



Successful 5 Steps for JUSTEC Host University

JUSTEC Office
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STEP 1 (12-14 months before)

1. Please confirm the conference dates. Also, please inform us if you have any preferable theme and keynote speaker(s).
2. JUSTEC preparation dates (minimum sample)

- 10 months before: Call for Proposals Opens (see call for proposals)
- 6 months before: Deadline of Call for Proposals
- 4 months before: Notification of Acceptance/Redo/Decline
Early Bird registration and payment opens
- 3 months before: Deadline of Abstracts
Early Bird registration and payment closes.
- 2 month before: Online registration and payment closes

STEP 2 (10-12 months before)

1. Please start arranging a school/educational institution visit. Any educational institution is fine (it could be an innovative school, a typical local school, a cram school, etc.). If it locates far from the hotel, please inform us how we can get to the venue.
2. A key contact person and the JUSTEC office start communication.

STEP 3 (7- 8 months before)

1. Please arrange the followings:
 - Two Lunches during the JUSTEC conference (Box lunch or university cafeteria is fine) .
 - The JUSTEC Office and the host university will finalize the reception venue and food. (It could be at your university using a catering service or at a hotel as long as budget allows)
2. Please share all expenses info with JUSTEC Office so that we can update the budget plan.

STEP 4 (5-6 months before)

1. Please send a description of the school/institution for the school visit.

Sample 1: <http://justec.tamagawa.ac.jp/Proceedings/2016november%203&4.pdf>

Sample 2 (short version): <https://bit.ly/3fJaGDF>

2. If your university prefers to add remarks on the first page of the JUSTEC proceedings & abstracts, please send a draft to the JUSTEC Office.

Sample: <https://bit.ly/3CoiTK>

STEP 5 (1-2 months before)

1. Please make sure that all payments for JUSTEC 20XX should have receipts made out to "JUSTEC 20XX." The JUSTEC Office will give you an accurate number of participants two months before the event. The JUSTEC Office will refund the expense during the conference days.

2. Please arrange the following by the opening day:

- Two presentation rooms with a projector and a PC.
- A space/room and some boards (wall) for poster presentation (10-20 posters).
- One long table for the registration desk to set name-tags.
- A room/space for refreshments