

Dear Members,

The Agricultural Economics Society of Japan

A Step-by-Step Guide of Application for Oral Presentation at the AESJ Annual Meeting 2019

This is a guide for the application of oral presentation at the AESJ Annual Meeting 2019. (This guide is not for poster presentation.) The applicant (The first author) is required to check carefully this document as well as the instruction document for applicants.

Key points

New application procedures are introduced. Main changes are;

- Only the manuscript (full paper) should be submitted in **PDF format**.
- File names of application form, abstract and manuscript include the applicant's membership ID and name.
- E-mail address for submission: **k_aesj2019@aesjapan.sakura.ne.jp**
(The AESJ secretariat's e-mail address would not accept the application.)
- Application period:
Saturday, December 1st, 2018 to Friday, December 14th, 2018 (17:00 Japan time)

Steps for application

- 1 [The documents for application] The applicant must prepare the three following documents.
 - (a) Application form for oral presentation (Please use the latest application form.)
 - (b) Abstract of the presentation
 - (c) Manuscript (Please refer to "Detailed Instructions for Submission"): **This should be submitted in PDF format**
- 2 [The file names of the documents]
The applicant of member is required to name the files of documents as
 - (a) Application form for oral presentation: K_membershipID(Name)_a
 - (b) Abstract of the presentation: K_membershipID(Name)_s
 - (c) Manuscript: K_membershipID(Name)_p

The applicant of non-member is required to name the files of documents as

- (a) Application form for oral presentation: K_031(Name)_a
- (b) Abstract of the presentation: K_031(Name)_s
- (c) Manuscript: K_031(Name)_p

Example) Member (Mr. NOKEI Taro [Membership ID: 031-222-3333]) is requested to name as

Application form: K_0312223333(NOKEI Taro)_a

Abstract: K_0312223333(NOKEI Taro)_s

Manuscript: K_0312223333(NOKEI Taro)_a

Non-member (Mr. NOKEI Taro) is requested to name as

Application form: K_031(NOKEI Taro)_a

Abstract: K_031(NOKEI Taro)_s

Manuscript: K_031(NOKEI Taro)_a

- 3 [The e-mail address for submission] The applicant is required to an e-mail for application with three documents (a) application form, (b) abstract of the presentation, and (c) manuscript.

3.1 The e-mail address for submission:

k_aesj2019@aesjapan.sakura.ne.jp

3.2 Subject/title of e-mail for application

Member :

“Submission of Oral presentation (Membership ID, Name)”

Non-member :

“Submission of Oral presentation (031, Name)”

Example) Member (Mr. NOKEI Taro [membership ID: 031-222-3333]) names the subject as

Submission of Oral presentation (0312223333, NOKEI Taro)

Non-member (Mr. NOKEI Taro) names the subject as

Submission of Oral presentation (031, NOKEI Taro)

3.3 **Application period**: Application must be send using e-mail

Saturday, December 1st, 2018 to Friday, December 14th, 2018 (17:00 Japan time)

- 4 [Receipt of e-mail] The AESJ secretariat will send an e-mail for confirmation on receipt of e-mail from applicant in accordance with the procedures above. This e-mail will be send by December 21st (Friday), 2018. If you don't get this e-mail from the AESJ secretariat by this date, please send an e-mail for the confirmation on the receipt of application. However, the AESJ will not send the e-mail of receipt for applications which are not subject to the guidelines as the cases below;

(a) The application is submitted to the wrong e-mail address.

(b) The application is sent after the deadline.

(c) The application is send without the required three documents (application form, abstract and manuscript).

Please note that this e-mail of receipt from AESJ secretariat is not an acceptance notification. After the documents from applicants are reviewed by the AESJ committee, the schedule of accepted presentation is available in the program of oral presentation. The applicant is required to check the program posted at the AESJ website (The program is scheduled to be available in the middle of February).

[Notes]

- 1 Please refer the Instruction to Applicants for the Oral and Poster Presentations.
- 2 The applicants who hope to use presentation file are required to send the PDF file of presentation by 17:00 on March 15th, 2019. Refer this document for the detail.
- 3 The oral presentation at annual meeting 2019 will be held at Yayoi Campus (Faculty of Agriculture), The University of Tokyo on March, 31th, 2019.