

2021 Annual Conference (Meeting) of AESJ
Online Conference hosted by Ibaraki Univ.

Manual for the Special Website for the Annual Conference (ver. 1)

The Special Website for the Annual Conference is going to be in operation from December 7.

Please note

• If you are planning to make a presentation as a first author (or a single author) at this conference, please proceed in the table of contents as follows:

1. Create a personal account
- 2. Login to the special website
- 3. Application for an oral presentation (from December 7 to December 21)
- 4. Registration of participation (deadline: January 31)

• For those who do not make a presentation him/herself as a first author and those who only attend the conference, please proceed in the table of contents as follows:

1. Create a personal account
- 2. Login to the special website
- 4. Registration of participation (deadline: March 15)

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1. Create a personal account

(1) Click the menu "Annual Meeting (大会情報)" on the left side of the AESJ website. Then, click the banner of "Special Website for the Conference" and access the special website.



Click this banner.

(2) If you are accessing the "Special Website" for the first time, you need to create a personal account on the entrance of the site. First, click "Create Account".

The entrance of the site

A screenshot of the website entrance. At the top left is a smaller version of the banner seen in the previous image. At the top right, there are language selection options: "日本語" and "English", with "English" selected. Below this is a "Contact Us" button. In the center, there is a large grey box with the text "980 x 120". Below that is a "LOGIN" form with fields for "E-mail" and "password", and a "Login" button. At the bottom of the login form, there are three links: "> [Create a new account.](#)", "> [Forgot your password?](#)", and "> [Contact Us](#)". A red box highlights the "Create a new account." link, and a red arrow points to it from the text "Click 'Create a new account.'".

You can choose English, here.

Click "Create a new account."

(3) Fill in the items and click "Next".

1) Fill in the items.

2) Click "Next".
On the confirmation screen, click "Next" again.

(4) The approval URL will be sent to the registered email address.
Click the URL in the email to complete the personal account creation.

Click this link in the email to complete your personal account creation.

Dear *****

We are pleased to inform you that the temporary account creation for The Agricultural Economics Society of Japan Annual Conference 2021 has been completed.

Please access the URL below to complete account creation.
If you do not understand this email, please discard it.

https://sv1.award-con.com/aesj2020/regist/?language=1&token=11_09e97489fbc48101e478b1bf39ca4

If you have any questions or concerns, please contact office@aesjapan.sakura.ne.jp.

The Agricultural Economics Society of Japan Annual Conference 2021
〒104-0033 C/O Kyoritsu Co. Ltd., Shin-kyoritsu Building 2F, 2-22-4 Shinkawa, Chuo-ku, Tokyo
E-mail : office@aesjapan.sakura.ne.jp
<https://www.aesjapan.or.jp/>

2. Login to the special website

(1) At the "Special Website" entrance, enter your ID (email address) and the password to log in.

The entrance of the site

日本語 / English
Contact Us

980 x 120

LOGIN

E-mail

password

Login

> [Create a new account.](#)
> [Forgot your password?](#)
> [Contact Us](#)

You can choose English, here.

Enter ID (email address) and Password.

(2) You can log in and the "My Page" opens.

日本語 / English
Contact Us

My Page | Conference Program | Application for an Oral Presentation | User Information | Registration of Participation

980 x 120

My Page Logout

Welcome to The Agricultural Economics Society of Japan Annual Conference 2021. Please complete your Registration from "Registration of Participation" on the top menu.

The Agricultural Economics Society of Japan Annual Conference 2021 [日本農業経済学会2021年度大会](#)

(Caution! You cannot participate in the conference just by being able to log in. Please be sure to register for the conference. How to register is shown from page 8 in this manual.)

