

Dear Members,

The Agricultural Economics Society of Japan

A Step-by-Step Guide to Application to Make an Oral Presentation at AESJ Annual Meeting 2017

This is a guide to application to make an oral presentation at AESJ Annual Meeting 2017. (This guide is not for poster presentations.) The applicant (the first author) is required to carefully check this document as well as [the instruction document for applicants](#).

Points of new changes

New application procedures have been introduced. The main changes are:

- A new application form
- The manuscript (full paper) should be submitted in **pdf format**
- File names of the application form, abstract and manuscript include the applicant's membership ID and name
- A new e-mail address for submission of application documents: **k_aesj2017@aafs.or.jp**
(The AESJ secretariat's e-mail address will not accept any applications.)

Steps for application

- 1 [The documents for application] The applicant must prepare the following three documents.
 - (a) Application form for oral 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
 - (a) Application form for oral presentation: K_membershipID(Name)_a
 - (b) Abstract of the presentation: K_membershipID(Name)_s
 - (c) Manuscript: K_membershipID(Name)_p

Example) Mr. NOKEI Taro (Membership ID: 031-222-3333) is requested to name the files as

Application form: K_0312223333(NOKEI Taro)_a

Abstract: K_0312223333(NOKEI Taro)_s

Manuscript: K_0312223333(NOKEI Taro)_p

3 [The e-mail address for submission] The applicant is required to submit the application by e-mail with three documents, (a) application form, (b) abstract of the presentation, and (c) manuscript, attached.

3.1 The e-mail address for submission:

k_aesj2017@aafs.or.jp

3.2 Subject/title of e-mail for application

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

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

Submission of Oral presentation (0312223333, NOKEI Taro)

3.3 Priority of the e-mail: Set “Highest importance” for the priority of the e-mail.

3.4 **Deadline for submission**: Applications must be sent by e-mail

By 17:00, December 16 (Friday), 2016.

(The address can accept the applications from December 1, 2016)

4 [Receipt of e-mail] The AESJ secretariat will send an e-mail for confirmation on receipt of the e-mail from an applicant in accordance with the procedures above. This e-mail will be sent by December 22 (Thursday), 2016. If you don't get this e-mail from the AESJ secretariat by this date, please send an e-mail for confirmation of the receipt of application. However, the AESJ will not send an e-mail of receipt for an applications which does not follow the guidelines, as in 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 sent 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 presentations will be made available in the program for oral 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 also refer to the instructions on presentation ([see here](#)).

2 Applicants who hope to use a presentation file are required to send the pdf file of their presentation by March 16, 2016. Refer to [this document](#) for details.

3 The oral presentations at annual meeting 2017 will be held at the MATSUDO campus, Chiba University, on March 29, 2017. (The conference/symposium of annual meeting 2017 will be held at the NISHI-CHIBA campus, Chiba University.) Please confirm the date and venue of the oral presentations.