

Congress Site

Sapporo Dome:

1-banchi, Hitsuiigaoka, Toyohira-ku, Sapporo

Transportation

The dome is a 7- or 8-minute walk from Fukuzumi Subway Station on the Toho Line. Paid parking is available. (¥300 for the first two hours and ¥100 every 30 minutes thereafter.)

Subway

Three One-day Subway Passes will be provided to you upon registration. These can be used on all the three subway lines. (The date will be printed on the back of each pass on its first use. It is

valid only for that day. Please be careful to use only one pass on the same day.)

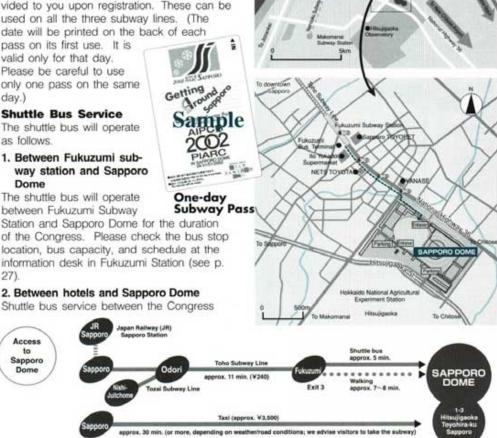
Shuttle Bus Service

The shuttle bus will operate as follows.

1. Between Fukuzumi subway station and Sapporo Dome

between Fukuzumi Subway Station and Sapporo Dome for the duration of the Congress. Please check the bus stop location, bus capacity, and schedule at the information desk in Fukuzumi Station (see p.

2. Between hotels and Sapporo Dome Shuttle bus service between the Congress



See map, p.58

Access Sapporo Dome

Official Hotels (Royton Sapporo, Sapporo Grand Hotel, Keio Plaza Hotel Sapporo) and Sapporo Dome will be available in the morning and evening (see p. 29).

Please note that the travel time between the Congress Official Hotels and Sapporo Dome may vary due to traffic congestion that frequently occurs in winter. To ensure your on-time arrival at Sapporo Dome, we strongly recommend using the subway.

Transportation between New Chitose (Sapporo) Airport and Central Sapporo

Between the airport and central Sapporo, there is transportation by Japan Railway (JR), bus and taxi. JR trains depart every 15 minutes. (More information will be available at the PIARC Information Desk in the airport.)



Official Languages

English, French and Japanese.

Technical Programs

Oral Presentations

1. Presentation Time and Preparations

- Time

20 minutes per presentation (15 minutes for presentation, 5 minutes for Q&A)

- Pre-session meeting

All presenters must gather in front of the Session Chairman's seat at their session room at least 15 minutes before the session, to meet with the Session Chairman and other pertinent officials.

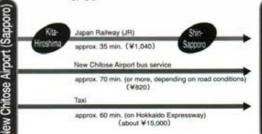
- Preparation prior to the presentation
 All presenters must confirm the presentation materials in the Testing Room at least
 30 minutes before their presentation.
- Slide preparation

The slide projectors take only 35-mm slides. Presenters who will be showing slides should set them up and test them in the trays provided in the Testing Room.

- Other

Presenters who plan to use personal computers during their presentations must prepare a backup copy of the presentation materials on one of the following media:

- a. 3.5-inch floppy disk
- Magnetic Optical (MO) disk of no greater than 640 MB
- c. ZIP disk (120 MB)
- d. CD



2. Simultaneous Interpretation

Four simultaneous interpreters (two for English-French and two for Japanese-English) are assigned to each session room.

 Cell phone ringers must be turned off in the Oral Presentation room.

Poster Presentations

1. Posting location

Mount your poster on the panel designated for you at the Poster Session Corner on the 1st floor of Sapporo Dome. Your designated panel will be indicated with your name, paper number and paper title, by the Japanese Organizing Committee.

2. Posting procedure

Before putting up a poster, presenters must register with the registration desk at the poster Session Corner.

