

## Important information for ICFM9 participants

ICFM9 Secretariat

PLEASE READ THIS DOCUMENT THOROUGHLY *BEFORE* COMING TO THE ICFM9 CONFERENCE. This document has been sent to remind you of particularly important information that has been explained in the ICFM9 Guide Booklet and also to provide you with additional information that is also important but not included in the booklet.

### <COVID-19>

- **If you cannot come to the conference because of COVID-19 but still wish to make a presentation, you must contact the ICFM9 Secretariat as soon as possible and ask for permission for only online presentation.** Please note that the quality of the communication status cannot be guaranteed.
- **Please understand that ICFM9 will not allow online presentations for any other cases in principle** and that conference and other fees you have paid by then will not be refunded.
- **Please wear a mask at the conference venues and during the field trips.** Also, sanitize your hands using an antiseptic prepared at the door to each room.
- Contact the general reception desk on the first floor if you are feverish or feel sick.
- When dining at a conference venue, please refrain from speaking loudly and practice social distancing.

< High-level symposium at GRIPS on 18th February >

- High-level symposium participants who use a free bus should be at the meeting place (the space boxed by a red, dotted line in the map below) **across the street from Daiwa Roynet Hotel by 6:30 a.m.**

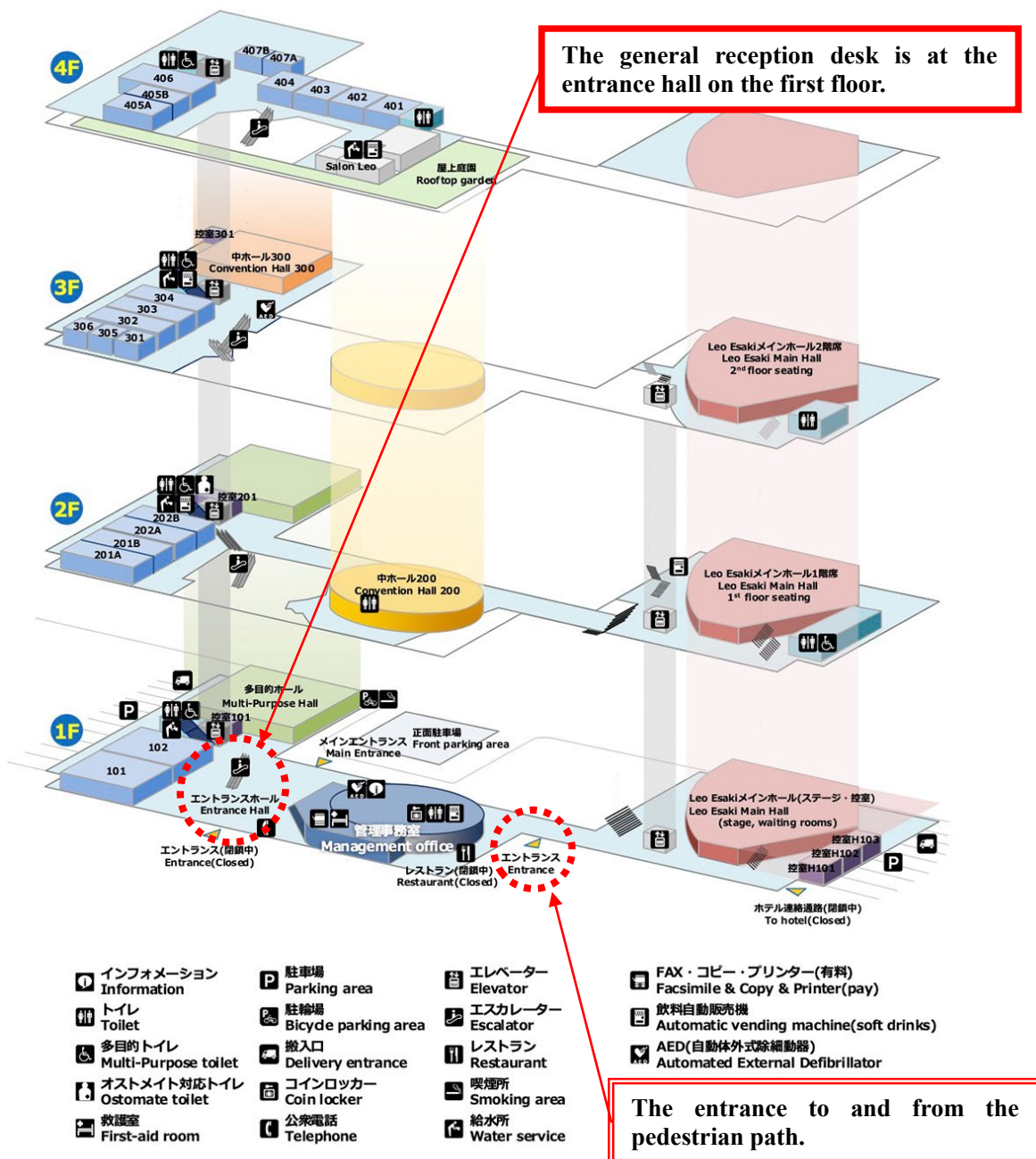


- Three buses will be waiting at the meeting place. No seats are reserved. Bus users can take seats on a first-come basis.
- Make sure to receive a High-level Symposium participant ID card before getting on a bus.
- **The buses will leave GRIPS around 15:00.** Ask the ICFM9 Secretariat staff or ICHARM staff where the meeting place for the buses.
- The registration for the High-level Symposium has already been closed. No additional registration is scheduled.
- **Free buses coming back to Tsukuba from the High-level Symposium will arrive at Epocal Tsukuba, the conference venue.** Since the general reception desk will be open on the day, the conference participants are strongly encouraged to complete the registration upon arrival.

