XV International Conference on
Hadron Spectroscopy
(Hadron 2013) November 4th to November 8th 2013

Nara Prefectural New Public Hall, Nara, Japan
http://hadron2013.kek.jp

Final Circular

This is the final circular. Below we list briefly several important items. Please do not miss them and we look forward to seeing you in Nara.

1 Prepare your travel

Check your travel plan with our conference web-site:
`http://hadron2013.kek.jp`
`http://hadron2013.kek.jp/access.html` (for access)

Typically the wether in Nara in the beginning of November is pleasant, with highest temperature around 20 °C and with lowest temperature slightly below 10 °C.

2 Nov. 3 (Sun): Registration and welcome drink

Registration desk as well as welcome drink opens on November 3rd (Sun) at 17:00, at the Tenkuu-no-Ma hall of the Hotel Nikko Nara (JAL hotel) near JR Nara station.
`http://www.jalhotels.com/domestic/kansai/nara/index.html`
8-1 Sanjo-Hommachi, Nara-Shi, Nara, 630-8122
TEL 81-742-35-8831 (inside Japan, 0742-35-8831)

We strongly encourage you to join us, complete your registration, and then relax with refreshments on this day to become ready to start scientific program from the next day morning.

3 Nov. 4 (Mon): First day

The entrance of the conference venue opens at 8:30 and the scientific session will start at November 4th (Mon) 9:00 in the conference venue, Nara Prefectural New Public Hall
`http://www.shinkokaido.jp/en/`
101 Kasugano-cho, Nara 630-8212
TEL 81-742-27-2630 (inside Japan, 0742-27-2630)

4 Wireless Network

In the conference venue, wireless network connectivity is to be made available. Detailed instruction is to be given at conference registration.

5 Lunch

We provide a lunch box every day. Because there are not many restaurants around the conference venue within a walk distance in a limited time of lunch break, we recommend you to take a lunch box. Tickets are included in your name tag. Vegetarian menu is provided for those who informed us beforehand, which is also indicated on the tickets. During lunch break, everyone can have it in either conference rooms (1,2,3,4) or Nara park area surrounding the conference venue. However, please note that eating and drinking are strictly prohibited in the Noh Theatre where plenary sessions are held.

6 Talk preparation and upload

Conference program is available on the KEK InDiCo server,
`http://kds.kek.jp/conferenceTimeTable.py?confId=13819#all`
where one can reach also from the link entitled `Timetable (user/pass given in popup)` on the conference web page. The acceptable talk formats are .ppt, .pptx (readable by MS-Office 2010 on Windows) or pdf. Please make talk slides filename `talk_id-familyname.***` where `talk_id` can be seen at the top of each talk title on the InDiCo and `***` denotes the file format. Note that neither integer `1` nor upper case `I` but lower case `l` is assigned to "Light hadrons" contribution `talk_id`. For example, K. Miyabayashi is going to deliver the talk which is assigned to be `p9-1` as shown in the program on November 8th (Fri.) afternoon, thus the talk slides should be `p9-1-miyabayashi.pptx` in the case it is provided in .pptx format.

In order to give a talk, speakers are recommended to use the computers prepared by the conference organizers at each session. We request speakers to upload slides on the allocated each contribution slot on the InDiCo at latest 24 hours before delivering the talk. In order to upload your slides, after entering the InDiCo, (1) Click the pencil mark to switch to management area, (2) Input password given from the conference organizer, (3) Move to your slot, (4) Click "Add Material", (5) Obeying the given instruction, select your slides file, "Material type" is "Slides" by default, (6) Click "Create Resource", then "close", (7) After confirming your slides file appears on the page, click "exit manage" at the top of the page. If you encounter some problems to complete talk upload, please ask session secretary and/or session conveners for their help to make sure the slides file is copied on the computer prepared by the conference organizers at each session well before the session starts.

7 Poster session

On November 5th (Tue), second day, the poster session is to be held from 18:50 at the reception hall of the conference venue. The board for each poster has the area of 1200 mm (width) $\times$ 1800 mm (hight) and the boards are to be made available at 15:00. The poster presenters are kindly requested to come up with each contribution soon after the boards are set up. The spot of each poster is specified by the conference organizer. Placing each contribution on the allocated spot at that time would be a pre-exhibition for the audience during afternoon break. The pins to fix the posters on the board are to be provided by the conference organizer.

8 Emergency

If you need a very urgent help, calling `080-6714-6201` will reach the mobile phone owned by the conference organizers during the conference.

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2013 October 28th
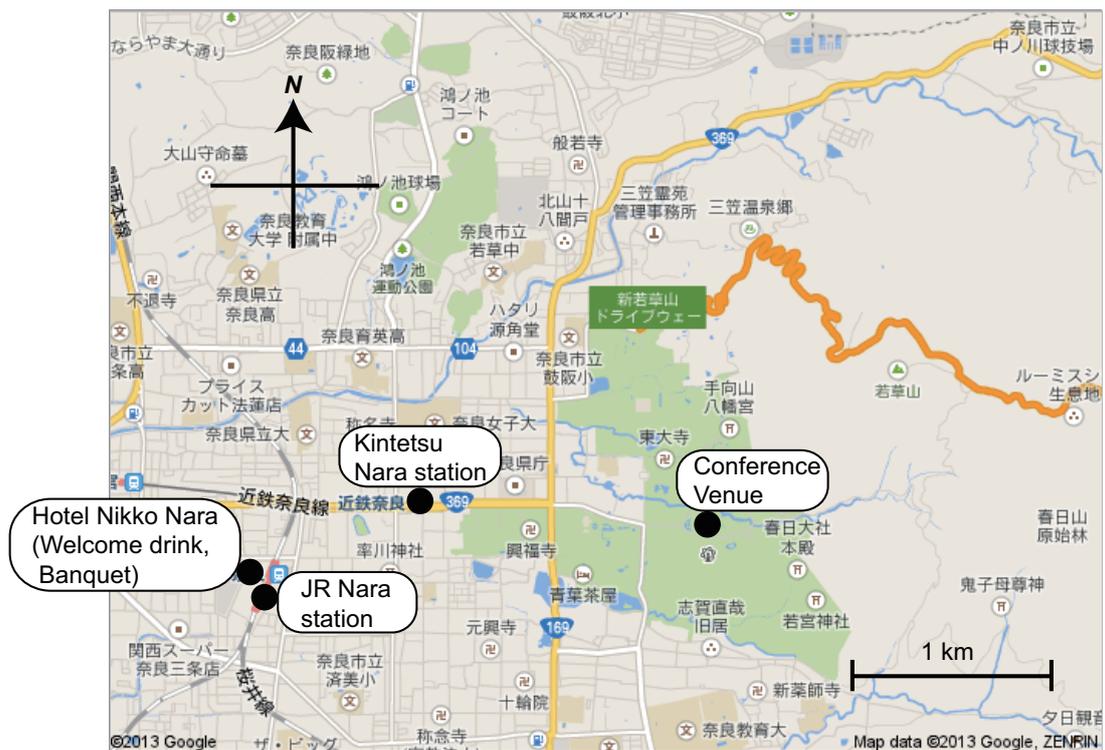Organizers of Hadron2013

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Figure 1: Nara City map to recognize the conference venue, train stations and Hotel Nikko Nara where welcome drink and banquet are held.