

GENERAL INFORMATION

Congress Venue

The Congress will be held at Kobe Portopia Hotel, Kobe International Conference Center.

Kobe Portopia Hotel : 10-1, 6 Chome, Minatojima Nakamachi, Chuo-Ku, Kobe, 650-0046, Japan Tel. + 81-78-302-1111

Kobe International Conference Center : 6-9-1 Minatojima-nakamachi, Chuo-Ku, Kobe, 650-0046, Japan Tel. + 81-78-302-5200

Registration and General Information Desk

The Registration Desk and General information Desk, at the foyer in front of Ohwada (in front of Venue B, C and D) 1st Floor South Wing Kobe Portopia Hotel, is open at the following schedule.

October 28 (Thurs.)	October 29 (Fri.)	October 30 (Sat.)	October 31 (Sun.)	November 1 (Mon.)
11:00-19:00	7:00-17:00	7:00-17:00	7:00-19:00	7:00-16:00

ICCN2010 is held in conjunction with the 19th International SFEMG and QEMG Course and XIth QEMG Conference (SFEMG/QEMG2010) preceding ICCN2010 and the 40th Annual Meeting of Japanese Society of Clinical Neurophysiology (JSCN40) following ICCN2010, each with one day overlap at the same venue. JSCN40 will be conducted only in Japanese language.

Registration Fees & Inclusions

Status	ON-SITE REGISTRATION
ICCN2010 Delegates	JPY 45,000
ICCN2010 Students / Trainees	JPY 25,000
SFEMG/QEMG2010	JPY 35,000
ICCN2010 Delegates & SFEMG/QEMG2010	JPY 75,000
ICCN2010 Students / Trainees & SFEMG/QEMG2010	JPY 60,000
ICCN2010 Accompanying Person	JPY 10,000
SFEMG/QEMG 2010 Accompanying Person	JPY 5,000
ICCN2010 Accompanying Person & SFEMG/QEMG 2010 Accompanying Person	JPY 15,000
ICCN2010 Gala Dinner	JPY 12,000

*Local sales tax is included in all above fees.

Registration Fees include: Delegates & Students / Trainees*

- Full Scientific Program
- ICCN2010 Welcome Reception (Oct. 28)
- ICCN2010 & JSCN40 Farewell Party (Nov. 1)
- "Clinical Neurophysiology" (Abstracts Book)
- A book "History of IFCN"
- Certification of Attendance

- Morning / Afternoon tea, coffee and Lunch (Oct. 29 – Nov.1).

*Students / Trainees fee does not include "Clinical Neurophysiology" (Abstracts Book).

ICCN2010 Accompanying Persons

- Accompanying Person's Program
- ICCN2010 Welcome Reception (Oct. 28)
- ICCN2010 & JSCN40 Farewell Party (Nov. 1)

SFEMG/QEMG 2010 Registration Fees include

- Full Scientific Program
- Lunch & Dinner (Oct. 27)
- Morning / Afternoon tea, coffee (Oct. 27 – 28)
- Certification of Attendance

SFEMG/QEMG 2010 Accompanying Persons

- Dinner (Oct. 27)

Payment

Payments on-site may use either Japanese yen (cash) or one of the following credit cards :

Visa, MasterCard, American Express, Diners Club, JCB

Badges

The name badge issued to delegates on registration serves as an admission pass to all scientific sessions, the exhibition and inclusive social events. Delegates are asked to ensure that they wear their name badges at all times. Some of the social events need tickets such as Gala dinner.

IFCN Fellowships

Recipients of IFCN Fellowships should collect this from the IFCN Stand at the foyer in front of Ohwada (in front of Venue B, C and D) 1st Floor South Wing (see Page 20 for further details on the collection times).

Language

The official language of the Congress will be English. No simultaneous translation will be available.

Cloak Room

A cloak service will be available only at Kobe Portopia Hotel.

First Aid

The first aid post will be open at all times during the Congress opening hours. If any delegate requires first aid, please contact a staff with a name tag.

Security

Any security problems or concerns should be reported to a staff with a name tag.

Smoking Policy

Smoking is not permitted in the venue (the Conference room and hotel). Smoking in designated areas only.