- Posting and removal must be done by the presenter him/herself.
- Double-sided tape and pins are available at the office of the Organizing Committee.
- The Organizing Committee will dispose of any posters that remain up beyond the removal time.

3. Meeting

Presenters must gather at the poster session registration desk for a presenters' meeting starting at 11:45 on January 30 (Wednesday).

4. Schedule during the Congress period Poster Session registration and posting 1:00 p.m. - 4:00 p.m., 28 Jan. (Mon.) 9:00 a.m. - noon, 29 Jan. (Tue.)

Poster Session

noon - 2:00 p.m., 30 Jan. (Wed.) Presenters must be present by 15 minutes before the presentation.

Poster removal

1:00 p.m. - 3:00 p.m. 31 Jan. (Thu.)

Registration for Congress Full-Registrants and Accompanying Persons

The registration desk will be set up on the 1st floor of Sapporo Dome, according to the schedule below.

Desk hours:

1:00 p.m. - 5:00 p.m., 27 Jan. (Sun.)

10:00 a.m. - 9:00 p.m., 28 Jan. (Mon.)

8:00 a.m. - 7:00 p.m., 29 Jan. (Tue.)

8:00 a.m. - 7:00 p.m., 30 Jan. (Wed.)

8:00 a.m. - 5:00 p.m., 31 Jan. (Thu.) We recommend that participants and accompanying persons register upon arrival. Please be sure to bring your "Confirmation & Receipt" which will be sent in advance by JTB Corp. to the registrants. Upon registration, the followings will be provided:

- a name tag
- a Congress Kit voucher
- an application card for simultaneous interpretation receiver
- a Participation Ticket of Technical Visit (or a Participation Ticket of Accompanying Parson's Tour)
- One-day Subway Passes

To confirm your registration for Technical Visit or Accompanying Person's Tour, you are requested to receive the Boarding Ticket for that visit or tour at the Technical Visit Desk or the Accompanying Person's Tour Desk next to the Congress Registration Desk, by presenting your Participation Ticket of Technical Visit or Accompanying Person's Tour.

Congress Kit for Congress Full-Registrants

- The kit will be given upon presentation of the Congress Kit voucher. This voucher is included in the plastic folder given upon registration.
- Make sure the following items are in the bag.
 - Proceedings (proceedings on CD-ROM and paper abstracts on A4 paper)

- Congress guide
- Technical Visit guidebook
- Exhibition guidebook
- City guidebook
- List of Congress participants (provisional)
- Databook on Ice and Snow
- Roads in Japan
- YUKIGUNI "SNOWY SOCIETY IN JAPAN"
- Souvenir

Congress Kit for Accompanying Persons

- The kit will be given to the presenter of the Congress Kit voucher. This voucher is included in the plastic folder given upon registration.
- Make sure the kit includes the following items:
 - Congress guide
 - Guidebook for Accompanying Person's Tours
 - City guidebook
 - List of Congress Participants (provisional)
 - Souveni

Registration for Technical Visits

Registration for Technical Visits will be processed on a first-come, first-served basis at the Technical Visit Desk next to the Congress Registration Desk on the 1st floor of Sapporo Dome. In principle, you can join only one Technical Visit. No unregistered person can participate in any Technical Visit. Please be aware that Boarding Ticket issuance stops when a Technical Visit reaches its predetermined limit. To receive your Boarding Ticket for the Technical visit, please present your Participation Ticket of Technical Visit at the Technical Visit Desk.

Desk hours:

- 1:00 p.m. 5:00 p.m., 27 Jan. (Sun.) 10:00 a.m. - 9:00 p.m., 28 Jan. (Mon.) 8:00 a.m. - 7:00 p.m., 29 Jan. (Tue.) 8:00 a.m. - 7:00 p.m., 30 Jan. (Wed.)
- 8:00 a.m. 9:20 a.m., 31 Jan. (Thu.)

- Participants in the Technical Visits must meet 15 minutes before departure at the entrance adjoining the parking area on the 1st floor of Sapporo Dome. <u>Please make</u> sure to bring the **Boarding Ticket** of Technical Visit.
- An overcoat may be necessary, since some courses include outdoor facilities.
- For more information about the courses, refer to the Technical Visit guidebook.