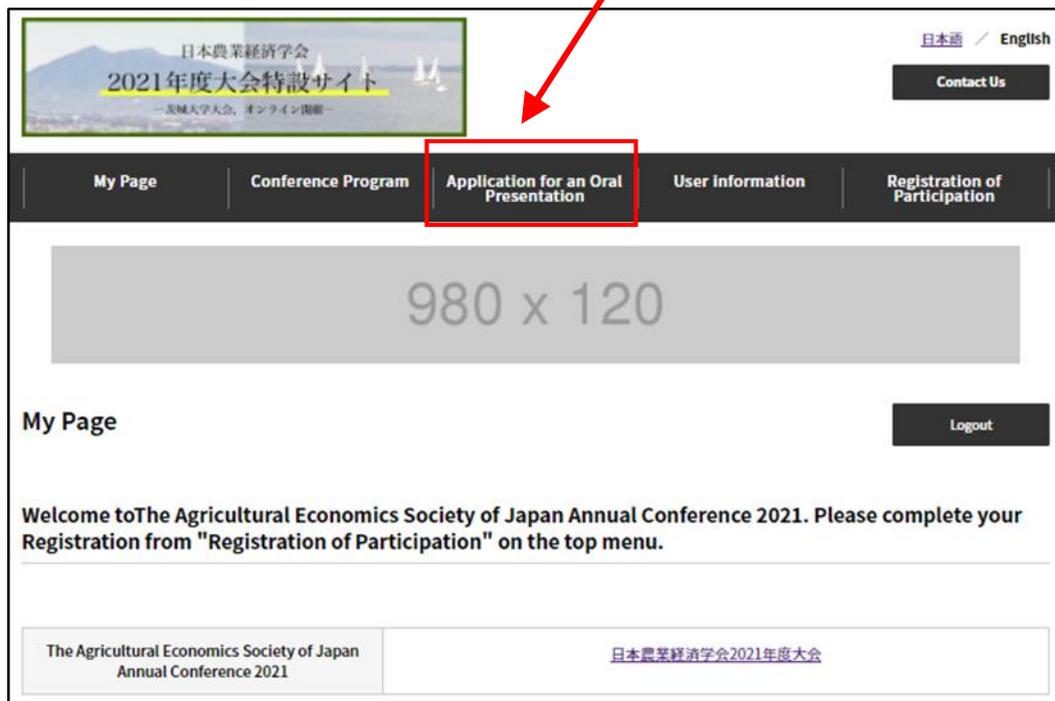
3. Application for an Oral Presentation

Please note

- The first author of the presentation should apply according to the following procedure.
- Applications must be made not only on this website but also by email. Be sure to do both. If you do not do both, it will not be accepted.

(1) Click "Application for an Oral Presentation " from the top menu to move the page.

Click "Application for an Oral Presentation "



(2) The page will switch to the "Application for Oral presentation " page. So, enter the required items. Also, upload the abstract file (PDF, one page).

The screenshot shows a web form for applying for an oral presentation. At the top, there is a navigation bar with 'My Page', 'Conference Program', 'Application for an Oral Presentation', 'User Information', and 'Registration of Participation'. Below this is a large grey box with '980 x 120' and a 'Logout' button. The main heading is 'Application for an Oral Presentation' with an 'Apply' button. A note states: 'As a first author, you can apply for one Individual oral presentation and one presentation in a special session, each.' There are three tabs: 'Application for presentation1', 'Application for presentation2', and 'Application for presentation3'. A 'Contact Us' button is also present. The 'Required' section includes:

- Name of the Conference: dropdown menu
- Scope: dropdown menu
- Type of Presentation: dropdown menu (highlighted with a red box)
- Title of presentation: text input
- Word Abstract: large text area (crossed out with a large X)
- Upload an Abstract (PDF, One page): file upload button with instructions: 'ファイルを選択 ファイルがアップロードされています。 (File types: PDF only) (MAX) Your file will be automatically renamed by system.'
- Note: large text area

 The 'Presenters' Information' section includes:

- Affiliation/Institution: dropdown menu with 'The University of Tokyo' selected (highlighted with a red box)
- Add Affiliation: button
- Full Name (If corresponding author, add ^{*)}: text input with 'E.A.M. O.S.A.' entered
- Email Address: text input with 'shokuryokanryo@gmail.com' entered
- Affiliation/Institution: dropdown menu

 The 'First Author' section includes:

- Full Name (If corresponding author, add ^{*)}: text input
- Email Address: text input
- Affiliation/Institution: dropdown menu

 The 'Co-author1' section includes:

- Full Name (If corresponding author, add ^{*)}: text input with instruction 'In the order of First name Middle name Family name'
- Email Address: text input
- Affiliation/Institution: dropdown menu

 The 'Co-author2' section includes:

- Full Name (If corresponding author, add ^{*)}: text input

 A 'Clear' button is located at the bottom left of the form.

Select the type of presentation from "Oral presentation, Presentation in a special session, etc."

Upload an abstract (PDF, 1 page).

The file will be renamed automatically.

Enter the affiliation of all authors and co-authors here.

The affiliation entered here can be selected from the pull-down menu of "Affiliation" of the author / co-author below.

After entering all necessary items, click the "Apply" button at the bottom of the screen.