< Reception desk >

- The general reception desk is at the entrance hall on the first floor of the Tsukuba International Congress Center. See the map below.

### Floor map of Tsukuba International Congress Center (Epochal Tsukuba)



- All participants must always carry a conference participant pass with them at the venue.
- The pass will be provided at the general reception desk at the Entrance Hall on the first floor.

Please come to booths categorized by country.

- The reception will be open from 15:00 to 18:00 on the day before the conference (18th Feb.) and from 8:00 a.m. during the conference days. Since the reception is expected to be very busy on the first day (19th Feb.), it is advisable to get a pass the day before the conference.
- **Participants are advised to print out and bring the registration confirmation sheet, which is issued in the registration site, to the reception desk.** If you do not bring your registration confirmation, we may ask you to show us something that can confirm your name, such as your passport.
- Lunch vouchers, field trip tickets, and reception party tickets will be distributed at the same time. Please be careful not to lose them.
- Each participant is required to write their name on their ID pass.
- **If you are a plenary session speaker or ISC member, please come to the ICHARM booth set up for them to receive a speaker badge.**

<Oral presentations>

- As informed by the co-chair of each session, **all speakers of oral presentations must submit presentation materials to their session co-chair by no later than 16th February.** The aspect ratio for the materials is 4:3.
- **In principal, the submitted presentation materials cannot be updated after submission.** But if the speaker strongly needs to replace it in advance, he/she must consult the session co-chair. If the co-chair decides that the offer is acceptable, they can replace it. In that case, consider the risk of virus infection.

<Poster Indexing>

- **The time given to each speaker for poster indexing has been shortened from the previously announced one minute to 45 seconds,** considering the time required between speakers. Speakers are expected to be efficient and effective to maximize what short time you'll have.
- All speakers should read the latest version of the ICFM9 Guide Booklet for other instructions.

<Dining at the conference venue>

- Dining is allowed in meeting rooms but not in the hallways or the convention halls (Convention Halls on the 2nd and 3rd floors and Leo Esaki Main Hall; see the map above). Boxed lunches will be ready to be picked up at the Multi-Purpose Hall on the 1st floor.

- Coffee breaks will be at 10:15-10:30 and 14:30-15:00. Coffee will be served in the entrance areas of the Multi-Purpose Hall on the 1st floor and the Leo Esaki Main Hall on the 2nd floor.
- **If there are extra boxed lunches, they will be offered to those without prior ordering.** Purchase a lunch voucher at the general reception desk and then go to the boxed lunch stand at the entrance of the Multi-Purpose Hall on the 1st floor.
- **Two catering cars will be at Takezono Park, the park next to the congress center.** Use the entrance to the pedestrian path to get to the park. See the map above. Also, see some examples of the food menu served by the two vendors though they are subject to change.
  - ✓ Iidamaru (<https://ibaraki-genki.com/shop/kid/>): Fresh whitebait bowl, kakiage-tempura bowl, etc.
  - ✓ LAX (<https://www.ibaraki-shokusai.net/shop/shops?id=9808>): Ibaraki-style hotdog, fish & chips, etc.

< Reception party at 18:00 on 19th February >

- **The reception party will be held at Hotel Nikko Tsukuba, a different venue from where the conference will take place.** Walk north along the pedestrian path back to the Tsukuba Center for about 10 minutes from the congress center, and you'll see the hotel.



- If you did not register for the reception party before coming to the conference but wish to participate, you can still sign up for it at the general reception desk by 13:00 on 19th February with a fee of 5,000 yen.



< Field trips >

- **Please check body temperatures in the morning and make sure that you don't have a fever above 37.5 degrees or more than 1 degree above normal.**
- Those who have a fever above 37.5 degrees or more than 1 degree above normal, subjective symptoms of cough and respiratory symptoms (e.g., short breath), loss of taste and smell, fatigue, sore throat, headache (more than 2 days), diarrhea (more than 2 days) and nasal discharge (more than 2 days) will not be accepted.
- **Field-trip participants are divided into three groups on both the 21st and 22nd. Participants are expected to be at the Entrance Hall on the 1st floor of the congress center at the meeting time. However, each group has its own meeting time. Make sure to check what time your group meets for the trip.**
- Due to the tight schedule, there will be no time to stop and purchase lunch on the way. Please make a reservation for a boxed lunch or bring lunch for yourself.
- Extra trip participants may be accepted only if there are seats available. Those wishing to join a trip must sign up for it by noon of the day before each trip day.
- Trip participants should wear comfortable shoes for walking around, such as sneakers.
- Trip participants should understand that clothes and shoes might get dirty depending on the trip they join.
- Please read the following before deciding to take a tour of the Metropolitan Area Outer Underground Discharge Channel.
  - 1. You need to walk down 116 steps to the underground gigantic pressure control tank (meaning another 116 steps to come back up to the ground). There are no elevators or escalators. If you are not confident enough to manage so many steps, you might want to choose to stay around the bus while waiting for others to finish the tour.
  - 2. You are advised to wear sneakers or such because the pressure control tank has mesh flooring in some parts and is slippery in general. You should avoid slippery shoes or heels.
  - 3. The pressure control tank is used to store dirty floodwaters. Please be aware that your clothes and shoes may get dirty while walking around.
  - 4. For safety reasons, please do not carry large luggage during the tour. Also, be informed that there are no checkrooms or such on the premises to keep luggage for tour participants.
  - 5. You may use a tripod in the pressure control tank once you get there. However, please refrain from using one on the way.