Registration for Accompanying Person's Tours

Registration for Accompanying Person's Tours will be processed on a first-come, firstserved basis at the Accompanying Person's Tour Desk next to the Congress Registration Desk on the 1st floor of Sapporo Dome. In principle, you can join only one Accompanying Person's Tour. No unregistered person can participate in any Accompanying Person's Tour. Please be aware that Boarding Ticket issuance stops when an Accompanying Person's Tour reaches its predetermined limit. To receive your Boarding Ticket for the Accompanying Person's Tour, please present your Participation Ticket of Accompanying Person's Tour at the Accompanying Person's Tour Desk.

Desk hours:

1:00 p.m. - 5:00 p.m., 27 Jan. (Sun.) 10:00 a.m. - 9:00 p.m., 28 Jan. (Mon.) 8:00 a.m. - 7:00 p.m., 29 Jan. (Tue.) 8:00 a.m. - 1:00 p.m., 30 Jan. (Wed.)

- Participants in the Accompanying Person's
 Tours must meet 15 minutes before departure in front of the PIARC Information Desk
 on the 1st floor of these Congress Official
 Hotels: Royton Sapporo hotel, Sapporo
 Grand Hotel and Keio Plaza Hotel Sapporo.
 Please make sure to bring the Boarding
 Ticket of Accompanying Person's Tour.
- An overcoat may be necessary, as some courses include outdoor facilities.

Name Tag

You will receive a name tag when you register. Please make sure to wear it for the Congress duration.

Travel Desk (JTB Corp.)

On the 1st floor of Sapporo Dome, a contracted travel agency (JTB Corp.) will provide information on accommodations, travel and post-Congress tours.

Desk hours:

1:00 p.m. - 5:00 p.m., 27 Jan. (Sun.) 10:00 a.m. - 9:00 p.m., 28 Jan. (Mon.) 8:00 a.m. - 7:00 p.m., 29 Jan. (Tue.) 8:00 a.m. - 7:00 p.m., 30 Jan. (Wed.) 8:00 a.m. - 5:00 p.m., 31 Jan. (Thu.)

Testing Room

A testing room on the 1st floor of Sapporo Dome is available for oral presenters (see p. 23). The Testing Room is equipped with presentation tools.

Opening hours:

1:00 p.m. - 6:00 p.m., 28 Jan. (Mon.) 8:00 a.m. - 6:00 p.m., 29 Jan. (Tue.) 8:00 a.m. - 6:00 p.m., 30 Jan. (Wed.) 8:00 a.m. - 4:00 p.m., 31 Jan. (Thu.)

Proceedings

Proceedings are published as a CD-ROM. Abstracts of papers are in printed form. Both will be given to the Full-Registrants upon registration.

Printing Service of Proceedings (CD-ROM)

In the Testing Room on the 1st floor of Sapporo Dome, proceedings (from the CD-ROM) can be printed for a fee. (10 yen / sheet, A-4 size)

Session Chairperson's Room (C17 Meeting Room)

On the 1st floor of Sapporo Dome, a meeting room will be prepared for session chairpersons, vice-chairpersons, session assistants and C17 committee members.

Simultaneous Interpretation Receivers

A counter will be set up on the 1st floor of Sapporo Dome for lending out of simultaneous interpretation receivers (see p. 23 for the location). The borrowing agreement form will be provided at Congress registration. Please submit the completed form at the lending counter.

- The receiver is lent out for the duration of the Congress (January 28 to January 31 Jan.).
- The replacement charge of 23,500 yen will be due for each receiver not returned by the end of the Congress period.
- If the battery runs out during use, please bring the receiver to the Simultaneous Interpretation Receiver Counter for replacement.
- If the receiver does not function properly, a replacement will be given at the Simultaneous Interpretation Receiver Counter.

How to Use the Receiver

- Select the channel for your language according to the announcement made in the hall.
- Use the volume knob to turn the receiver on and off.

