

Information for Participants, Chairs and Presenters

General Information for Participants

1. Reception

Conference kit, on-site registration, and other general inquiries are available during the following hours at the venue.

Date	Open Hours	Room No.
September 21, Wednesday	13:00-17:30	S401 (4F)
September 22, Thursday	8:30-16:00	N11 (1F)
September 23, Friday	9:00-12:30	N11 (1F)
September 24, Saturday	9:00-15:30	N11 (1F)

<On-site Registration fee>

Full Registration: 50,000 JPY for regular participant and 40,000 JPY for student

Banquet Ticket for Student or Accompanied Person: 5,000 JPY

Only payment in Japanese yen in cash or credit card are acceptable.

<Wi-Fi key-code>

Wi-Fi (wireless LAN) is available in lecture room. The key-code is distributed on the reception.

2. Welcome Reception

Welcome Reception will be held at Cafeteria at the first floor of a basement (B1) of the venue from 17:30 on September 21, 2016.

3. Banquet

Banquet will be held at Sapporo Beer Garden after In-Conference Tour on September 23, 2016. Dress code is casual, and the clothes for trekking is welcome due to the schedule just after In-Conference Tour. The transportation of In-Conference Tour and banquet is by bus. If you skip to take part in the In-Conference Tour, you need to go to the venue of banquet yourself. It takes about 10-min. by Taxi from North-Exit of JR Sapporo Railway Station to Sapporo Beer Garden (Taxi fee is about 1,000 JPY).

Abies 2016

The 15th International Conference on Ecology and Silviculture of Fir

Instruction for Chairs

1. Arrival

Chairpersons are requested to be seated at the chairs' sheet located in the front of lecture room no later than 5 minutes before the session (Room No.: N31).

2. Session Progress

Chairpersons are asked to ensure that all presentations start and finish punctually as scheduled.

Staffs will assist with the remaining time of presentation and discussion.

Instruction for Oral Presenters

1. Time Allocation

Symposium Lectures: Presentation 35 min. + Discussion 5 min. (Total: 40 min.)

Keynote Lectures: Presentation 45 min. + Discussion 5 min. (Total: 50 min.)

Oral Presentations: Presentation 17 min. + Discussion 3 min. (Total: 20 min.)

2. Presentation Materials

Presentations must be in English.

All the oral speakers should come up to "**Speaker Ready Desk (on the 1st floor)**" **on the day before their presentations** to upload and check their ppt files. Only Powerpoint for presentation on a LCD video projector is accepted. Oral presentation room will be equipped with the following items:

A PC running Windows 7 operating system, with MS Office (Powerpoint 2013 version), an LCD projector, microphone, a pointer

The presenter should bring his/her presentation file in a format compatible with the above applications and stored in the USB drive (flash disk) or a CD-ROM.

For movies, films and animations, the presenters must confirm that they work properly, sufficiently before presentation.

Please keep the allocated presentation time.

Abies 2016

The 15th International Conference on Ecology and Silviculture of Fir

3. Timing

In order to maintain the schedule, you are requested to keep time allocation strictly.

Staffs will assist with the remaining time of presentation and discussion.

Instruction for Poster Presenters

1. Set-up/Removal

Set-up	Removal
September 22, Thursday 8:30-10:30	September 24, Saturday 15:00-15:30

* Posters will be presented throughout the conference period on panels in the Poster Exhibition Room. Any posters remaining on panels after the removal time will be discarded by the secretariat.

2. Poster Presentations

Group A (odd numbers): September 22, Thursday 13:00-14:00

Group B (even numbers): September 22, Thursday 14:00-15:00

During the allocated time, presenting authors must be available at their posters for questions and discussion.

3. Dimension

The poster size should be A0 size (1,189 mm high × 841 mm wide).

Abies 2016

The 15th International Conference on Ecology and Silviculture of Fir

Information for In-Conference Tour Participants

1. Departure

On September 23, Friday, after a short guidance of In-Conference Tour while eating lunch in the lecture room, we will depart by bus from the conference venue, School of Agriculture, Hokkaido University. The lunch box is prepared at the lecture room. The departure time is about 12:30am.

2. Location

We will visit Forest Tree Breeding Center and Nopporo Forest Park, located at 15 km east from conference venue, Hokkaido University. In Forest Tree Breeding Center, the breeding studies for *Abies* and other boreal trees are lectured. In Nopporo Forest Park, both the natural forests and man-made *Abies* forests are lectured.

3. Return

After the In-Conference Tour, we will move directly to banquet at Sapporo Beer Garden. Participant who will not attend to banquet can return back to JR Sapporo Railway Station at around 6:30-7:00pm.

4. Clothes

Participants should have good shoes and a jacket for trekking. Be sure to bring rain gear.

After the In-Conference Tour (before the banquet), you don't have to change your clothes to formal ware because the clothes for the trekking is welcome at Sapporo Beer Garden.

5. Others

Details are described in Website of *Abies 2016*.

(<http://www.uf.a.u-tokyo.ac.jp/hokuen/Abies2016/>)

Abies 2016

The 15th International Conference on Ecology and Silviculture of Fir

Information for Post-Conference Tour Participants

1. Departure

We depart by bus from JR Sapporo Railway Station at 8:30am on September 25, Sunday. All participants must gather until 8:15am. The meeting place is at Bus Pool of JR Sapporo Railway Station, located at the right side of North-Exit of the railway station (see MAP below).



2. Return

Return to Sapporo Railway Station at around 5:00pm on September 28, Wednesday.

3. Clothes

Participants should have good shoes and a warm jacket for trekking. Be sure to bring rain gear.

4. Others

Details are described in the Website of *Abies 2016*.

(<http://www.uf.a.u-tokyo.ac.jp/hokuen/Abies2016/>)