(3) An email of reception completion will be automatically sent to the registered email address.

Dear *****

Thank you for applying your presentation.
Your application has been received to 日本農業経済学会 2021 年度大会.

Please check the following summary information.

Summary of application
Post code #: AESJ000002
Conference: 日本農業経済学会 2021 年度大会
Presentation: Oral Presentation
Title: *****
Author: *****

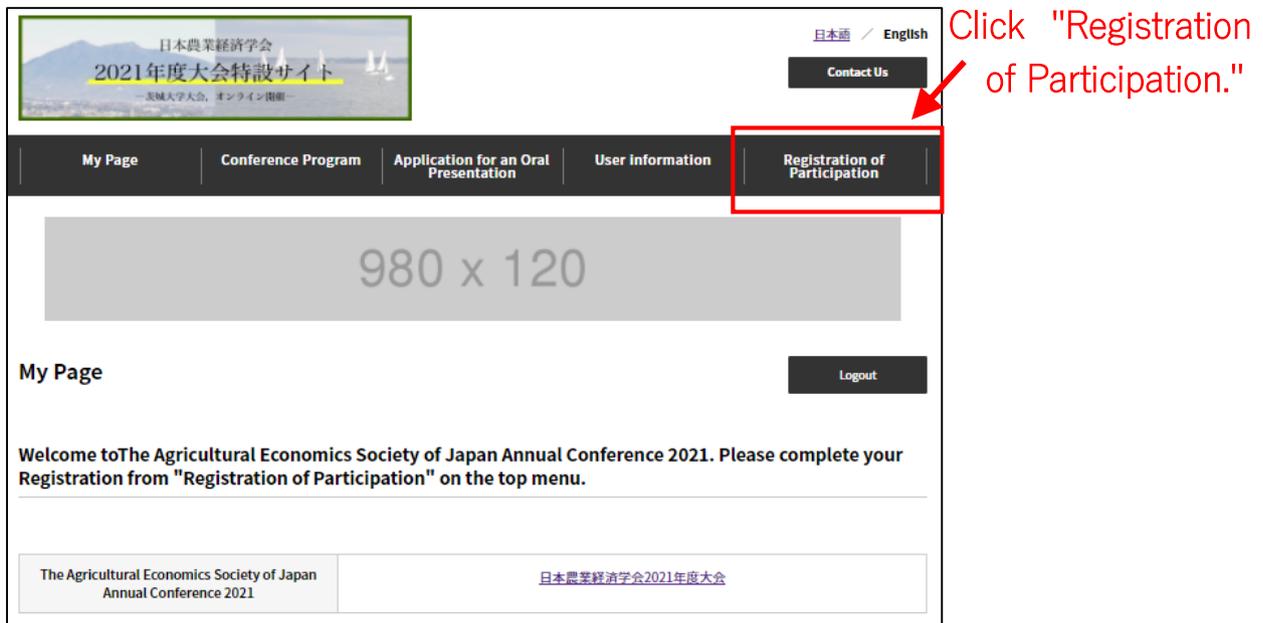
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https://www.aesjapan.or.jp/



In the email, you can see only the first author.
(It is no problem.)

4. Registration of Participation

(1) Click "Registration of Participation" from the top menu to move the page.



日本語 / English
Contact Us

My Page | Conference Program | Application for an Oral Presentation | User Information | **Registration of Participation**