List of Congress Participants

A list of Congress participants and the status of their registrations will be posted on the 1st

floor of Sapporo Dome (see p. 23). An updated list of Congress participants will be circulated on January 31 before the Closing Ceremony.

Mailboxes

On the 1st floor of Sapporo Dome, mailboxes will be provided for the participants (see p. 23).

Congress Dinner

The Congress Dinner will be held as follows. Date: 7:30 p.m. - 9:30 p.m., 30 Jan. (Wed.) Site: Royton Hall, 3rd floor of Royton Sapporo hotel (see p. 57).

 Shuttle buses will operate between the hotel of the Congress dinner (Royton Sapporo) and Sapporo Grand Hotel and Keio Plaza Hotel Sapporo. For the operation schedule (see p. 57), please refer to the PIARC Information Desk on the 1st floor of these three hotels.

Drink Service

In the hall in front of the Technical Session Rooms on the 1st floor of Sapporo Dome, a drinks counter will serve coffee and tea (see p. 23).

Exhibition Schedule

Exhibitions will be held indoors and outdoors at the Sapporo Dome Arena on the following schedule (admission free).

Opening Ceremony

from 6:30 p.m., 28 Jan. (Mon.)

Indoor Exhibition

9:30 a.m. - 7:00 p.m., 29 Jan. (Tue.) 9:30 a.m. - 7:00 p.m., 30 Jan. (Wed.) 9:30 a.m. - 4:00 p.m., 31 Jan. (Thu.)

Outdoor Exhibition: Exhibition and Demonstration of Snow Removal Machinery

10:00 a.m. - 4:00 p.m. 29 Jan. (Tue.) 10:00 a.m. - 4:00 p.m. 30 Jan. (Wed.) 10:00 a.m. - 3:00 p.m. 31 Jan. (Thu.)

Restaurants

A snack corner will be provided at Sapporo Dome Arena (Indoor Exhibition Zone). Restaurants are on the 1st floor (at the entrance from the subway station) and the 3rd floor.

- Sports Stadium Sapporo:
 11:00 a.m. 7:00 p.m. (1F)
- Fan's Café:
 10:00 a.m. 7:00 p.m. (1F)
- Bowbridge Café: 10:00 a.m. - 6:00 p.m. (3F)

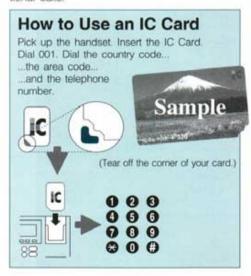
Photocopiers and Telephones

Photocopying

Pay photocopiers will be provided in the Testing Room (1F) and at the business corner of the Arena (Exhibition Zone) of Sapporo Dome. The fee is 10 yen for one A4 sheet.

Telephone

The pay telephones on the 1st floor of Sapporo Dome accept IC-Cards for international calls.



Hall (1F): one IC-Card phone South Gate: one IC-Card phone North Gate 1: one IC-Card phone North Gate 3: one IC-Card phone

Note: IC-Cards will be available from a vend-

ing machine at North Gate 1.

Shipping Service (Nippon Express Co., Ltd.)

Nippon Express Co., Ltd., a shipping company, will set up a desk in Sapporo Dome Arena (Exhibition Zone). This service requires a fee.

Desk hours:

10:00 a.m. - 9:00 p.m., 28 Jan. (Mon.) 9:30 a.m. - 7:00 p.m., 29 Jan. (Tue.) 9:30 a.m. - 7:00 p.m., 30 Jan. (Wed.) 9:30 a.m. - 5:00 p.m., 31 Jan. (Thu.)

Foreign Currency Exchange

You cannot exchange foreign currencies at Sapporo Dome. We recommend that you exchange them in advance, at a bank or a hotel.

Currency Exchange in Downtown Sapporo

Bank of Tokyo-Mitsubishi, Sapporo Branch 6. Odori Nishi 3-chome, Chuo-ku, Sapporo

(see p. 58).

