

Dear Members,

The Agricultural Economics Society of Japan

### A Step-by-Step Guide of Application for Poster Presentation at the AESJ Annual Meeting 2018

This is a guide for the application of poster presentation at the AESJ Annual Meeting 2018. (This guide is not for oral presentation. A guide of application for oral presentation is [here](#).) The applicant (The first author) is required to check carefully this document as well as the instruction document for applicants.

#### Points of new changes;

New application procedures are introduced. Main changes are;

- New application form is introduced.
- 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.
- A new e-mail address for submission of application documents: **[p\\_aesj2018@aafs.or.jp](mailto:p_aesj2018@aafs.or.jp)**  
(The AESJ secretariat's e-mail address would not accept the application.)

#### Steps for application

- 1 [The documents for application] The applicant must prepare the three following documents.
  - (a) Application form for poster presentation ([Format is here](#))
  - (b) Abstract of the presentation ([Template is here](#))
  - (c) Manuscript ([Template is here](#)) ([Manuscript submission guideline is here](#)): **This should be submitted in pdf format.**
  
- 2 [The file names of the documents] The applicant is required to name the files of documents as  
The applicant of member is required to name the files of documents as
  - (a) Application form for oral presentation: P\_membershipID(Name)\_a
  - (b) Abstract of the presentation: P\_membershipID(Name)\_s
  - (c) Manuscript: P\_membershipID(Name)\_p

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

- (a) Application form for oral presentation: P\_031(Name)\_a
- (b) Abstract of the presentation: P\_031(Name)\_s
- (c) Manuscript: P\_031(Name)\_p

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

Application form: P\_0312223333(NOKEI Taro)\_a

Abstract: P\_0312223333(NOKEI Taro)\_s

Manuscript: P\_0312223333(NOKEI Taro)\_a

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

Application form: P\_031(NOKEI Taro)\_a

Abstract: P\_031(NOKEI Taro)\_s

Manuscript: P\_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:

[p\\_aesj2018@aafs.or.jp](mailto:p_aesj2018@aafs.or.jp)

3.2 Subject/title of e-mail for application

Member :

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

Non-member :

“Submission of Poster presentation (031, Name)”

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

Submission of Poster presentation (0312223333, NOKEI Taro)

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

Submission of Poster presentation (031, NOKEI Taro)

3.3 **Deadline for submission**: Application must be send using e-mail

**By 17:00, February 16<sup>th</sup> (Friday), 2018.**

(The address can accept the applications from February 1<sup>st</sup>, 2018)

- 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 February 22<sup>nd</sup> (Thursday), 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 poster presentation. The applicant is required to check the program posted at the AESJ website (The program is scheduled to be available in February).

[Notes]

- 1 Please refer the instruction of presentation also ([See here](#)).
- 2 The poster presentation at annual meeting 2018 will be held at Institute for the Advancement of Higher Education, Hokkaido University on May, 27th, 2018.