×	○
Mac		×	○

● About file names

For administrative purposes, please follow the following rules for file names.

Special Program ⇒ “Session Name \_ Speaker Name”

⇒ Example: “Scar Therapy 1\_Taro Nichiji”

General Abstract ⇒ “Abstract Number \_Name of Speaker”

⇒ Example: “O-01\_Nichi-Ichi Hanako”

4) PC Preview Desk

① Reception Location Pacifico Yokohama (Conference Center), 5F, Foyer

② Reception hours

Date	Reception Time
December 19 (Sun.)	8:10-18:00

③ About PC Preview Desk

Please bring your data to the PC Data Reception Desk at least 30 minutes before your presentation.

After the reception, please check the operation (preview) in the presence of the PC operator.

● The PC operator will receive the data and copy it to the server. The copied data will be transferred to the presentation venue. Please arrive at the venue at least 15 minutes before your presentation and wait at the next presenter's seat. The organizer will take responsibility for deleting the copied data at the end of the conference.

● If you bring your own laptop computer, please confirm the video output at the PC Data Desk and bring it to the PC Operation Desk in the front left corner of the hall by yourself at least 15 minutes before your presentation. The laptop computer will be returned to you at the PC operation desk after your presentation, so please remember to bring it back with you.

④ Points to note when bringing in your laptop

● Even if you bring your own laptop, please bring your own media (USB flash memory, etc.) for backup data. Also, please make sure to bring an AC adapter for your computer.

● The video output at the venue is **HDMI**, so please make sure your PC has an HDMI. If your computer does not have an HDMI, please make sure to prepare a conversion cable for connection.

● Please disable the screen saver, power saving settings, and password in advance.

● Please refrain from using the presenter's tool to ensure smooth proceedings.

8. Luncheon Seminar, Afternoon Seminar

No numbered tickets will be distributed. Admission will be on a first-come, first-served basis.

Please note that the number of lunch boxes distributed at each seminar is limited.

For the sake of infection control, please take your own food, drink, and materials.

9. Exhibition

Pacifico Yokohama (Conference Center) 5F/511

\*There will be a rest area and drink service.

## 10. Book Exhibition

There will be no book exhibition.

## 11. Cloakroom

Pacifico Yokohama (Conference Center) 5F, Foyer

Date	Reception Hours
December 19 (Sun.)	8:10-19:00

## 12. Internet environment

The following Wi-Fi connection services are available in the conference center.

SSID: FREE-PACIFICO

Password: None

\*Please note that the network environment may become unstable depending on the location and usage conditions. Please be forewarned.

## 13. Others

Please refrain from using cell phones and PHS in the venue.

Recording or taking pictures in the venue without permission is strictly prohibited.

## 14. Secretariat

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## 15. Congress Secretariat

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