Phone: 221-1174

Hours: 9:00 a.m. - 3:00 p.m. (closed week-

ends and national holidays)

U.S. Dollar, Canadian Dollar, Euro, Australian Dollar, New Zealand Dollar (as of Aug. 31,

Citibank, Sapporo Branch

1F Hokkaido Bld., 1, Kita 2-jo Nishi 4-chome, Chuo-ku, Sapporo

(see p. 58).

Phone: 0120-504-189 (toll free)

Hours: 9:00 a.m. - 3:00 p.m. (closed on weekends and national holidays)

Daily Bulletin

For the duration of the Congress, our daily bulletin will update you on what is going on, including that day's schedule. Copies are available at the Information Desk near the Congress Registration Desk on the 1st floor and at several other places in Sapporo Dome, as well as at the PIARC Information Desks at the Congress Official Hotels.

Smoking Areas

We regret that smoking at Sapporo Dome is permitted only in designated areas.

Cloakroom

The cloakroom is open to Congress registrants during these hours:

1:00 p.m. - 10:00 p.m., 28 Jan. (Mon.) 8:00 a.m. - 7:30 p.m., 29 Jan. (Tue.) 8:00 a.m. - 7:30 p.m., 30 Jan. (Wed.) 8:00 a.m. - 6:00 p.m., 31 Jan. (Thu.)

Other

- It is not allowed to bring outside food or drinks into Sapporo Dome.

