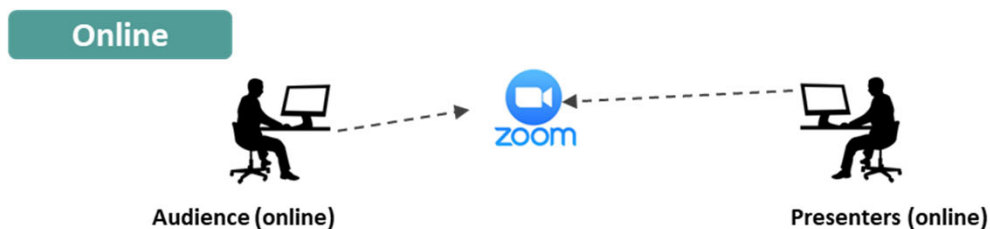
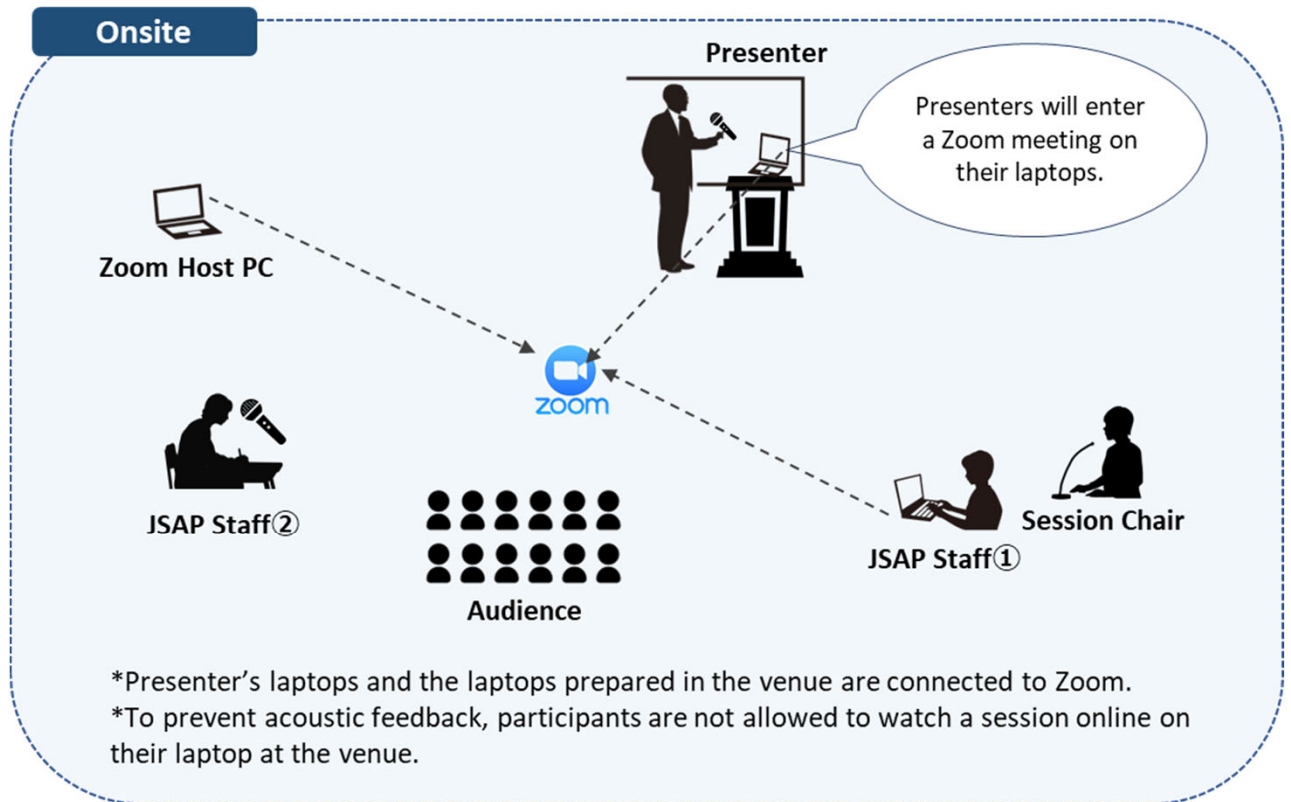


For Onsite Participants

Entering the Venue

- Make sure to download and print out your name badge on the registration website.
- 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 their laptop. Make sure to bring your own laptop
- If you do not bring your laptop, you can use the laptops prepared at the session room. Make sure to bring your presentation files in USB.
- Questions can be received both from online and onsite participants. Session chairs will choose questioners.
- If you use Mac Keynote, make sure to check in advance whether you can share the keynote screen on Zoom.

Attending the Sessions

- To prevent acoustic feedback, participants are not allowed to watch session online on their laptop during the session.

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 are required to wear a face mask and asked to refrain from having loud conversations.
- The entrance door of the session room must remain open all during the session.
- Participants are expected to disinfect their hands carefully and thoroughly.
- 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 take necessary precaution when drinking and eating in a large group after meeting hours.

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

▪ 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