Free Internet services

Wireless LAN is available both in "Kairaku", in the 1st basement, Main Building, Portopia Hotel, and in the lobby on the 3rd floor, Kobe International Conference Center at Joint Technical Exhibition Venue on October 29 – November 1.

Refreshments service

Refreshments service are available at the following locations.

Exhibition Venue I : Kairaku 1, 1st Basement, Main Building, Kobe Portopia Hotel

Exhibition Venue II : Reception Hall, 3rd Floor, Kobe International Conference Center

Business Center

Copy, Fax and Internet service are available in the Business Center, 2nd Floor in Kobe International Conference Center and 1st Floor in Kobe Portopia Hotel. They are not free of charge.

Meals

Sandwich Boxes or Japanese Lunch Boxes with drinks are provided in each Seminar room at :

- ICCN2010 Named Lectures on October 29
- ICCN2010 Luncheon Seminars on October 30, 31 and November 1

Vegetarian Lunch Boxes are available but please make sure that the number is limited.

Social and tours desk

Social and tours desk is located in the foyer in front of Ohwada (in front of Venue B, C and D) 1st Floor South Wing.

IFCN Chapter Meeting

October 30 (Sat.) 13:00–14:00

Chapter Meeting 1 (Asia–Oceania) at Venue L

Chapter Meeting 2 (Latin America) at Venue K

Chapter Meeting 3 (Europe) at Venue J

IFCN General Assembly

October 31 (Sun.) 11:10–14:10 at Venue F

JSCN General Assembly

November 1 (Mon.) 16:30–17:30 at Venue A

Joint Technical Exhibitions

Joint Technical Exhibitions with 40th Annual Meeting of Japanese Society of Clinical Neurophysiology will be held as follows.

• **Venue** :

Exhibition Venue I : Kairaku 1, 1st Basement, Main Building, Kobe Portopia Hotel

Exhibition Venue II : Reception Hall, 3rd Floor, Kobe International Conference Center

• **Exhibition Period :**

Exhibition Venue I : October 29 (Fri.)–November 1 (Mon.), 2010

Exhibition Venue II : October 29 (Fri.)–November 2 (Tue.), 2010

• **Exhibition Schedule :**

October 29 (Fri.) 9:00–17:00 Exhibition Venue I (Kobe Portopia Hotel)

13:00–17:00 Exhibition Venue II (Kobe International Conference Center)

October 30 (Sat.) 9:00–17:00

October 31 (Sun.) 9:00–17:00

November 1 (Mon.) 9:00–17:00 The last day for Exhibition Venue I (Kobe Portopia Hotel)

November 2 (Tue.) 9:00–14:30 The last day for Exhibition Venue II (Kobe International Conference Center)

There are two exhibition venues. ICCN related exhibitors will be at Exhibition I (Kairaku 1, 1st Basement, Kobe Portopia Hotel) and JSCN related exhibitors will be at Exhibition II (Reception Hall, 3rd Floor, Kobe International Conference Center). Please note that Exhibition I ends November 1.

• Exhibitors : 26 companies 70 booths

(See Page 28 for further details)

• Refreshments service is provided in the Exhibition Venue I and II.

Tipping

Tipping is not customary in Japan. Instead, a 10 to 15% service charge is added to the bill at hotels and some restaurants.

Tax

5% consumption tax is included in the cost of goods and services.

Currency Exchange

Exchange of major currencies is available at most banks, airports and large hotels in addition to Kobe Portopia Hotel. Please be reminded that the Registration Secretariat will accept Japanese yen only.

Electricity

Although 100 V is the standard power supply throughout Japan, regional differences exist in cycles (Kobe and Western Japan – 60 Hz, Tokyo and Eastern Japan – 50 Hz). Most hotels are equipped with 110 V and 220 V outlets, and converters are usually available on request but the number is limited.

Telephone

The international dialing code for Japan is + 81, and the area code for Kobe is 78.

To dial internationally from Japan, dial 001–010 then the relevant country code, area code and telephone number. The national dialing code for Kobe is 078.