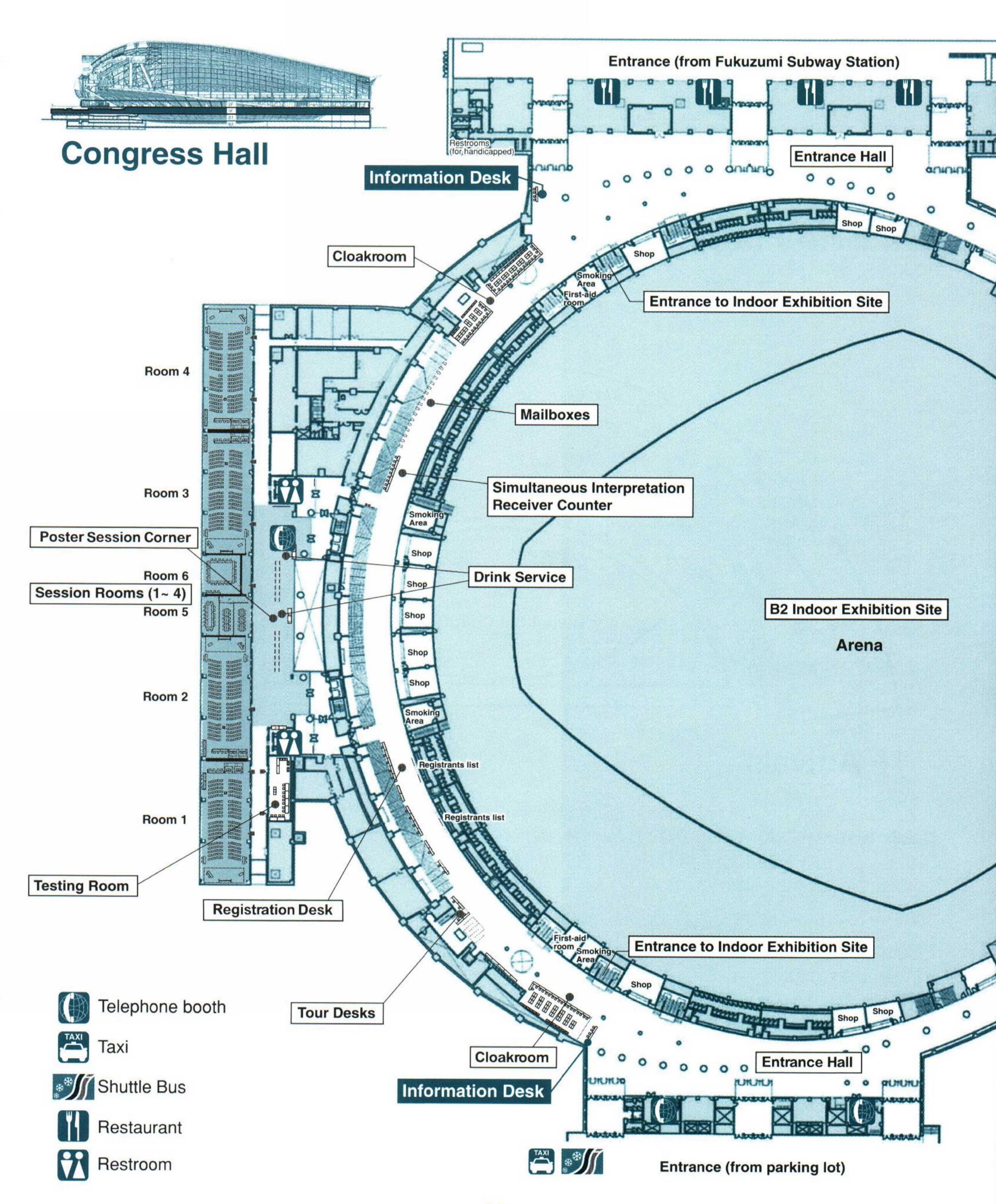
Information Desk

Desk hours:

10:00 a.m. - 9:00 p.m., 28 Jan. (Mon.) 8:00 a.m. - 7:00 p.m., 29 Jan. (Tue.) 8:00 a.m. - 7:00 p.m., 30 Jan. (Wed.) 8:00 a.m. - 5:00 p.m., 31 Jan. (Thu.)

Emergency

 Japanese Organizing Committee Phone: 011-290-7035

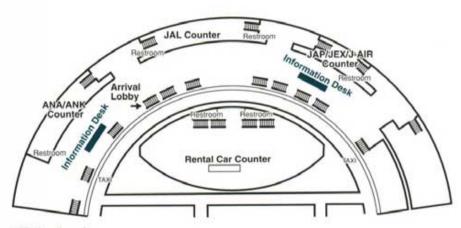


Information desks in the City and at the Airport

PIARC information desks will be provided at New Chitose (Sapporo) Airport, JR Sapporo Station, Odori Subway Station and Fukuzumi Subway Station.

New Chitose (Sapporo) Airport

Address: Bibi, Chitose



1F Arrivals

JOC (Japanese Organizing Committee) staff will be waiting for you at the arrival gate.

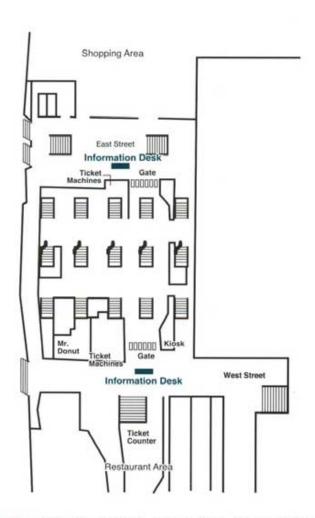
Desk hours: 7:30 a.m. - 8:00 p.m., 26 Jan. (Sat.) - 27 Jan. (Sun.)*

9:00 a.m. - 4:00 p.m., 28 Jan. (Mon.)

*Subject to change with changes in flight schedules.

JR Sapporo Station (east and west ticket gates)

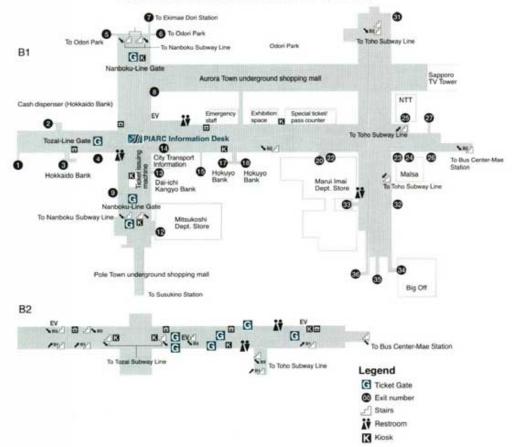
Address: Kita 6-jo, Nishi 4-chome, Chuo-ku, Sapporo



