

General Information for Convention Participants

Registration fee

	On-site registration	Early-bird* * By August 3 rd (Fri.), 2018
Members Individual / Student Institutional / Supporting	9,000 JPY	8,000 JPY
Non-members	Up to 2 days: 10,000 JPY 3 days: 12,000 JPY	_____

- Presenters and chairpersons must also pay the registration fee.
- Institutional or supporting members may send two delegates if not sponsoring a display.

Convention party

	On-site registration	Early-bird* * By August 3 rd (Fri.), 2018
Party fee	9,000 JPY	8,000 JPY

- **Date:** August 29th (Wed.), 2018. (Day 2) 6:30 p.m.
- **Venue:** Hotel Metropolitan Sendai, 1-1-1, Chuo, Aoba-ku, Sendai, Miyagi

<To convention participants>

1. **Registration:** All participants must register at the reception desk and wear their name tag throughout the convention.
2. **Program:** There have been some changes and corrections to the Convention Book. Please check the errata and the bulletin board in the registration area for the latest changes.
3. **Lunch and stores:** The bakery located on the first floor of Hoy Memorial Hall, the university cafeteria (the first floor) and Coop store (the second floor) in 90th Anniversary Memorial Hall will be open during the convention lunch time. Also, there are restaurants and a grocery store (Seiyu) near the campus. Vending machines (soft drinks) is located on the third floor of Hoy Memorial Hall.
4. **Copy machines:** Copy machines are available on the second floor of 90th Anniversary Memorial Hall.
5. **Internet connection:** Eduroam (<https://www.eduroam.jp/>) is available in Hoy Memorial Hall and Building 5.
6. **Baggage:** There are no baggage storage rooms. Please keep your belongings with you.
7. **Lost & Found:** Please inquire at the Convention Headquarters in Building 5, the fourth floor, classroom 541. If you find a lost property, please bring one to the Convention Headquarters.
8. **Smoking:** Smoking is NOT allowed inside all the buildings. A smoking area is located near Building 3. Smoking is not permitted in other areas on campus.
9. **Transportation:** Travel to the venue is convenient by subway (Namboku Line) or train. 5 minutes' walk from Itsutsubashi Station and 25 minutes' walk from Sendai Station. University car parks are not available.

<To presenters and panelists>

1. **Registration:** Please register at the registration desk when you arrive. Be at the designated room by 10 minutes prior to the starting time of the presentation.
2. **Presentation time:** Please start and finish on time.
 - Research papers, Case study, and Associate Member's Presentations are allotted 25 minutes (Presentation 15-20 min, Q&A 5-10 min). Each room will have a chairperson who will confirm the presenter's arrival and report it to the Convention Headquarters.
 - Symposia and Workshops are allotted 90 minutes. The moderator is responsible for keeping within the scheduled time.
 - Invited Lectures' Addresses are 40 minutes (Lecture 30min, Q&A 10 min).
3. **Computers:** Please bring your own computer if you use software to support your presentation. No computers are available on-site for presenters.
 - If you use your computer for your presentation, you should connect it to the projector and operate it yourself.
 - Two different Computer-to-Projector connecting cables are provided: D-sub 15-pin VGA and HDMI type A.
 - You can check your equipment in each room (*i.e.* your presentation / workshop / symposium on-site) during the time when no presentation is being held.