



Successful 5 Steps for JUSTEC Host University

JUSTEC Office
justec@tamagawa.ac.jp

STEP 1 (14 months before JUSTEC conference)

1. Please confirm the conference dates. Also, please inform us if you have any preferable theme and keynote speaker(s) for JUSTEC 20XX.
2. JUSTEC 20XX key preparation dates.

- 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 (12 months before)

1. Please start arranging a school visit. Any educational institution is fine (it could be an innovative school, typical local school, cram school, etc.). If it is far, then please inform us how we can get to the venue.
2. Please reserve about 40 rooms at a hotel with an easy access to the conference venue. If the hotel is a bit expensive, then a reasonable business hotel option would be helpful for students.

STEP 3 (6-8 months before)

1. Please arrange the followings:
 - 2 Lunches during JUSTEC 20XX (Box lunch or university cafeteria is fine) .
 - A reception venue and food.
(It could be at your university using a catering service or at a hotel if the budget allows)
2. Please share all expenses info with JUSTEC Office, so that we can prepare a financial report.

STEP 4 (5 months before)

1. Please inform us how many posters & leaflets for JUSTEC 2020 you will need. JUSTEC Office will send you the posters.
2. Please send a school/institution's description for school visit so that we can include that info for the participants.

STEP 5 (1-2 months before JUSTEC 20XX)

1. Please make sure that all payment for JUSTEC 20XX should have receipts made out to "JUSTEC 20XX."
2. Please prepare the followings by the opening day of JUSTEC20XX:
 - 2 or 3 presentation rooms (we will know how many by this time) with a projector and a PC.
 - A space/room and about 10-15 boards for poster presentation (about 20-25 posters usually).

- 2 long table for the registration desk to set name tags with the abstracts.
 - A room/corner for refreshments
3. Please arrange coffee and refreshments during the conference.
Usually coffee (regular & decafe) and some sweets would be great.

JUSTEC Office will share accurate number of participants and order tips with a host university key person 3 months before the event.