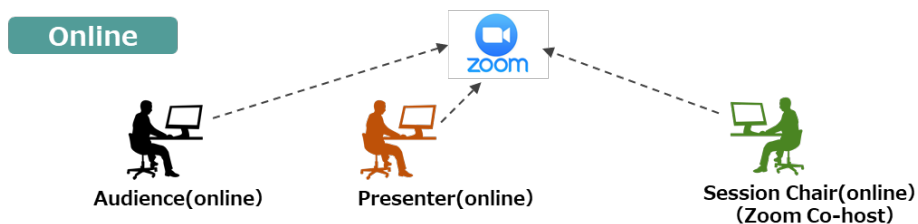
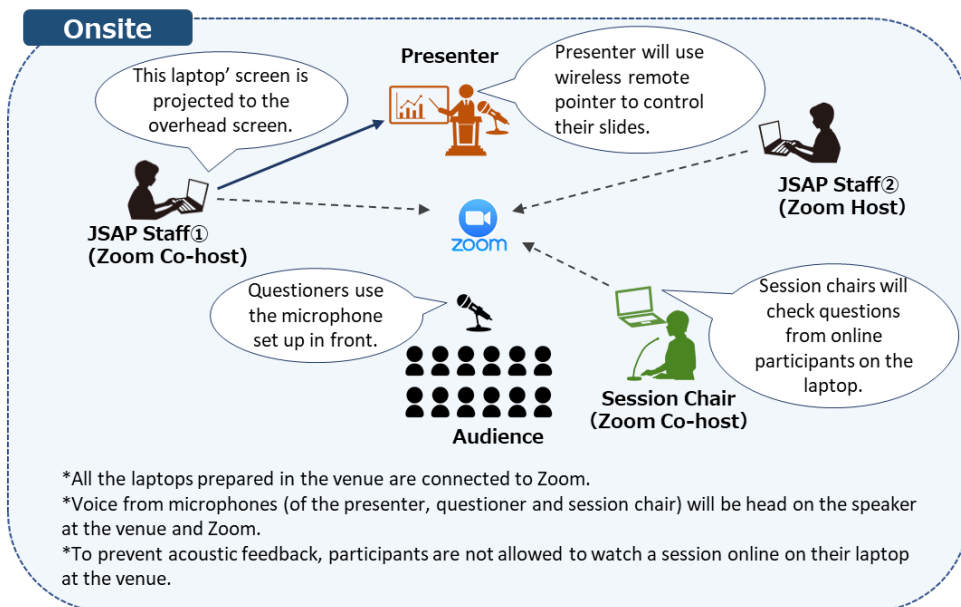


# For Onsite Participants

## Entering the Venue

- Participants will be asked to have their temperature taken and will be asked to disinfect their hands at the entrance of each building.
- To record the onsite participants, participants will be also asked to have the QR code on their meeting badge read upon entering each building. The meeting badge can be downloaded from your MyPage on the Participant Portal.
- If you feel unwell, please refrain from attending onsite. You can switch to online participation without prior notice.



## Making Presentations

- Participants are required to present via Zoom, using the laptop prepared in the session room. The screen on the speaker's laptop will be projected to the session room screen.
- Participants are not allowed to make a presentation using their own laptop. Please bring your presentation files in USB devices and ask our staff to copy the file to the speaker's laptop before the session starts.
- Questions can be received both from online and onsite participants. Session chairs will choose questioners.

## Attending the Sessions

- To prevent acoustic feedback, participants are not allowed to watch session online on their laptop during the session.
- We limit the number of people for each session room to avoid 3C's.
- We will prepare rooms with Wifi connection for participants who cannot enter a session room due to the above limitation of the room capacity.

# For Onsite Participants

## COVID-19 Countermeasures

To help protect meeting participants and operations staff of the meeting, the JSAP will implement the following COVID-19 countermeasures.

- If participants feel unwell or suspect that they are infected(\*), they must refrain from attending the meeting onsite.
- Participants must check their temperature every day before leaving for the venue.
- Participants will have their temperature taken and will be asked to disinfect their hands at the entrance of each building. If they have a fever of 37.2 degrees or higher or cold symptoms such as a cough, sneeze, sore throat, they will be asked to refrain from attending.
- To record the onsite participants, they will be asked to have the QR code on their meeting badge read upon entering each building.
- The above safety check at the entrance might cause congestion. Participants are recommended to arrive the venue in plenty of time.
- Participants are required to wear a face mask and asked to refrain from having loud conversations.
- Participants are asked to sit one seat apart to maintain social distancing.
- The entrance door of the session room must remain open all during the session.
- Participants are expected to disinfect their hands carefully and thoroughly.
- Participants are asked to refrain from drinking eating in a large group after meeting hours.
- If participants test positive for COVID-19 during and after the meeting, they must report to the JSAP secretariat as soon as possible. (during the meeting: 090-6528-9700 , after the meeting: 03-3828-7724, Email: meeting@jsap.or.jp)

(\* ) If participants experienced any of the following,

- a fever
- cold symptoms, such as a cough or sore throat
- fatigue or shortness of breath
- partial loss of smell or taste
- feeling of exhaustion
- close contact with someone who has tested positive for COVID-19
- close contact with a family member or someone they reside with or close friends or acquaintances who are suspected of being infected
- travel to, or close contact with a resident of, a country or region in respect of which Government of Japan has imposed travel restrictions or requires an observation period after entry

## Others

- Participants are asked to refrain from drinking and eating in a large group after meeting hours.

ref) [Prevention at Dining and Drinking Occasions](#)

- JSAP will notify any case of infection promptly to the participants, while respecting the privacy of those infected.
- We cannot answer questions on who will be attending onsite.

JSAP will only disclose the personal information provided upon registration in the cases given below.

- When JSAP is required to disclose the information based on the laws and regulations
- When there is a request with justifiable reasons from a public institution such as a public health center