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. 8 (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 members in April.

3. The convention party will be held as follows:

    DATE and TIME: 18:30, August 29 (Fri.) (the 2nd day)

    VENUE: The Student Union Building, Hiroshima City University

    (http://www.hiroshima-cu.ac.jp/page/content0005.html)

    The fee of the convention party is as follows:

	Early-bird* **by Aug. 8 (Fri.)**	On-site Payment
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 payment. 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 student restaurant (The Student Union Building) at Hiroshima City University will be available, and bento lunch will be also sold there. Please note that there are no restaurants and convenience stores near Hiroshima City University.
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 Sponsored 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 12:25-13:25 to explain their posters.

4. Symposia and Workshops are allotted 90 minutes. The moderator is responsible for keeping the time.

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

6. <u>Please bring your own computer if you are using software to support your presentation. No computers are available on-site for presenters.</u>

7. If you use your computer for your presentation, you should connect it to the projector and operate it yourself. You can check your equipment during the following times, but you must notify the JACET 53 office in advance by Friday, August 15 if you intend to do so (Email: convention@jacet.org).

Dates	Times	
August 28 (Thu.)	9:15–9:45	
August 29 (Fri.)	8:35–8:50	12:45–13:15
August 30 (Sat.)	8:35–8:50	

Connecting cables for computers (D-Sub 15 pin) will be provided. 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 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 the 25-minute talk, a bell rings once when 15 minutes pass, the bell rings twice when 20 minutes pass, and the bell rings three times when 25 minutes pass. 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.