

**To All Participants:**

1. All participants must register at the reception desk and wear the name-tag throughout the convention.
2. Participation Fee:

	Members		Non-members**	
	Individual · Institutional* · Supporting*	Students	Individual	Students
Early-bird*** : by Aug. 14 (Fri)	¥3,000	¥2,000	--	--
On-site registration	¥4,000	¥3,000	¥6,000	¥4,000

\* Institutional/Supporting members may send 2 delegates. \*\*Non-members can register only on the spot. \*\*\* Please pay with the postal transfer form which will be sent to you in early July.

3. Party at Sapporo Factory Hall (September 5, 6:30 pm ~):

	Early-bird: by Aug. 14 (Fri.)	On-site registration
party fee	¥7,000	¥8,000

\*Please pay with the postal transfer form together with the participation fee.

4. Any changes in the program will be announced on the Information Board in the registration area.
5. As for lunch, the student restaurants in Hokkai Gakuen University (COOP Cafeteria · Restaurant COSMOS) will be available.
6. There are no baggage rooms to keep your belongings. Please carry them with you.
7. Smoking is not permitted on the campus except in designated areas.
8. University car parks are not available.

**To Presenters and Panelists:**

1. Please register at the registration desk first, and please arrive at the designated room 10 minutes prior to the starting time of the presentation.
2. Papers, Reports on Classroom Activities and Case Studies are 25 minutes (presentation 15-20 mins, Q & A 5-10 mins). The poster presentation is 60 minutes between 10:00 and 17:30 on the second day (the panel size is 90cm high and 180cm long). The special poster presentation (Hokkaido Chapter Special Event "College English in Transition") is 120 minutes in the morning on the third day (the panel size is 125 cm high and 90 cm long). A desk (about 60cmx45cm) will be allotted to each panel for setting handouts. No power is provided for PC use.
3. Symposia and Workshops are 90 minutes.
4. Invited Lecturer's Addresses are 60 minutes (lecture 50 mins, Q & A 10 mins).
5. You are expected to connect your computer to the projector to operate it yourself.  
Please be sure to bring your equipment including computers, connecting cables (D-Sub 15 pin) and, if necessary, RCA audio pin cables (red, white).

**To Chairpersons:**

1. One chairperson is assigned to each session.
2. Please register at the registration desk first, and please arrive at the designated room 10 minutes prior to the starting time of the session.
3. A student in each presentation room confirms the presenter's arrival and contacts the convention office.
4. Presentation time is as indicated above. Please make sure that the session does not exceed the allotted time.
5. Please start the presentation at the time designated in the program, and do not change the starting time and order of the presentations.
6. As for symposia and workshops, the chairperson can make the time arrangements.