

EASIAM 2018 basic information

(Version June 13th, 2018)

In this booklet, we summarize basic information on EASIAM 2018. We recommend that you print this out and bring with you. (We will also give a copy upon arrival.)

1. Arrival information: Getting to UTokyo

The conference will be held at **UTokyo, Hongo campus**. There are several different campuses in our university; please check the map prior to your trip, and make sure you are getting to the right place.

Also there are two international airports in Tokyo---Narita and Haneda. Check your flight and understand which airport you are arriving (the same note applies to your return flight; some airline companies use both airports). From the airports, you can take trains/subways to one of the nearest stations, and from there the conference site is only 10-15 min on foot.

Please carefully consult the “Travel information” section of EASIAM 2018 homepage, where some more useful information is posted.

2. Conference venue

The conference uses two buildings: **Building Engineering No.6** (22-25) and **No.2** (23, 24). The buildings are in 3 min walk from the UTokyo main gate; see the maps attached to this booklet.

The registration desk and the conference office are located in the building No.6, on the 3rd floor, which are open throughout the conference period (of course during the day time).

3. Program/presentations

Tentative program has been already posted on our website. There may be some changes; please check the latest version on the website. During the conference period, any changes are declared on a program board located near the registration desk.

We prepare a PC in each room, which can display **PDF files**. (We will also try to prepare Microsoft Office, but this might not work due to the version problems.) Please bring your presentation slide in a USB memory, and upload the file before the session starts. You can also use your own PC, if that is preferable; please bring a PC with a **VGA port** (HDMI or other cables are basically not available).

The chairs have been allocated by the local organizing committee. Please kindly accept the duty if you are chosen as one, and when taking a chair, please follow the instructions below so that the conference proceeds in an organized manner:

- Please arrive at the session room **10 min before** the session starts. There is a supporting local member, who will help you and describe how the session goes.
- Please **strictly keep the program**; do not allow any delay and earlier start, and when some speaker does not show up, please just leave the slot blank (as a break). Participants may hope to come to the subsequent talks according to the prescribed conference program.

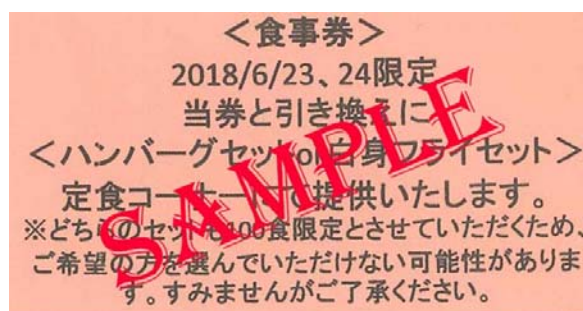
Thank you very much!

4. Reception, lunch, banquet, coffee

- June 22 (Fri): This is solely a preparation day, and the academic part will start on June 23 (Sat).

We will open the registration desk at 15:00 of June 22, where you can pick up your conference kit (this is not mandatory; you can register yourself and pick up the kit at any time during the conference period). From 17:00 to 19:00, we will provide a small reception, where some snacks and drinks are offered. You can come and leave at any time.

- On June 23 (Sat) and 24 (Sun), we will provide lunches. Tickets are provided upon your arrival. The lunches are provided in **the UTokyo central restaurant** (see the map) as prefixed menus either with fish or meat. (Our staff will help you use the restaurant on both days.)



食事券 means lunch ticket

For those who declared **vegetarian or Halal** menus, we will prepare lunch boxes accordingly. Please **come to the registration desk** after the morning session; we will give you the boxes there.

On these two days, we basically spend the morning in the building No.2 (for the keynote/invited talks), and after lunch, we move to the building No.6

where the parallel sessions will take place. At some timing, coffee is offered in the building No.2, in front of Room 213.

On June 24 (Sun)'s evening, we are planning to have the conference banquet., for which all the participants are invited. The place is **30 min on foot** from the conference site. Please consult the map for the banquet site. (Or, it is also possible to grab a taxi from the university; it is then just 5 min ride to the banquet place.) **Please bring your name plate to the banquet place**, which identifies you as one of our precious participants.

5. Internet connection

Around the conference rooms, eduroam can be used. For an eduroam account, please consult appropriate section in your university/institute. (eduroam is a worldwide mutual internet connection service in academic institutes.)

6. What to bring

- June is right in the mid of the rainy season in Japan. We recommend you bring an umbrella (or a coat).
- In Japan we use type A electric socket with 100V. Please bring an adequate adapter with you. (The local committee will not provide any.)