

## General Information

### COVID-19 Countermeasures

Ensuring the health and safety of our participants and staff is our top priority; the LT29 organizers try their best to welcome participants in a safe environment. The LT29 is also supported from grants from national as well as local governments to operate a large-scale hybrid conference under sufficient countermeasures against COVID-19. Thus, we need to set various regulations concerning the infection control. We appreciate the understanding and cooperation of all the participants.

[Before participation] All participants are kindly asked to have vaccinated at least three times, or tested negative in PCR or antigen test within three days before the participation. Submission of the certificate documents is not needed. You are requested to install COVID-19 Contact-Confirming App. (COCOA) on your cell phone.

<https://www.mhlw.go.jp/content/10900000/000773753.pdf>

[Daily health check] All the participants are asked to report their health condition including their body temperature every morning via a provided Google Forms link. The participants are asked to bring their own thermometer. For those who don't have a thermometer, the organizers can provide one at the registration desk.

[At the entrance] Whoever has a symptom of fever is not allowed to enter the conference site. The body temperature is monitored at the entrance. Antigen test kits are provided for self-checking. Please ask at the General Information Desk.

[Masks] Wearing a non-woven mask is mandatory in the venue, except in designated areas and occasions. Non-woven masks are provided at the General Information Desk if you forget to bring your own ones.

[Disinfection] The conference site is equipped with various disinfectants and antiseptic solutions. In addition, a pocket hand sanitizer is provided in your conference bag.

[No alcohol beverage] No alcohol beverage is allowed in the venue.

We sincerely hope that all the participants comfortably enjoy the hybrid conference LT29 and go back home safely.

## Registration

All participants are asked to register online before coming to the conference.

<https://www.lt29.jp/registration.html>

## Registration Fees

	Regular	On-site
*All cut-off dates are based on Japan Time (GMT+9).	From Jun. 26, 2022 Until Aug. 17, 2022	From Aug. 18, 2022 Until Aug. 24, 2022 17:00
Non Student	75,000 JPY	80,000 JPY
Student	35,000 JPY	40,000 JPY

\*If you would like to register during the conference, register online. On-site registration desk will help you with your registration.



## Check in

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Download and print your name tag with QR code from the “My Page” (confit) before the conference and bring it to the conference.

At your first arrival, please come to the General Information Desk to pick up your conference bag.

Everyday during the conference, please visit the “Check-in Counter” at the entrance hall to register your QR code on your name tag to record your attendance.

### General Information Desk

Entrance Hall (1F), Sapporo Convention Center

#### Opening Hours:

August 18, Thursday	12:00-18:00
August 19, Friday	8:30-18:30
August 20, Saturday	8:30-18:30
August 21, Sunday	8:30-12:30
August 22, Monday	8:30-18:30
August 23, Tuesday	8:30-19:00
August 24, Wednesday	8:30-17:00

## Cloak

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The cloak is located in the Entrance Hall on the 1st Floor. Valuables cannot be left at the Cloak.

#### Opening Hours of the Cloak

August 18, Thursday	12:00-19:00
August 19, Friday	8:30-18:30
August 20, Saturday	8:30-18:30
August 21, Sunday	8:30-12:30
August 22, Monday	8:30-18:30
August 23, Tuesday	8:30-20:30
August 24, Wednesday	8:30-18:30

## Exhibition

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Exhibition will be held at the Entrance Hall of Sapporo Convention Center

#### Opening Hours of the Exhibitions

August 18, Thursday	13:30-18:30
August 19, Friday	9:00-18:30
August 20, Saturday	9:00-18:30
August 21, Sunday	9:00-12:30
August 22, Monday	9:00-18:30
August 23, Tuesday	9:00-18:30
August 24, Wednesday	9:00-16:00

## Venue Information

### Venue

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Sapporo Convention Center (SCC)  
1-1-1 Higashi-Sapporo 6-jo, Shiroishi-ku, Sapporo  
003-0006 Japan

### Secretariat Office and Contact Information

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Secretariat Office is located at the room 102 in the 1st Floor of Sapporo Convention Center.  
Email: lt29@c-linkage.co.jp

### Taxi

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Taxi pool is located outside of the South Entrance of Sapporo Convention Center.

