

General Information for Convention Participants

Registration fee

	On-site registration	Early-bird* * By August 2 nd (Fri.), 2019
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 2 nd (Fri.), 2019
Party fee	7,000 JPY	6,000 JPY

- **Date:** August 29th (Thu.), 2019 (Day 2) 6:00 p.m.
- **Venue:** Sapporo Nagoya Brewery Kouyouen, 2-24-10 Chikusa, Chikusa-ku, Nagoya, Aichi, 464-0858 (<http://www.kouyouen.jp/index.html>)

<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:** Campus cafeteria is available during the convention lunch time. For other options, please refer to the Webpage of “The 58th JACET International Convention (Nagoya, 2019) Housekeeping Information” (<https://jacet2019.blogspot.com/>).
4. **Copy machines:** Most copy machines on the campus will work with a Coop Copy Card. You can buy a Coop Copy Card at the Coop Mini-shops, Sumikko or Hajikko. There is only one photocopy machine which works with coins on the campus. It is located on the first floor of the Cafeteria Building. You can also use copy machines at the convenience store near the campus.
5. **Internet connection:** Eduroam (<https://www.eduroam.jp/>) is available on the campus.
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 52, the first floor. If you find a lost property, please bring one to the Convention Headquarters.
8. **Smoking:** Smoking is NOT allowed inside all the buildings. Please use the designated smoking areas. Smoking is not permitted in other areas on campus.
9. **Transportation:** The venue is about 10 minutes’ walk from Tsurumai station on JR Tokai Chuo Main Line. 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 10min).
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.
 - To Window PC users; you can use either the HDMI and RGB port, cables are prepared in the presentation rooms. To Mac PC users; you can use only the RGB port. Cables are NOT prepared in the room. (<https://jacet2019.blogspot.com/2019/>).
 - 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.