GENERAL INFORMATION FOR CONVENTION PARTICIPANTS

1. All participants must register at the reception desk and wear the name tag throughout the convention.

2. Participation Fee:

	Members	Non-members**
	Individual/Institutional*/Supporting*/Students	Individual/ Students
Early-bird*** **by Aug. 10 (Fri)**	¥5,000	－－
On-site registration	¥6,000	¥10,000

* Institutional and Supporting members may send 2 delegates.

** Non-members can register only on-site at the convention.

*** Please pay with the postal transfer form which will be sent to you in early July.

3. Party at University Cafeteria (September 1, 6:10 pm~):

	Early-bird* **by Aug. 10 (Fri.)**	On-site registration
Party fee (Reservation required)	¥6,000	¥6,500

* Please pay with the postal transfer form together with the participation fee. Only a few on-site tickets will be available, so we recommend early registration.

4. Any changes in the program will be announced on the Information Board in the registration area.

5. For lunch, the student cafeteria 1 at Aichi Prefectural University will be available as follows: 11:15~13:45 on 8/31, 12:00~13:30 on 9/1, and 12:30~14:00 on 9/2.   There is no eating establishment or convenience store near the university.

6. There are no baggage rooms to keep your belongings. Please carry them with you.

7. Smoking is not permitted on the campus.

8. University car parks are not available.

To Presenters and Panelists:

1. Please register at the registration desk first. Then, please arrive at the designated room 10 minutes prior to the starting time of the presentation.

2. Papers, Reports on Classroom Activities, and Sponsored Presentations are 25 minutes (Presentation 15-20 min, Q&A 5-10 min). Each room will have an attendant who will confirm the presenter's arrival and report it to the headquarters. Please start and finish on time.

3. Poster Presentations are on the 2nd day.   Please keep your poster up between 10:30 and 15:00. The panel size is 168cm high and 110cm wide. Also, presenters should be available to explain their posters for 60 minutes between 12:30-13:30.

4. Symposia and Workshops are 90 minutes. The moderator should manage the time.

5. Invited Lecturers' Addresses are 60 minutes (Lecture 50 min, Q&A 10 min).

6. Please bring your computer by yourself. There is no fixed computer for presenters.
7. You are expected to connect your computer to the projector and operate it yourself. You can check your equipment during the following times if you wish, but you must notify the JACET 51 office in advance by August 15 Wed. if you would like to do so (Email: convention@jacet.org).

Dates	Times	
August 31, Wed	8：30-9：30	12：00-13：30
September 1, Thu	8：30-8：50	12：00-12：50
September 2, Fri	8：30-8：50	

Connecting cables for computers (D-Sub 15 pin) will be provided. However, if you need a RCA audio pin cable (red, white), you must bring your own. Also, Mac users must bring their own cable adapters.

To Chairpersons:
1. One chairperson is assigned to each session.
2. Please register at the registration desk first, and please arrive at the designated room 10 minutes prior to the starting time of the session.
3. A student in each presentation room confirms the presenter's arrival and reports it to the convention office.
4. Please inform the presenter "5 more minutes" and "Please finish" by a bell or other method. After the presentation, please facilitate questions and make sure that the session ends on time.
5. Please start the presentation at the time designated in the program, and do not change the starting time and order of the presentations.
6. As for symposia and workshops, the moderator should manage the time.