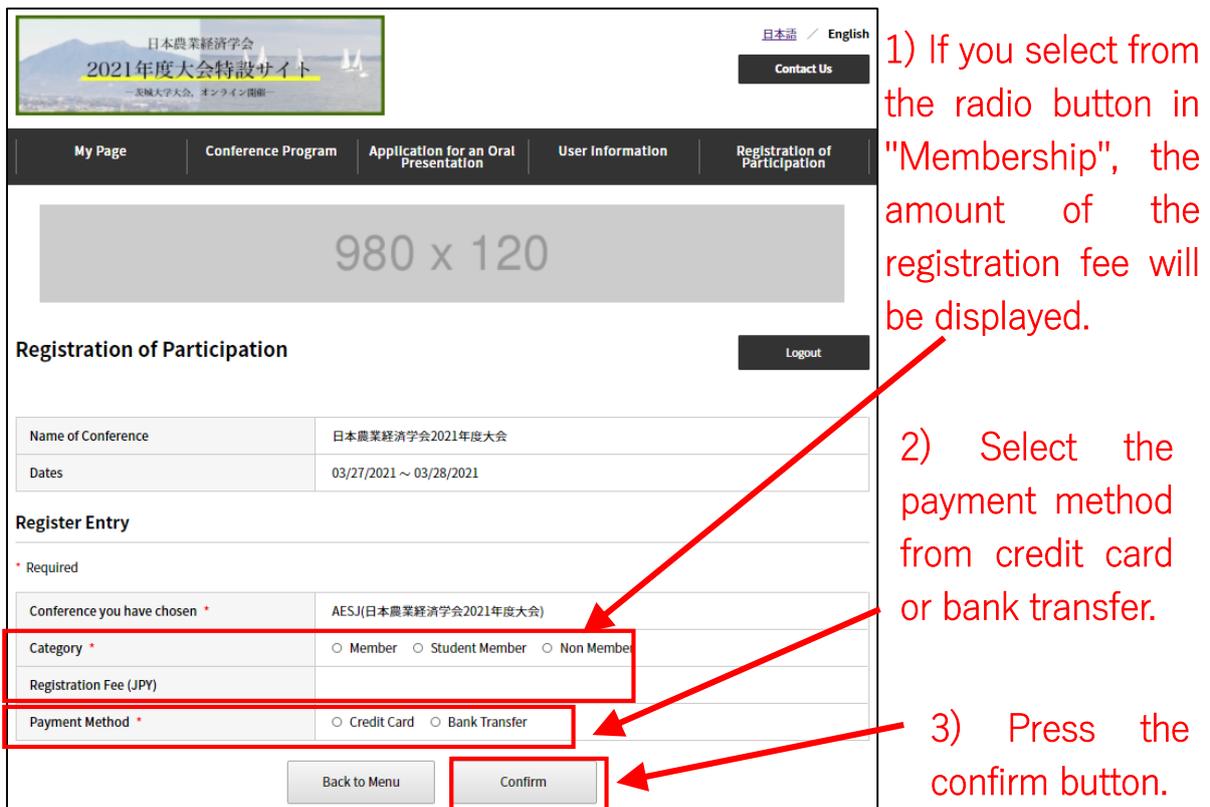
980 x 120

My Page Logout

Welcome to The Agricultural Economics Society of Japan Annual Conference 2021. Please complete your Registration from "Registration of Participation" on the top menu.

The Agricultural Economics Society of Japan Annual Conference 2021 [日本農業経済学会2021年度大会](#)

(2) Enter the required items on the "Registration of Participation" page.



日本語 / English
Contact Us

My Page | Conference Program | Application for an Oral Presentation | User Information | **Registration of Participation**

980 x 120

Registration of Participation Logout

Name of Conference	日本農業経済学会2021年度大会
Dates	03/27/2021 ~ 03/28/2021

Register Entry

* Required

Conference you have chosen *	AESJ(日本農業経済学会2021年度大会)
Category *	<input type="radio"/> Member <input type="radio"/> Student Member <input type="radio"/> Non Member
Registration Fee (JPY)	
Payment Method *	<input type="radio"/> Credit Card <input type="radio"/> Bank Transfer

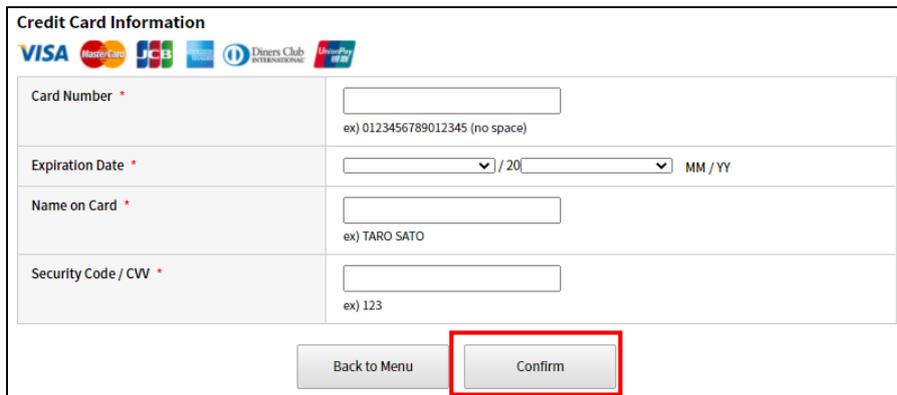
Back to Menu Confirm

1) If you select from the radio button in "Membership", the amount of the registration fee will be displayed.

