

Registration as Participant and Payment

All participants MUST complete the following procedure in order to register. After having completed the procedure you should receive a confirmation notice.

- 1 Login to your page with your own ID and Password on the AFC Online System  
<http://www.aisf.or.jp/AFC/2020/registration/>  
(If you forgot your ID and/or Password, please check the FAQs)
- 2 Click “Register as Participant”.
  - 2.1 Select the appropriate participant status from the categories given in the chart below. Any additional fees not included in the following categories will be charged on-site at the AFC venue.
  - 2.2 The registration fee includes the 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 do not participate, the registration fee is \$180.
  - 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 a participant. The Registration Fee includes the 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 July 31)	Standard Fee
General Participant (full time professors and researchers)	US\$320	US\$400
Economy Participant (students and part-time researchers)	US\$240	US\$300
Paper Submission Only (no attendance)	—	US\$180
Local Participant (Filipino living in the Philippines)	\$160	\$200
Local Student Participant (Filipino student living in the Philippines)	\$80	\$100
AFC Scholarship, AFC Special Subsidy, 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 use the exchange rates of US\$1= JPY112. If you transfer in Philippine Pesos from Philippine banks, please use the exchange rates of US\$1=PHP 54.

\*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)	US\$10 or PHP 540
Party only (purchase ticket at the venue)	US\$30 or PHP 1620

- 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 conference hotels, please select the hotel and 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 November 20, 2019. 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 place. You can register for a tour on site only if there is space left in the arranged bus.

You can find the details from the following link:

<http://www.aisf.or.jp/AFC/2020/conference-program/>

Second Paper, Hotel Room, Study Tour Options	Fee
Second paper/poster/exhibition submission	US\$100 each
Single Room at the Bellevue Hotel (conference venue hotel)	US\$400
Room Shared by two people at the Bellevue Hotel	US\$200
Single Room at the B Hotel (economy hotel)	US\$280
Room Shared by two people at the B Hotel	US\$140
Hotel Arranged by yourself	—
Manila Tour 1	US\$75
Manila Tour 2	US\$75
Tagaytay Tour	US\$85
Clark Tour	US\$85
Quezon City Tour	US\$75

4 Following the instructions, select the payment method.

A) Via PayPal (by Visa or MasterCard)

B) Bank transfer: You can bank transfer in USD, JPY, or PHP.

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

If you transfer money in Japanese yen from Japanese banks, please use the exchange rates of US\$1= JPY112.

If you transfer in Philippine Pesos from Philippine banks, please use the exchange rates of US\$1=PHP 54.

Please check the link for the bank transfer information.

[http://www.aisf.or.jp/AFC/2020/files/2019/05/E\\_AFC5\\_BankTransferInformation.pdf](http://www.aisf.or.jp/AFC/2020/files/2019/05/E_AFC5_BankTransferInformation.pdf)

C) If you cannot pay by either method, please contact the AFC Secretariat.

5 Payment: 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.

5.1 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 may take a week to confirm your payment.

5.2 If you need an official receipt from the AFC, please contact the AFC Secretariat.

5.3 If your registration and accommodation are covered and you do not need to make payment, you do not need to select the payment method, but please complete the procedure up to the end.

6 Cancellation Policy

6.1 Cancellations received on or before November 20, 2019 will not incur any fee.

6.2 Cancellations received after November 20, 2019 and before December 8, 2019 will incur a 50% fee

6.3 Cancellations received on or after December 8, 2019 will not be eligible for a refund.

6.4 All cancellations must be made in writing to the AFC Secretariat at [afc@aisf.or.jp](mailto:afc@aisf.or.jp).

7 We will prepare an Information Package (Infopack) by November 20, 2019, 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 December 10, 2019, on the AFC webpage.

- 8 For those people who require a visa to enter the Philippines, our co-host, the University of the Philippines Los Baños can send the supporting documents for your visa application. You are supposed to apply visa at your nearest Philippine Embassy/Consulate with the required documents. This Supporting Document will be issued only when your registration as participant and payment are completed. If you require such supporting letter, please send only AFTER October 1, 2019, an email request to < [afc2020-visa@aisf.or.jp](mailto:afc2020-visa@aisf.or.jp) >.

You can check whether you need visa or not from the following link:

<https://www.dfa.gov.ph/list-of-countries-for-21-day-visa>

- 9 For more information about official letters, please check the following link:

[http://www.aisf.or.jp/AFC/2020/files/2019/05/E\\_AFC5\\_About-the-Official-Letters.pdf](http://www.aisf.or.jp/AFC/2020/files/2019/05/E_AFC5_About-the-Official-Letters.pdf)

If you have any questions or request, please contact AFC Secretariat at [afc@aisf.or.jp](mailto:afc@aisf.or.jp) or +81339437612.

The 5th AFC Organizing Committee

June 1, 2019