Instructions for presenters and chairs

1. Keynote speakers

- 20-min talk including 3-min Q&A and transition time

2. Oral presenters

- 15-min talk including 3-min Q&A and transition time

Note: Keynote speakers and oral presenters must upload their presentation files here by Monday, November 9. Please name your file using your full name (e.g., First_Family.ppt or First_Family.pdf). We plan to use an onsite PC for smooth presentation. If you could not upload the files by November 9, please bring your PC and contact the room staffs to present your work on your PC.

3. Demo presenters

- 20-min talk including interactive Q&A and transition time (Note: the presenter will interact with the audience by responding to any questions raised during the demo session)
- Bring your own PC or use an onsite PC to show your demo. High-speed wifi and HDMI cable for the projector are available in the room.
- (Optional) Prepare 3-min demo movie for the public LED monitor in the poster room where we can show the demo movie with other advertisements continuously. Please upload the file here by Monday, November 9 (e.g., First Name_Family Name.mp4)

4. Poster presenters

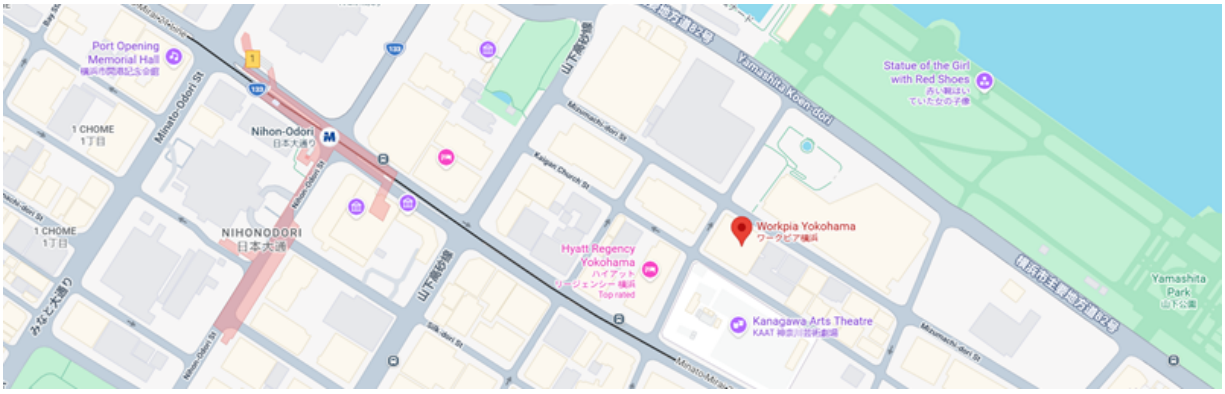
- A0 poster (width: 841 mm height: 1189 mm) is preferred.
- Set up your poster in the morning before the session starts and remove it in the afternoon when you leave. Poster printing service is available with extra charge near the venue (Note: Please contact here well in advance and indicate this pick-up store here)

5. Session chairs

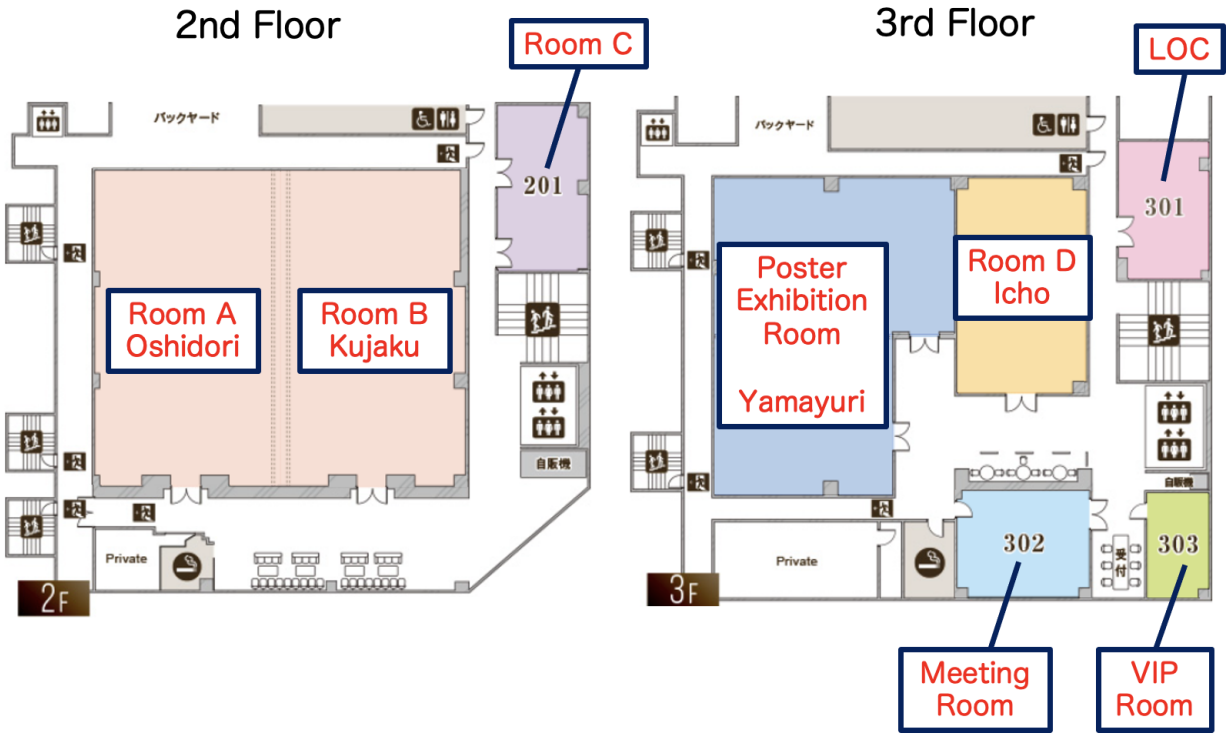
- Moderate the session on time and lead Q&A in your session
- Q&A in keynote and oral sessions is 3 min for each talk.
- Q&A in demo and poster sessions will be led by presenters in an interactive way.
- Two onsite staffs (one for PC operation and another one for time keeper) will be assigned in the room. For Q&A, please ask the audience to come to the microphone set up near the front.

