

## General Information

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### Dates & Venue

Dates: June 27-30, 2010

Venue: Waseda University,

1-21-1 Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan

- International Conference Center (ICC):

Keynote Speeches, Special Sessions, Concurrent Sessions, Coffee Breaks,  
Registration (June 28-30)

- Building 11: Concurrent Sessions

Rihga Royal Hotel Tokyo (RRH): Welcome Reception, Lunch (ITS Members Only), Dinner

### Language

Official language is English

### Registration

Registration Desk is open during the following hours:

June 27 (Sunday)	15:00-18:00 (RRH)
June 28 (Monday)	9:30-18:00 (ICC)
June 29 (Tuesday)	8:30-18:00 (ICC)
June 30 (Wednesday)	8:30-13:00 (ICC)

Each participant will receive a conference bag when registering. Included in the bag are several items such as conference related documentation and meal coupon for lunch, dinner and welcome reception.

### Name Plate

All participants are required to wear the official name plate at all times while in the conference venue. This plate will serve as your admission to all sessions, and official functions included in your registration fee. Accompanying persons are also required to wear their name plates during all official functions that they attend.

### Message Board

A Message board for the participants will be located near the Registration Desk. The Message Board facilitates contact between participants and carries messages from the organizers. Please check these boards at regular intervals.

### Refreshments

Refreshments are served at the lobby on the 3rd floor of ICC during the breaks.

## Internet Corner

Internet corner is provided at Room 2 on the 4th floor of ICC for use by participants. Free WiFi is also available at the lobby on the 3rd floor of ICC.

Internet Corner is open during the following hours:

June 28 (Monday)	9:00-18:00
June 29 (Tuesday)	8:30-18:00
June 30 (Wednesday)	8:30-13:00

## Secretariat Office

Secretariat Office is located at Ichijima Memorial Room on the 3rd floor of ICC.

Open hours:

June 28 (Monday)	9:00-18:00
June 29 (Tuesday)	8:30-18:00
June 30 (Wednesday)	8:30-13:30

## Volunteer Staff

Volunteer staff members will be working during the conference. Many of them speak English, so feel free to ask for any assistance. They dress in blue T-shirts.

## Travel Desk

Travel Desk is available near the registration desk. For hotel accommodation, accompanying persons' programs, local transportation, tour in Japan, etc., please contact personnel at the Travel Desk.

## Social Program

- Welcome Reception : June 27 (Sunday) 18:00- @Royal Hall (RRH)
- Dinner : June 28 (Monday) 18:30- @Royal Hall (RRH)
- Excursion & Farewell Party: June 30 (Wednesday)
  - Bus Departure Time 14:30 @RHH
  - Farewell Party 19:00 @Restaurant Tokyo Café 202

※ Please contact the Travel Desk for application for ticket availability.

## Hotel Information

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### Rihga Royal Hotel Tokyo

Phone number: 03-5285-1121 Fax number: 03-5285-4321

Front reception can help rental PC, copy and fax. (Fee based services)

### Keio Plaza Hotel Tokyo

Phone number: 03-3344-0111 Fax number: 03-3345-8269

Business Center (Digital Oasis): Internet & PC, fax, copy, printer and rental services are available. (Fee based services) Open 8:00 ~ 22:00 (Mon.~Fri.), 9:00 ~ 17:00 (Sat., Sun. and National Holiday)