2) Select the payment method from credit card or bank transfer.

3) Press the confirm button.

(3a) If you select "Credit card", the following screen will appear. Enter your card information and press the confirmation button.



Credit Card Information

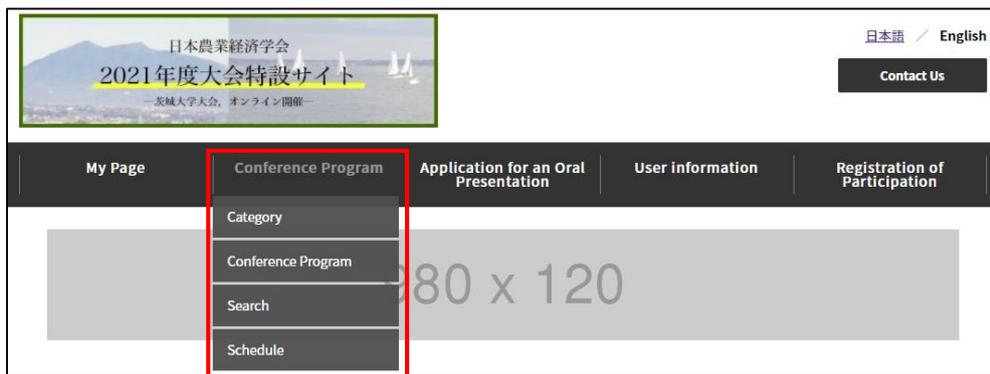
VISA MasterCard JCB American Express Diners Club INTERNATIONAL UnionPay

Card Number *	<input type="text"/> ex) 0123456789012345 (no space)
Expiration Date *	<input type="text"/> / 20 <input type="text"/> MM / YY
Name on Card *	<input type="text"/> ex) TARO SATO
Security Code / CW *	<input type="text"/> ex) 123

[Back to Menu](#) [Confirm](#)

(4a) If you select "credit card", payment will be completed immediately. You will be able to access the "Conference Program" in the top menu.

(The conference program itself will be displayed when the conference is approaching in March.)



日本語 / English

Contact Us

日本農業経済学会
2021年度大会特設サイト
—茨城大学大会, オンライン開催—

My Page | **Conference Program** | Application for an Oral Presentation | User information | Registration of Participation

- Category
- Conference Program
- Search
- Schedule

80 x 120

(3b) If you select "Bank transfer" and press "confirm" button in (2), the following screen will appear. Click the "Register" button.

Register Confirm

Conference you have chosen	AESJ(日本農業経済学会2021年度大会)
Category	Member

(4b) Then, you will receive the following email. Please make the bank transfer according to the instructions in the email.

Dear *****

Thank you for applying to The Agricultural Economics Society of Japan Annual Conference 2021. Please check the details of the application and then transfer the participation fee to the following transfer destination.

◆Participation application contents◆

Bank transfer management number: 4
Participating specialized meetings: 日本農業経済学会 2021 年度大会
Member type: Member
Member classification: 000
Holding date and time:
2021/03/27~2021/03/28

◆Payee◆

Japan Post Bank, 019 (Zero-ichi-kyu) branch, current deposit 0588080, (Or, Postal transfer 00190-2-588080)
(When you transfer, please be sure to write the "bank transfer management number" after your name (payer name). That number is written in the email of the bank transfer acceptance)

◆ Transfer amount ◆

¥ 4000

After the secretariat confirms the transfer, we will send a contact e-mail to notify you that registration has been completed.
*Please note that it may take up to 5 business days to confirm the transfer.

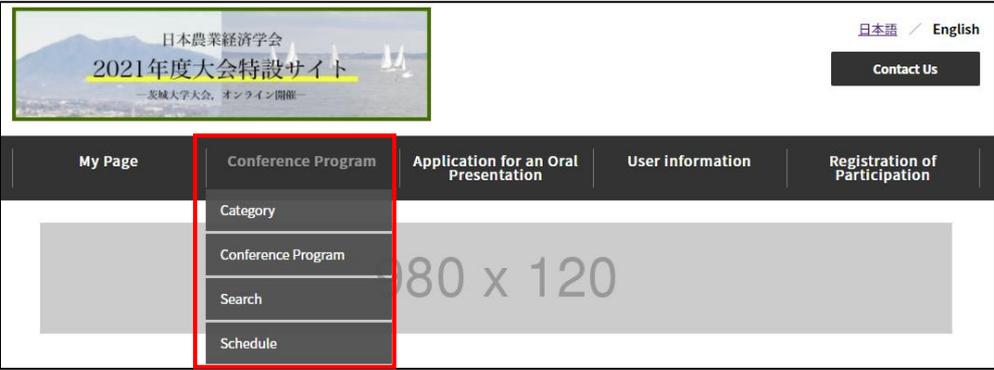
If you have any questions or concerns, please contact office@aesjapan.sakura.ne.jp.