Venue

Workpia Yokohama (see below for access from airport)
24-1 Yamashitacho, Naka Ward, Yokohama, Kanagawa 231-0023, Japan



Floor plan



Registration schedule

Nov 10, 18:30-20:30, 3F Poster Hall (+ Icebreaker)
Nov 11, 10:00-17:30, 2F Hallway
Nov 12, 9:00-17:30, 2F Hallway
Nov 13, 9:00-16:00, 2F Hallway

Shuttle Bus Service for Side Events (Nov 10 only)

A complimentary shuttle bus service will run between Workpia Yokohama and JAMSTEC Yokohama Institute for the side event on Nov 10:

- Morning (Dep. 8:00): Workpia Yokohama → JAMSTEC Yokohama Institute
- Evening (Dep. 18:00): JAMSTEC Yokohama Institute → Workpia Yokohama

Capacity: Limited to 40 passengers per trip (First-come, first-served basis). Please arrive at least 10–15 minutes before departure.

Meals

Complimentary lunch boxes (vegetarian and non-vegetarian) will be available inside the venue, and participants are welcome to dine in any of the meeting rooms. Please consult the program for coffee break and dinner reception schedules. For additional dining options, a map of nearby restaurants can be picked up at the registration desk.

Prayer room and halal restaurants

Room 303 is reserved for Muslim prayers during the following times:
12:30 - 14:00 (lunch break)
15:30 - 16:00 (coffee break)
17:30 - 18:00 (end of the day)
Please see this Google Map for a list of halal restaurants nearby:
https://maps.app.goo.gl/7GsdxbMbi81bhNqQ6

Internet access

A high-speed wifi is available at the venue. Login and password will be provided at the venue.

Cloakroom

Cloakroom service is available on Nov 11 only.
Location: 1F Main Hall Entrance
Hours: November 11 (Wed), 9:00 – 20:00
Please note that the cloakroom will be closed on Nov 12 and 13.

Powering & Charging Your Devices

Japan uses Type A outlets (two flat parallel prongs) at 100V. Dual-voltage devices like phones and laptops work fine, but travelers from North America with 3-prong grounded plugs, or visitors from Europe/UK/Australia, will need a plug adapter. Please note that power outlets will be limited at the venue, so please bring your own power bank if needed.

Weather

Early November in Yokohama brings cool, crisp, and comfortable autumn weather, featuring daytime highs around 18°C–20°C (64°F–68°F) and nighttime lows dropping to 11°C–13°C (52°F–55°F). Skies are predominantly clear and sunny with low rainfall and comfortable humidity.

Currency

Using an ATM card (such as Visa credit cards and Visa debit/bank cards) at 7-Eleven (Seven Bank) or Japan Post ATMs in Japan usually yields a better exchange rate than converting physical cash at airport currency counters. Exchange rates are available at https://www.xe.com/.

Access from Haneda Airport

Option 1: By Train

Travel from Haneda Airport to Workpia Yokohama via Yokohama Station and Nihon-Odori Station.