About Kobe City

Kobe is one of Japan's oldest port and international trading cities. Nestled between sea and mountain it enjoys gentle breezes from the Seto Inland Sea while pure waters flow down from Nunobiki Waterfalls and the Mt. Rokko behind. As such, this historical, yet ultra-modern, city is surrounded by lush greenery and natural splendor. The bounty of this is apparent in Kobe's traditional sake, local wines, and world-renowned 'Kobe Beef'.

In the mountains there are outdoor facilities, herb gardens and hiking routes – all just a cable-car ride away – and the

night views are spectacular. Bay cruises offer pleasant alternatives to dining downtown and another way to enjoy night-time city lights.

Japanese travelers visit Kobe to enjoy, in particular, the wide range of downtown epicurean delights (Kobe is known for its confectionary and China Town food alleys) as well as fashion boutiques, arcades and shopping emporia. International visitors also enjoy the amazing architectural structures, such as the Akashi Bridge, and the old-town atmosphere of the Arima spa resort nestled in the mountains.

Being located almost in the center in Japan, Kobe has nearly all the must-see World Heritage sights and cities within easy reach. Less than an hour away, to the west, is Hiroshima Peace Park and, on the way, you can visit magnificent Himeji Castle or the canals of Kurashiki. Day trips eastwards to Kyoto (about 30 minutes) and Nara are home to Japan's most representative temples and shrines. For thrill-seekers, the world-class theme park at Universal Studios Japan is just 30 minutes away while, downtown, art galleries can offer a more relaxed experience. Kobe has something for all – the outdoor sporting type, the shopper, the food aficionado, the historian and culture-seeker.

For general information on Japan and Kobe, please visit :

-The JNTO (Japan National Tourism Organization) website at :

www.jnto.go.jp/

-The Kobe Convention & Visitors Association website :

www.feel-kobe.jp/english/

Climate and Clothing

The weather in Japan during the Congress period, late October, is usually warm during the day and cool at night. The average October temperature in Kobe is 19.5 deg. Celsius (or 67.1 deg. F), although there is about 4 degrees difference between Kobe's downtown (sea level) and the heights of Mt. Rokko. Lightweight jackets and sweaters will be comfortable for this season. All of the city's hotels and facilities, including the Congress venues, are fully air-conditioned.

Shopping

A variety of shopping opportunities can be found in Kobe.

Kobe's historic shopping area, known as Moto-machi, extends west for 2 km from JR Moto-machi Station. Much of the district is under a covered arcade, which starts opposite the Daimaru department store and runs just north of Nankin-machi (China Town).

Moto-machi is more of a functional shopping area, selling housewares (including antiques), imported foods, and electronics, with restaurants scattered between.

Currency Exchange

It is recommended that participants purchase Japanese yen traveler's checks prior to leaving their own countries. Exchange of major currencies is available at most banks, airports and large hotels.

Insurance

Registration fees do not include the insurance of participants against personal accidents, sickness, cancellations (by any party), theft, loss or damage to personal possessions.

Participants are advised to take out adequate personal insurance to cover travel, accommodation, cancellation and personal effects.

Transportation

Kobe is easily accessible by road, rail and air. Most delegates will likely stay in hotels next to the Congress venues (center of Portopia Island) or in downtown Kobe (called Sannomiya).

Portopia Island and downtown Kobe are about 10–15 minutes away by road or monorail.

Kansai International Airport (KIX) is likely to be the main port of entry for most international delegates.

From KIX airport, delegates can take one of the frequent Airport Limousine Buses directly to downtown Kobe (Sannomiya).

This is a fast coastal road and takes 70 minutes. Alternatively, a bay shuttle ferry (every 50 minutes) provides a transfer in approx. Thirty minutes to a docking harbor about 10 minutes away from the Portopia Island.

There are various options for traveling down to Kobe from Tokyo if delegates arrive at Narita International Airport.

These include :

- Shinkansen (bullet) train from Tokyo Station (approx. 2 hours 50 minutes)
- Domestic flight (80 minutes) from Tokyo Haneda to Kobe Airport (close to Portopia Island)
- Domestic flight (70 minutes) from Narita (or Haneda) to Osaka Itami Airport

(See 'Access Map to Kobe' for more details).