

## General Information

### Congress Dates

Friday, July 1 - Tuesday, July 5, 2005

### Congress Site

International Conference Center Kobe (ICCK)  
Kobe International Exhibition Hall  
Portopia Hall (KPH)  
Kobe Portopia Hotel

### Registration Guidelines

#### Registration Desk

Registration Desk is located in Kobe International Exhibition Hall No.2 from June 30 to July 4.

Opening hours:

Thursday, June 30	14:00-17:00
Friday, July 1	9:00-19:00
Saturday, July 2	8:30-18:00
Sunday, July 3	8:30-18:00
Monday, July 4	8:30-18:00
Tuesday, July 5	8:30-11:00 (at Portopia Hall)

#### On-Site Registration

For those who wish to register during the Congress period are requested to pay the registration fee in Japanese yen at the Registration Desk by either cash or credit card (Visa or MasterCard will be accepted). Neither personal checks nor traveler's checks will be accepted.

#### Registration Fee and items covered by the fee

Currency: Japanese Yen (JPY)

	Regular Delegate	Student*	Accompanying Person
<b>Registration Fee</b>	<b>40,000</b>	<b>20,000</b>	<b>7,500</b>
Program Book/Abstract Book	✓	✓	
Congress Bag	✓	✓	
Fee includes participation in: Sessions	✓	✓	
Exhibition	✓	✓	✓
Opening/Closing Ceremony	✓	✓	✓
Welcome Reception	✓	✓	✓
Lunch (July 2-4 only)	✓	✓	

\*Students must present proof of full time enrollment in an accredited university or college. Please bring your Student ID to the Congress site on the day of your participation.

#### Cancellation of Registration

Registration fees will be refunded as follows:

Cancellations received by April 3, 2005  
..... 80% (minus bank transfer charge)  
Cancellations received on or after April 4, 2005  
..... No refund

Please note that all refund will be made after the Congress.

### Congress Materials

#### Name Badges

All participants are requested to wear their badges throughout the Congress.

There will be no reissuance of Name Badges.

#### Congress Bag

The Congress bag (including Program Book, Abstract Book, and other Congress materials) will be handed out when you register at the Registration Desk.

### Information Desk

Information Desk is located in Kobe International Exhibition Hall No.2.

Opening hours:

Thursday, June 30	14:00- 17:00
Friday, July 1	9:00-19:00
Saturday, July 2	8:30-18:00
Sunday, July 3	8:30-18:00
Monday, July 4	8:30-18:00
Tuesday, July 5	8:30-11:00

#### Message Board

For those who wish to contact participants in the Congress, Message Board is available at Information Desk.

Please note that a paging service is not available.

### Travel Desk

Travel Desk is located in Kobe International Exhibition Hall No.2.

Information such as accommodations, transportation, sightseeing is available at Travel Desk.

Opening hours:

Thursday, June 30	14:00- 17:00
Friday, July 1	9:00-19:00
Saturday, July 2	8:30-18:00
Sunday, July 3	8:30-18:00
Monday, July 4	8:30-18:00
Tuesday, July 5	8:30-11:00

## General Information

### Media Center

Media Center is located on the 2nd floor of Portopia Hotel.

Access to Media Center is limited to Congress-Accredited journalists.

Opening hours:

Friday, July 1	9:00-21:00
Saturday, July 2	9:00-21:30
Sunday, July 3	9:00-21:30
Monday, July 4	9:00-21:30
Tuesday, July 5	9:00-15:00

### Media Accreditation

To register as a media delegate for the Congress, a proof of accreditation is required. Delegates are requested to submit:

- 1) A photocopy of official press credentials or
- 2) A letter verifying your assignment to the Congress on the stationery of the media organization for which you work (please use a format with a letterhead of the organization), and Photocopies of three (3) by-lined articles (if you work for printing/publishing media) or
- 3) A photocopy of a proof that the organization which you represent engages in publicity work or a copy of its publications, and a photocopy of your identification card issued by the organization which you represent

The Secretariat will verify all credentials. There will be no registration fees for accredited media delegates. Media delegates are entitled to admission to all sessions including Exhibition, Opening and Closing Ceremonies. The PWA Lounge (lounge for people living with HIV/AIDS) is off-limits to media delegates, except those who are themselves living with HIV/AIDS and wish to enter the lounge as a PLWHA and not as media delegates.

### Telephones

Pay phones are located in International Conference Center Kobe (ICCK), Kobe International Exhibition Hall and Kobe Portopia Hotel. International calls can be made with a prepaid card. Prepaid cards can be purchased at the Front Desk of Portopia Hotel. Please note that prepaid cards sold in the hotel can be used for pay phones located in the hotel only.

### Bank/ Currency Exchange

Information on nearby banks is available at Information Desk. Please note that the Secretariat will only accept Japanese yen in cash.

### Smoking Policy

Smoking is prohibited at the Congress site, except in designated smoking areas.

### Lunch

Lunch is included in the Registration fees of Regular Delegates and Students but not of Accompanying Persons. Lunch tickets can be purchased at Kobe International Exhibition Hall No.2 by cash (no credit card accepted). Please note that lunch tickets will not be reissued nor converted in cash.

Lunch Time & Venues

Time:	12:00-14:30
Venues:	3rd Floor, International Conference Center Kobe (ICCK) International Exhibition Hall (Hall No.1 & Hall No.2)

### Medical Care

Medical care information is available at the Information Desk.

### Other Service Desks

The following service desks as well as other service desks will be located in Kobe International Exhibition Hall No.1.

- Available services:
- 1) Courier Service Desk (DHL)
  - 2) Mobile Phones Rental Service Desk

### Language Services

Language services are arranged by the Language Service Committee to provide assistance to participants during their stay in Kobe and to promote lively discussions and exchanges in the Congress. Volunteer staff will not only provide communication support at the Congress site such as at the poster sessions and forums, but also accommodation and city information as well as other needs throughout your stay in Kobe. Services will be available mainly in English, however, some services are available in Chinese, Korean, Thai, Filipino (Tagalog), Indonesian and French. To request for language services, please visit Information Desk for further information at the Congress.

\*\*\*Any unaccredited photographing and recordings are prohibited during the Congress Sessions\*\*\*

## General Information

### Map

#### Hotel / Event map