Step 1: Haneda Airport to Yokohama Station

- **Railway operator:** Keikyu Line (Keikyu Airport Line)
- **Train service:** Limited Express
- Take a train from Haneda Airport to Yokohama Station.
- **Train timetable:** Haneda Airport to Yokohama Station

Step 2: Transfer at Yokohama Station

- Change from the Keikyu Line to the Minatomirai Line.
- The **Central Exit** is recommended when transferring from the Keikyu Line to the Minatomirai Line.
- Please allow approximately **10–15 minutes** for the transfer.

Step 3: Yokohama Station to Nihon-Odori Station

- Take the Minatomirai Line from Yokohama Station to Nihon-Odori Station.
- The journey takes approximately **7 minutes**.
- **Train timetable:** Yokohama Station to Nihon-Odori Station

Step 4: Walk to the Venue

- From Nihon-Odori Station, walk approximately **400 m** to Workpia Yokohama.

Option 2: By Airport Bus and Train

Step 1: Haneda Airport to YCAT (Yokohama City Air Terminal)

- Take an airport bus from Haneda Airport to YCAT (Yokohama City Air Terminal).
- **Bus timetable:** Haneda Airport to Yokohama (YCAT)

Step 2: YCAT to Yokohama Station (Minatomirai Line)

- From YCAT, proceed to Yokohama Station to access the Minatomirai Line.
- Allow approximately **10–15 minutes** to walk to the station and navigate to the Minatomirai Line platforms.
- Additional time may be needed if you are carrying luggage or are unfamiliar with the station.

Step 3: Yokohama Station to Nihon-Odori Station

- Take the Minatomirai Line from Yokohama Station to Nihon-Odori Station.
- The journey takes approximately **7 minutes**.
- **Train timetable:** Yokohama Station to Nihon-Odori Station

Step 4: Walk to the Venue

- From Nihon-Odori Station, walk approximately **400 m** to Workpia Yokohama.

Access from Narita Airport

By Train (JR Line / Narita Express)

Step 1: Narita Airport to Yokohama Station

- Take the JR Narita Express (N'EX) from Narita Airport to Yokohama Station.
- **Train timetable:** Narita Airport to Yokohama Station

Step 2: Transfer at Yokohama Station

- Change to the Minatomirai Line at Yokohama Station.
- Follow the station signs for the Minatomirai Line and allow sufficient time to navigate the station, particularly if you are carrying luggage.

Step 3: Yokohama Station to Nihon-Odori Station

- Take the Minatomirai Line from Yokohama Station to Nihon-Odori Station.
- The journey takes approximately **7 minutes**.
- **Train timetable:** Yokohama Station to Nihon-Odori Station

Step 4: Walk to the Venue

- From Nihon-Odori Station, walk approximately **400 m** to Workpia Yokohama.

Important Travel Note

Please allow sufficient time for the transfer from Keikyu Line [Yokohama station] / YCAT to the Minatomirai Line platforms at Yokohama Station. In addition to the approximately 7-minute train journey, allow around 10–15 minutes for walking and navigation, with extra time if you have luggage. Please factor this transfer time into your travel plans when selecting an airport bus.

Using Taxi

A taxi offers direct transportation from the airport to Workpia Yokohama, making it a convenient option for participants travelling with luggage or in a group.