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When making a transfer, please add the "bank transfer management number" ("4" in this case) after the payer's name.

(5b) Your registration will be completed, when the secretariat confirms the bank transfer. It may take up to 5 business days for the transfer to be confirmed.

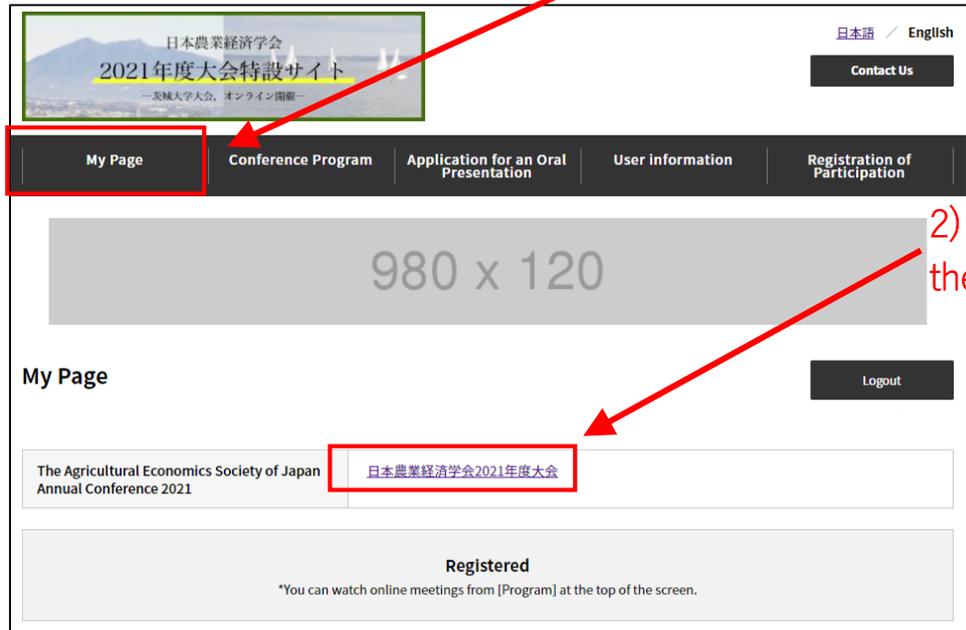
When your registration is completed, you will be able to access the "Conference Program" in the top menu. (The conference program itself will be displayed when the conference is approaching in March.)



5. Download of a receipt

(1) To download a receipt, first click the link for this conference from "My Page".

1) Select "My Page" from the top menu.



The screenshot shows the website interface for the Japanese Agricultural Economics Society's 2021 Annual Conference. At the top, there is a navigation menu with the following items: "My Page", "Conference Program", "Application for an Oral Presentation", "User information", and "Registration of Participation". The "My Page" item is highlighted with a red box. A red arrow points from the text "1) Select 'My Page' from the top menu." to this box. Below the navigation menu, there is a large grey placeholder area with the text "980 x 120". Below this, the "My Page" section is visible, containing a "Logout" button and a list of items. One item is highlighted with a red box and labeled "2) Click the link of the conference." with a red arrow. The highlighted item is "日本農業経済学会2021年度大会" (Japanese Agricultural Economics Society 2021 Annual Conference). Below the list, there is a "Registered" status and a note: "*You can watch online meetings from [Program] at the top of the screen."

2) Click the link of the conference.

(2) When the “registration details” for the conference are displayed, there is “Download a Receipt” button at the bottom.

日本語 / English
Contact Us

My Page | Conference Program | Application for an Oral Presentation | User Information | Registration of Participation

980 x 120

Conference Logout

Registration Details

Name of Conference	日本農業経済学会2021年度大会
Dates	27/03/2021 ~ 28/03/2021
Conference you have chosen	AES.J(日本農業経済学会2021年度大会)
Registration Fee (JPY)	¥4,000
Registration Date	17/09/2020
Registration Type	000



Back to Menu Download a Receipt ~~Presentation Certificate D~~

“Download a Receipt” button.