### Lost and Found

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Please visit the General Information Desk for lost and found.

### Foreign Exchanges

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No currency exchange services are available at the conference site.

Seven Bank ATMs, located inside 7-Eleven convenience stores, accept foreign-issued credit cards and cash cards and provide vocal and on-screen guidance in the English, Korean, Chinese, and Portuguese languages. The machines also accept debit cards for cash withdrawals. The following ATMs can be used and can commonly be found. (Japan Post Bank / Seven Bank / American Express/ Visa / Mastercard / Diners Club / JCB /China Union Pay).

The 7-Eleven near from the Sapporo Convention Center:

The 7-Eleven Higashi Sapporo 5 Jo 5-2-1-28, Higashi-Sapporo, Higashi-ku, Sapporo  
003-0005 Japan

### Internet

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We offer participants a free internet connection throughout the venue.

Simply select SSID and enter PW below to enjoy surfing.

SSID : LT29

PW : lt29sora



## Restaurant

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Terrace Restaurant SORA: Opening Hours: 11:00-16:00

There are also a number of restaurants nearby suitable for lunch.



Sapporo Must-See App  
 (Sapporo Tourist Association Official App)



Halal Gourmet Japan

## Smoking Areas

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Smoking is prohibited on venue grounds.

## Attending the sessions

### Oral Sessions:

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[Onsite]

1. Directly come to the session room you want to join. Refer to the timetable (p.15) and program list (p.25). To ask questions, speak in front of the microphone on the floor.

[Remote]

1. Log in to the Zoom room from the link in the web program.
2. Use your actual name in the format of “John BARDEEN” as your screen name, so that other participants can recognize you.
3. To ask questions, click “raise hand”. After the chairperson designate you to ask questions, turn on your MICROPHONE and CAMERA. Turn off your MICROPHONE and CAMERA when not necessary.

### Poster Sessions:

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Schedule

Core Time

Date	Onsite (Main Hall on the 1st floor)	Remote
August 19, Friday	14:00-16:00	21:00-23:00
August 20, Saturday	14:00-16:00	21:00-23:00
August 21, Sunday	No Poster Session	
August 22, Monday	14:00-16:00	21:00-23:00
August 23, Tuesday	14:00-16:00	21:00-23:00

#### [Onsite]

Visit the poster session room at any time during the conference and discuss with presenters during the core time. Posters of each session will be posted between 9:00 and 20:00. Posters of remote participants are also posted.

#### [Remote]

Login to the Zoom room for your poster session from the link in the web program during the remote-core time. To ask questions, turn on your MICROPHONE and CAMERA. Make sure to turn off your MICROPHONE and CAMERA when not necessary.

## Information for Presenters and Chairpersons

### Information for Chairpersons of Oral Sessions

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#### [Chair for Onsite Participants]

1. Be seated in the Chairperson's seats at least 5 minutes prior to the beginning of your session.
2. Make sure to finish the session on time. The remaining time of each talk will be displayed on the table. Five minutes of discussion time is allocated to each talk.
3. During the Discussion time, communicate with the remote chair to keep appropriate balance between onsite and remote questioners.

#### [Chair for Remote Participants]

1. Access the Zoom room from the link to the appropriate session at least 30 minutes prior to the beginning of your session.
2. Use your actual name in the format of "Chair: John BARDEEN" as your screen name, so that other participants can recognize you.
3. During the Discussion time, designate questioners from those who "raise their hands" and allow them to turn on the MICROPHONE and CAMERA.

\*If you would like to check your CAMERA and MICROPHONE, access the Zoom URL of the "Test Room" for chairpersons and presenters before entering the remote session room. The Zoom URL of the "Test Room" is sent via email before the conference.

\*For more details about the Zoom system, refer to the instruction for remote oral sessions sent to oral presenters and chairpersons.

### Information for Oral Presenters

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#### 1. Check in for oral presenters at the PC Center [Onsite Only]

Presenters are required to use PC equipped in the convention center for their presentation, since this is the PC connected to the presenter camera and installed software for the hybrid conference.

