

Third Asia Future Conference Notice
Dear Conference Registrants

Registration as Participant and Payment (Early Bird until April 30)

All participants MUST do the following procedure to register their participation. You should get the confirmation notice at the end about having completed the procedure.

- 1 Login to your page with your own ID and Password on the AFC Online System
<http://www.aist.or.jp/AFC/2016/registration/>
(If you forgot your ID and/or Password, please check FAQs)
- 2 Click “Register as Participant“.
 - 2.1 Select the most appropriate participant status from the categories given in the chart below. Any additional fee that is not included in any of the following categories will be charged to you at the AFC site.
 - 2.2 The Registration Fee is US\$400 for General Participants (full-time professors and researchers), and US\$300 for Economy Participants (students and part-time researchers). It includes Conference Proceedings, Welcome Pack, Lunch, Coffee, and Parties during the Conference. Lodging and Excursion Fees will be charged separately.
 - 2.3 If you submit your paper and not participate, your registration fee is \$180 only.
 - 2.4 If you submit more than 2 papers and poster presentations, the additional charge is \$100 per paper/presentation.
 - 2.5 If you participate as an observer (no presentation) please also register as General Participant or Economy Participant. The Registration Fee includes Conference Proceedings, Welcome Pack, Lunch, Coffee, and Parties during the Conference. Lodging and Excursion Fees will be charged separately.

Participant Status	Early Bird Fee (before April 30)	Standard Fee
General Participant (full time professors and researchers)	US\$320 (JP¥38,400)	US\$400 (JP¥48,000)
Economy Participant (students and part-time researchers)	US\$240 (JP¥28,800)	US\$300 (JP¥36,000)
Local Participant (work or live in the City of Kitakyushu)	US\$67 (JP ¥8,000)	US\$83 (JP¥10,000)
Local Student Participant (study or live in the City of Kitakyushu)	US\$33 (JP ¥4,000)	US\$42 (JP ¥5,000)
Paper Submission Only (no attendance)	—	US\$180 (JP¥21,600)
Invited Speakers and discussants (accommodation included)	—	—
Raccoonkai and AFC Committee Members and Staff (accommodation included)	—	—

*Online system only shows US\$. If you transfer money in Japanese yen from Japanese banks, please refer to the above. We use the exchange rates of US\$1= JPY120.

*The following items should be paid at the venue. One-day Participant (no presentation) does not need registration in advance and his/her name will not be included in the list of participants. We will not be able to issue a certificate of participation for One-day participant.

One-day participant (no presentation: no meals and parties)	JP ¥2,000/day
Welcome Party only (purchase ticket at the venue)	JP ¥2,000

Farewell Party only (purchase ticket at the venue)	JP ¥5,000
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- 3 Click the button “Proceed to Step 2: Event and Item Selection” at the lower right.
 - 3.1 If you submit two or three papers/presentations, please check the item.
 - 3.2 If you want AFC to arrange your hotel, please check the appropriate item.
 - 3.2.1 You can choose a Business Hotel near Kokura JR station (single room for 4 nights 5 days from Sep. 29, 2016 for US\$200) or a City Hotel (Kokura Station Hotel: single room for 4 nights 5 days from Sep. 29, 2016 for US\$300 or sharing a twin room for US\$270 per person)
 - 3.2.2 Includes breakfast
 - 3.2.3 If you do not stay for 4 nights, the fee will be adjusted according to the actual days of stay at the Conference venue, only if you have notified the AFC Secretariat of the change by June 30, 2016. Please pay in full at the registration and we will return the balance in cash at the conference venue.
 - 3.2.4 There is no early bird discount for the Accommodation Fee.
 - 3.3 If you prefer, you can arrange your hotel by yourself via online hotel reservation services, as it could be cheaper. Any hotels near the Kokura Japan Rail (JR) Station should be convenient. If you are with your family or friend(s), we recommend that you arrange your hotel by yourself.
 - 3.4 Choose one from the study tour options in order to reserve a seat for you. You can register for an excursion on site only if there is some space left in the arranged bus.
You can find the details from the following link:
<http://www.aisf.or.jp/AFC/2016/conference-program/>

