

The Fourth Asia Future Conference Notice

Dear Conference Registrants

Registration as Participant and Payment (Early Bird until April 10)

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.aisf.or.jp/AFC/2018/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 10)	Standard Fee
General Participant (full time professors and researchers)	US\$320 (JP¥35,840)	US\$400 (JP¥44,800)
Economy Participant (students and part-time researchers)	US\$240 (JP¥26,880)	US\$300 (JP¥33,600)
Paper Submission Only (no attendance)	—	US\$180 (JP¥20,160)
AFC Scholarship, AFC Special Subsidy, SGRA Session Subsidy Recipient, Best Paper Awardee (accommodation included)	—	—
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= JPY112.

*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)	¥20,000/day
Party only (purchase ticket at the venue)	¥50,000/party

- 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 to stay at the K-Hotel, please check the appropriate room type.
- 3.2.1 Includes breakfast
- 3.2.2 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 20, 2018. Please pay in full at the registration and we will return the balance in cash at the conference venue.
- 3.2.3 There is no early bird discount for the Accommodation Fee.
- 3.3 Choose one from the study tour options in order to reserve a seat for you. You can register for a tour 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/2018/conference-program/>

Second Paper, Hotel Room, Study Tour Options	Fee
Second paper/poster/exhibition submission	US\$100 (JP¥11,200) each
Single Room at the K-Hotel	US\$550 (JP¥61,600)
Room Shared by two people at the K-Hotel	US \$270 (JP¥30,240)
Room Shared by four people at the K-Hotel	US \$130 (JP¥14,560)
Hotel Arranged by yourself	—
Special JSA Tour (Joint Security Area) on Aug. 24 (10:30-17:00). Meeting at Incheon Airport, finishing at the K-Hotel	US\$256 (JP¥28,672)
Tour A (National Security Tour: Aug. 27, 9:00-18:00)	US\$90 (JP¥10,080)
Tour B (Gyeongbokgung Palace Tour: Aug. 27, 9:00-18:00)	US\$100 (JP¥11,200)
Tour C (Seoul City Redeveloped Area Tour: Aug. 27, 9:00-18:30)	US\$100 (JP¥11,200)
Tour D (Namhansanseong Fortress Tour: Aug. 27, 9:00-17:30)	US\$70 (JP¥7,840)
Tour E (Non-verbal Performance 'NANTA': Aug. 27, 16:00-20:00)	US\$162 (JP¥18,144)
Tour A+E	US\$165 (JP¥18,480)
Tour B+E	US\$175 (JP¥19,600)
Tour C+E	US\$175 (JP¥19,600)
Tour D+E	US\$145 (JP¥16,240)

4 Following the instructions, select the payment method.

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

Branch Code: 677

Please add your AFC User ID Number (4 digits) to your name.

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.

※Please indicate the participant's name in alphabet and AFC User Number (4 digits) when you make payment.

※Invited speakers, as well as Raccoonkai, AFC Committee members, and staff who do not choose single room and study tour, need not pay or select the payment method, but please complete the procedure up to the end.

- 6 If you pay through Paypal, you will immediately receive the receipt. If you make a bank transfer, the AFC secretariat will record 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 May 31, 2018 will not incur any fee.
 - 8.2 Cancellations received after June 1, 2018 and before July 31, 2018 will incur a 50% fee
 - 8.3 Cancellations received on or after August 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, 2018, in which the details of conference including the guide from the airport, schedule and conference sites are explained. The program of parallel sessions will be announced by August 1st, 2018, on the AFC webpage.
- 10 For those people who require a visa to enter Korea, our co-host, the Center for Future Human Resource Studies can send the supporting letter for your visa application. You are supposed to apply visa at your nearest Korean Embassy/Consulate with the required documents. If you require such supporting letter, please send only AFTER MAY 1st, 2018, an email request to <afc2018-visa@aisf.or.jp> with the attachment of a photocopy (or photo) 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.
- 11 For more information about official letters, please check the following link:
<http://www.aisf.or.jp/AFC/2018/files/2018/02/About-the-Official-LettersEnglish-20180130.pdf>

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

The Fourth AFC Organizing Committee
January 31, 2018