Desk hours: 9:00 a.m. - 5:00 p.m., 26 Jan. (Sat.) - 27 Jan. (Sun.)*
9:00 a.m. - 3:00 p.m., 28 Jan. (Mon.)
*Subject to change with changes in flight schedules:

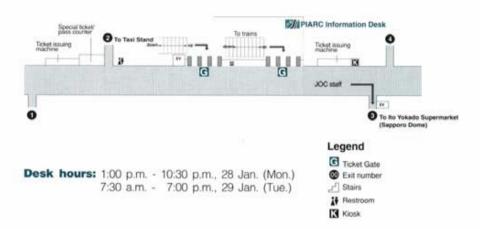
Odori Subway Station

Odori Subway Station (Nanboku, Tozai and Toho lines)



Desk hours: noon - 5:00 p.m., 27 Jan. (Sun.) 9:00 a.m. - 5:00 p.m., 28 Jan. (Mon.) 7:30 a.m. - 7:00 p.m., 29 Jan. (Tue.)

Fukuzumi Subway Station



Shuttle Bus Stop



Shuttle bus operation hours

1:00 p.m. - 10:30 p.m., 28 Jan (Mon.)

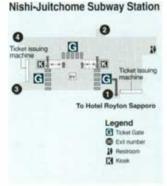
8:00 a.m. - 7:00 p.m., 29 Jan (Tue.) - 30 Jan. (Wed.)

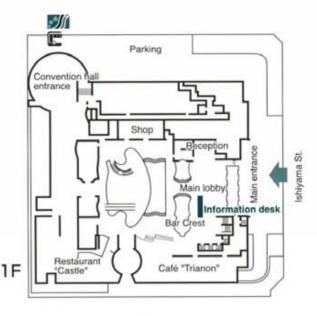
8:00 a.m. - 6:00 p.m., 31 Jan (Thu.)

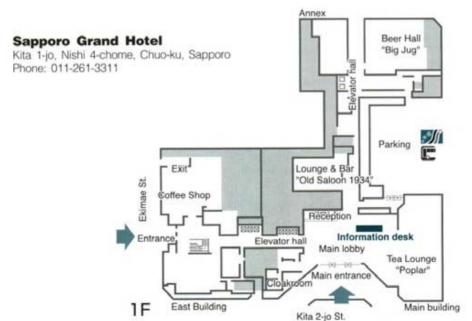
Royton Sapporo hotel

Kita 1-jo, Nishi 11-chome Chuo-ku, Sapporo Phone: 011-271-2711

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Keio Plaza Hotel Sapporo

Kita 5-jo, Nishi 7-chome Chuo-ku,

Sapporo

Phone: 011-271-0111



Desk hours: 2:00 p.m. - 9:00 p.m., 27 Jan. (Sun.)

7:30 a.m. - 9:00 p.m., 28 Jan. (Mon.) - 31 Jan. (Thu.)

Legend
Shuttle Bus
Airport Bus



(All buses will display the Sapporo Congress logo.)

Official Hotels -- Sapporo Dome

	Royton Sapporo hotel	Sapporo Grand Hotel	Keio Plaza Hotel Sapporo
28 (Mon) Jan.	3:30 p.m.	3:30 p.m.	3:30 p.m.
29 (Tue.) Jan. { 31 (Thu.) Jan.	7:45 a.m.	7:45 a.m.	7:45 a.m.

Sapporo Dome→ Official Hotels

	Sappro Dome
28 (Mon.) Jan.	9:00 p.m.
29 (Tue.) Jan.	6:00 p.m.
30 (Wed.) Jan.	5:30 p.m.
31 (Thu.) Jan.	5:00 p.m.

Note: No supplementary bus service will be available even if the bus becomes full of passengers. In such a case, you will be requested to take the subway or a taxi.