	Additional Fee	standard fee
A1	Second paper/poster/exhibition submission	US\$100 (JP¥12,000) each
H1	Business Hotel (single room for 4 nights 5 days from Sep. 29, 2016)	US\$200 (JP¥24,000)
H2	City Hotel (single room for 4 nights 5 days from Sep. 29, 2016)	US\$300 (JP¥36,000)
H3	City Hotel (sharing a twin bed room for 4 nights 5 days from Sep. 29, 2016)	US\$270 (JP¥32,400)
S1	Optional Tour 1 (Minamata: Two days)	US\$230 (JP¥27,000)
S2	Optional Tour 2 (Akiyoshidai Cave and Old Town Hagi: Full day)	US\$100 (JP¥12,000)
S3	Optional Tour 3 (Kitakyushu City: Full day)	US\$60 (JP¥7,000)
S4	Optional Tour 4 (Kitakyushu Environmental Study Tour: Full day)	US\$70 (JP¥8,000)
S5	Optional Tour 5 (Karato Fish Market and Kanmon Strait: Half day)	US\$30 (JP¥3,500)
S6	Optional Tour 6 (Hot Spring: Half day)	US\$33 (JP¥4,000)

- 4 Following the instructions, select the payment method.
 - Please indicate the participant’s name in alphabet and AFC User Number (4 digits) when you make payment.
 - Invited speakers, Raccoonkai and AFC Committee members, and staff need not pay or select the payment method but please complete the procedure up to the end.
 - A) Via Paypal (by Visa or MasterCard)
 - B) Bank transfer

Bank: Sumitomo Mitsui Banking Corporation 三井住友銀行
 Branch: Mejiro Branch 目白支店
 Bank Address: 3-14-1 Mejiro, Toshima-ku, Tokyo 171-0031, JAPAN
 (〒171-0031 東京都豊島区目白3-14-1)
 Account number: 6607878
 Account holder: Sekiguchi Global Research Association 関口グローバル研究会
 Swift Code: SMBC JP JT

- C) If you cannot pay by either method, please contact the AFC Secretariat.
- 5 When you have completed the above procedure, your participation will be confirmed. You can make payment online via Paypal, or you will be able to download an invoice and make bank transfer.
 - 6 If you pay through Paypal, you will immediately receive the receipt. If you make a bank transfer, the AFC secretariat will send a receipt upon confirmation of your payment. It could take a week to confirm your payment.
 - 7 If you need an official receipt from the AFC, please contact the AFC Secretariat.
 - 8 Cancellation Policy
 - 8.1 Cancellations received on or before June 30, 2016 will not incur any fee.
 - 8.2 Cancellations received after July 1, 2016 and before August 31, 2016 will incur a 50% fee
 - 8.3 Cancellations received on or after September 2016 will not be eligible for a refund.
 - 8.4 All cancellations must be made in writing to the AFC Secretariat at afc@aisf.or.jp.
 - 9 We will prepare an Information Package (Infopack) by April 30, 2016, in which the details of conference including the guide from the airport, schedule and conference sites are explained. The program of parallel sessions on Saturday, October 1, will be announced by August 10th on the AFC webpage.
 - 10 For those people who require a visa to enter Japan, we can send the supporting letter for your visa application. You are supposed to apply visa at your nearest Japanese Embassy/Consulate with the required documents. If you require such supporting letter, please send an email request to <afc2016-visa@aisf.or.jp> with the attachment of a photocopy of your passport (page with your photo). Please write your name (as displayed in your passport), your occupation, AFC User Registration Number (4 digits), and AFC Submission Number (3 digits) in your email.

If you have any questions or request, please contact AFC Secretariat at afc@aisf.or.jp or +81339437612.

The Third AFC Organizing Committee
January 31, 2016