From Haneda Airport to Workpia Yokohama

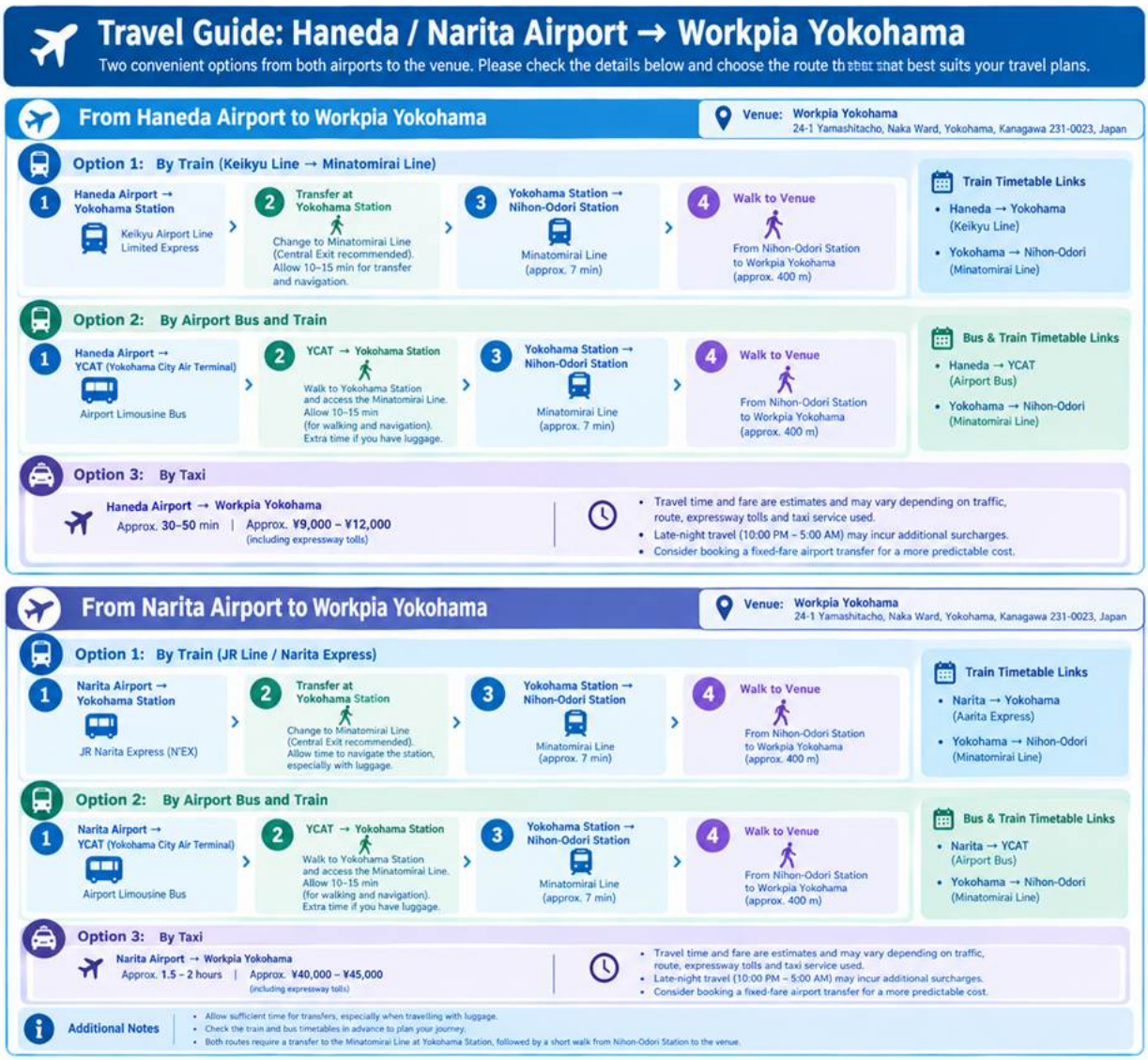
- **Estimated travel time:** Approximately 30–50 minutes, depending on traffic.
- **Estimated fare:** Approximately ¥9,000–¥12,000, including a provisional allowance for expressway tolls.
- **Late-night travel:** Additional surcharges may apply between 10:00 PM and 5:00 AM.

From Narita Airport to Workpia Yokohama

- **Estimated travel time:** Approximately 1.5–2 hours, depending on traffic.
- **Estimated fare:** Approximately ¥40,000–¥45,000, including an allowance for expressway tolls.
- **Late-night travel:** Additional surcharges may apply between 10:00 PM and 5:00 AM.

Important Notes

- Travel times and fares are estimates and may vary depending on traffic, route, expressway tolls, and the taxi service used.



How to purchase rechargeable transportation cards

Rechargeable tourist transit cards (Welcome Suica) are available at both Haneda and Narita airport train stations—just look for the red vending machines. A Welcome Suica is extremely practical: it acts as a single touchless pass that eliminates the need for individual ticket purchases while doubling as an IC card wallet for quick, cashless payments at convenience stores, vending machines, and shops across Japan. Can be used on trains and the Haneda-Yokohama bus.



Tourist attractions near Workopia Yokohama Hotel

For visitors attending the DITTO workshop, we list a short sightseeing guide featuring Yokohama's landmarks, waterfront attractions, and shopping destinations. These are good options for visitors who have free time before or after the workshop.



Attraction	Arrpx. Distance (From Venue)	What visitors can enjoy

Yokohama Marine Tower	650m	Observation decks with panoramic views of Yokohama Port.
Yamashita Park	600m	Seaside promenade, harbor views, gardens and relaxing walks.
MEGA Don Quijote	900m	Popular discount shopping for Japanese snacks, souvenirs, cosmetics and everyday goods.
Yokohama Landmark Tower	1.9km	Iconic skyscraper, shopping, restaurants and city views
Cosmo Clock 21 Ferris Wheel	1.6km	Famous waterfront Ferris wheel and beautiful night illuminations .