

GENERAL INFORMATION FOR CONVENTION PARTICIPANTS

1. All participants must register at the reception desk and wear the name tag throughout the convention.
2. The participation fee is as follows.

	Members	Non-members**
	Individual / Institutional* / Supporting* / Students	Individual / Students
Early-bird*** by Aug. 7 (Fri.)	¥6,000	---
On-site registration	¥7,000	1 day: ¥8,000 2 days: ¥10,000 3 days: ¥12,000

* Institutional and Supporting members may send two delegates.

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

*** Please pay with the postal transfer form which was sent to JACET members in April.

3. The convention party will be held as follows.

DATE and TIME: 6:00 pm, August 30 (the 2nd day)

VENUE: The Student Community Plaza (Gakushu Koryu Plaza), Kagoshima University
(<https://www.kagoshima-u.ac.jp/education/plaza.html>)

The fee of the convention party is as follows.

	Early-bird* by Aug. 7 (Fri.)	On-site registration
Convention party fee (Reservation required)	¥6,000	¥7,000

* 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. Non-members are recommended to ask JACET members to pay their fees.

4. Any changes in the program will be announced on the Information Board in the registration area.
5. For lunch, the on-campus convenience store (1st floor of the Student Community Plaza) and Kagoshima Univ. Co-op Cafeteria (main dining hall) will be available, and bento lunch will be also sold there. Convenience stores, food shops, restaurants are also open near Korimoto Campus (within walking distance).
6. There will not be any baggage storage rooms. Please keep your belongings with you.
7. Smoking is not permitted inside the buildings.
8. No parking is available on campus.

To Presenters and Panelists:

1. Please register at the registration desk when you arrive. Be at the designated room 10 minutes prior to the starting time of the presentation.
2. Papers, Reports on Classroom Activities, and Associate Member's Presentations are allotted 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 Convention Headquarters. Please start and finish on time.

3. General Poster Presentations are on the 2nd day. Please display your poster between 9:00 and 17:00. The maximum panel size is 1,189 mm high and 841 mm wide. Presenters should be available by their posters between 11:55-13:00 to explain their work.
4. Symposia and Workshops are allotted 90 minutes. The moderator is responsible for keeping within the scheduled time.
5. Invited Lectures are 60 minutes (Lecture 50 min, Q&A 10 min).
6. Please bring your own computer if you are using software to support your presentation. No computers are available on-site for presenters.
7. If you use your computer for your presentation, you should connect it to the projector and operate it yourself. You can freely check your equipment in Room 216 (1st floor of Kyotsu Kyoiku 2nd Bldg.) throughout the Convention period. Or you can check it in each room (i.e. your presentation/workshop/symposium on-site) during the following times. In either case, you must notify the JACET 54 office in advance by Friday, August 14 if you intend to do so (Email: convention@jacet.org).

Dates	Times	
August 29 (Sat.)	8:30–8:50	12:45–13:15
August 30 (Sun.)	8:30–8:50	12:45–13:15
August 31(Mon.)	8:30–8:50	

Connecting cables for computers (note. D-Sub 15 pin alone) will be provided. Mac users and those who use PCs without the D-Sub 15 pin connector 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 arrive at the designated room 10 minutes prior to the starting time of the session.
3. An attendant in each presentation room will confirm the presenter's arrival and report it to the Convention Headquarters.
4. In a 25 minute session, ring the bell once at 15 minutes, twice at 20 minutes, and three times at 25 minutes. 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 or order of the presentations.
6. For the symposia and workshops, the moderator should manage the time.