Bring your presentation slides to the PC center **the day before your presentation**. Presenters of the first day are required to bring the slides by 13:00 (JST) or send them to the secretariat (lt29@c-linkage.co.jp) by August 17. The guidelines listed below should be followed.



- Bring your presentation slides (in Windows PPT, PPTX or Adobe PDF format) in CD/DVD or USB flash drive.
- Your media should contain only the presentation data for the Conference.
- Windows (OS: Windows10) is the only operating system available for the presentations.
- In case your presentation is not compatible with the formats listed above, please contact the organizers before your arrival in Sapporo.
- Your presentation data file should be named as <Session Number>-<Name> .ppt. (ex: “20A-SF4-09-Kenneth Wilson.ppt”)
- If your presentation data is linked to other files (i.e. still or moving images, graphs, etc.), they should also be saved in the same folder, and the links should be checked beforehand.
- Only Windows Media Player can be used to playback movie files.

#### Opening Hours of PC Center

August 18, Thursday	12:00-18:00
August 19, Friday	8:30-18:30
August 20, Saturday	8:30-18:30
August 21, Sunday	8:30-12:30
August 22, Monday	8:30-18:30
August 23, Tuesday	8:30-19:00
August 24, Wednesday	8:30-17:00

## 2. Technical equipment for oral presentations [Onsite only]

- Video Projector
- Front Projection Screen
- Zoom system
- PC

## 3. Check-in for remote oral presenters

Access the Zoom URL of the “Test Room” for chairpersons and presenters to test your CAMERA and MICROPHONE and share the screen the day before your presentation. Presenters of the first day are required to access the above Zoom URL on Aug.17 13:00-18:00 (JST). The Zoom URL of the “Test Room” and available time will be sent via email before the conference.

## 4. Presentation guideline

1. The official language of the conference is English. Prepare your presentation slides in English.
2. The 16:9 aspect ratio of the slides is recommended, but the 4:3 aspect ratio is also acceptable.
3. The presentation time of your talk shown in the time schedule and the program list includes discussion time of 5 minutes. Prepare your talk accordingly.

### [Onsite]

Be seated in the designated front seats at least 5 mins. prior to the beginning of your session.

### [Remote]

1. Access to the Zoom room from the link sent to the presenters before the conference at least 15 minutes prior to the beginning of your session.
2. Use your actual name in the format of “John BARDEEN” as your screen name, so that other participants can recognize you.

\*For more details about the zoom system, please refer to the instruction for remote oral sessions sent to oral presenters and chairpersons.

## Information for Poster Presenters

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### [Onsite session]

#### 1. Poster Panel

The size of the poster panel is W900 x H1200. Prepare your poster in A0 size (W841 x H1189) portrait style.

#### 2. Set-up/Removal

For onsite poster presenters, set up your poster on the designated poster panel before the lunch break starts and remove your poster from the panel before 18:30 on the day of your session. If you are uncertain about the location of your poster panel, ask the Poster Registration Desk located at the venue. Any posters left after 18:30 will be removed and disposed by the Conference Secretariat. The Secretariat will take no responsibility for those posters. Presenters are encouraged to stand by their posters during core time.

For remote poster presenters, please send a high-resolution pdf file of your poster. The Conference Secretariat will print it and post it at the onsite poster board for you.

- You are disqualified from receiving the poster award if you do not display the poster during the onsite session.
- Pins will be provided along with the board. Do not use any other materials (i.e. adhesive tapes).
- Conference staffs may take pictures of some posters for reporting purpose during the conference.

### [Remote session]

1. All the poster presenters will present their posters in the Remote poster session.
2. Prepare a presentation file in advance that you can explain the content in about 10 minutes by screen sharing via Zoom.
3. Access the Zoom room from the link to the appropriate session prior to the beginning of your session.
4. Click "breakout room" and choose the breakout room assigned to your poster.
5. Present your poster by screen sharing via Zoom and explain the content to the participants.
6. Please stay at your breakout room as much as possible especially while there are visitors there.

### [Poster Award]

Poster awards will be selected from the posters submitted from students. The selection is based on the presenter's performance in the REMOTE poster sessions, but only the posters displayed in the onsite sessions are eligible for the awards.