

2022 Annual Conference (Meeting) of AESJ  
Online Conference hosted by Ryukoku Univ.

# Manual for the Special Website for the Annual Conference

The Special Website for the Annual Conference is going to be in operation from December 1.

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 1 to December 13)

→ 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 18)

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## 1. Creation of 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) When 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 a new account".

### The entrance of the site

A screenshot of the login page. At the top left is the same banner as in the previous image. At the top right are links for '日本語' and 'English', and a 'Contact Us' button. The main content is a 'LOGIN' form with fields for 'E-mail' and 'password', and a 'Login' button. Below the 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, with a red arrow pointing from the text 'Click "Create a new account."' to it. Another red arrow points from the text 'You can choose English, here.' to the 'English' link.

You can choose English, here.

Click "Create a new account."

Please note:

Those who created an account at the previous year's conference also need to create an account again this time. All the account data of the previous year has been cleared.

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

**Create Account**

You will be able to sign into your account using your email address.

\* Required

Prefix *	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Dr. <input type="radio"/> Prof.
First (Given) Name *	<input type="text"/> ex) Taro
Middle Name	<input type="text"/>
Last (Family) Name *	<input type="text"/> ex) Sato
Nationality *	<input type="text"/>
Affiliation/Institution *	<input type="text"/> ex) The University of Tokyo
Work Address *	<input type="text"/> ex) 7-3-1 Hongo, Bunkyo-ku, Tokyo
ZIP/Postal Code *	<input type="text"/> ex) 113-0033 Enter "0000" for countries with no postal code
Country	<input type="text"/>
Telephone with country code *	<input type="text"/> Hyphen only ex) 03-5555-5555, 042-5555-5555
Fax with country code	<input type="text"/>
Email Address *	<input type="text"/>
Password *	<input type="password"/> 6 or more letters, numbers and/or symbols
Confirm Your Password *	<input type="password"/>

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.

Dear \*\*\*\*\*

We are pleased to inform you that the temporary account creation for The Agricultural Economics Society of Japan Annual Conference 2022 has been completed.

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

[https://aesj2022.award-con.com/regist/?language=1&token=11\\_09e97489fbc48101e478b1bf39ca4](https://aesj2022.award-con.com/regist/?language=1&token=11_09e97489fbc48101e478b1bf39ca4)

If you have any questions or concerns, please contact [office@aesjapan.sakura.ne.jp](mailto:office@aesjapan.sakura.ne.jp).

The Agricultural Economics Society of Japan Annual Conference 2022  
〒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](mailto: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

**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

**My Page**

Logout

Mr.

Welcome to The Agricultural Economics Society of Japan Annual Conference 2022. Please complete your Registration from "Registration of Participation" on the top menu.

The Agricultural Economics Society of Japan Annual Conference 2022

[2022年度日本農業経済学会大会](#)

(Caution! You cannot participate in the conference just by being able to log in.

Please be sure to register for the conference.

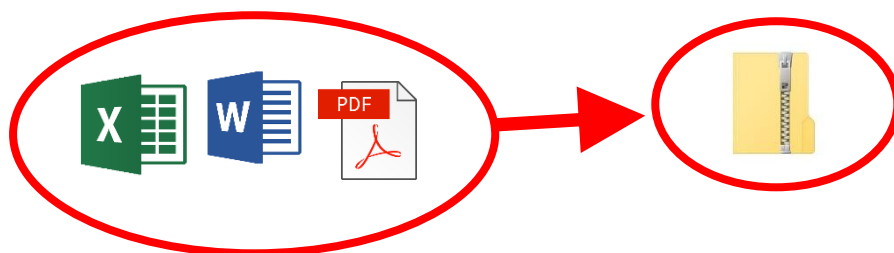
How to register is shown from page 8 in this manual.)

### 3. Application for an Oral Presentation

Please note

- The first author of the presentation should apply according to the following procedure.

(1) When applying for an oral presentation, first compress the three files ((a) application form (Excel), (b) abstract (word), and (c) manuscript (PDF)) into a single zip file.



(2) Log in the special website for the conference. Click "Application for an Oral Presentation " from the top menu to move the page.

Click "Application for an Oral Presentation "

The screenshot shows the homepage of the Agricultural Economics Society of Japan Annual Conference 2022. At the top, there is a banner with a landscape image and text in Japanese. Below the banner is a navigation menu with five items: "My Page", "Conference Program", "Application for an Oral Presentation", "User information", and "Registration of Participation". The "Application for an Oral Presentation" item is highlighted with a red rectangular box. A red arrow points from the text "Click 'Application for an Oral Presentation '" above the box to the highlighted menu item. In the top right corner, there are links for "日本語 / English" and a "Contact Us" button. Below the navigation menu, the "My Page" section is visible, featuring a "Logout" button and a welcome message: "Welcome to The Agricultural Economics Society of Japan Annual Conference 2022. Please complete your Registration from 'Registration of Participation' on the top menu." At the bottom, there is a footer with the text "The Agricultural Economics Society of Japan Annual Conference 2022" and a link to the conference website.

(3) The page will switch to the "Application for Oral presentation " page. Enter the required items. Also, upload the zip file.

The screenshot shows the 'Application for an Oral Presentation' page. The form is divided into several sections:

- Header:** Includes a logo, navigation tabs (My Page, Conference Program, Application for an Oral Presentation, User Information, Registration of Participation), and a language selector (日本語 / English).
- Application for an Oral Presentation:**
  - Buttons for 'Application for presentation1', 'Application for presentation2', and 'Application for presentation3'.
  - A 'Logout' button and a 'Mr' label.
  - A note: 'As a first author, you can apply for one individual oral presentation and one presentation in a special session, each.'
  - A 'Contact Us' button.
  - A 'Required' section with the following fields:
    - 'Name of the Conference \*': A dropdown menu.
    - 'Type of Presentation \*': A dropdown menu, highlighted with a red box and an arrow pointing to it from the text 'Select the type of presentation from "Oral presentation, Presentation in a special session, etc."'.
    - 'Title of presentation \*': A text input field.
    - 'Upload a zip file \*': A file upload button labeled 'ファイルを選択' (Select file), highlighted with a red box and an arrow pointing to it from the text 'Upload a zip file. The file will be renamed automatically.' Below the button, it says 'File Types: ZIP only 5MB' and 'Your file will be automatically renamed by system.'
    - 'Note': A large text area for additional information.
- Presenters' Information:**
  - 'Affiliation/Institution': A text input field with an example 'Ex: The University of Tokyo' and an 'Add Affiliation' button, highlighted with a red box and an arrow pointing to it from the text '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.'
  - 'First Author \*':
    - 'Full Name (If corresponding author, add \*\*) \*': A text input field.
    - 'Email Address': A text input field.
    - 'Affiliation/Institution': A dropdown menu.
  - 'Co-author1':
    - 'Full Name (If corresponding author, add \*\*)': A text input field with a note 'In the order of First name Middle name Family name'.
    - 'Email Address': A text input field.
    - 'Affiliation/Institution': A dropdown menu.
  - 'Co-author2':
    - 'Full Name (If corresponding author, add \*\*)': A text input field.
    - 'Email Address': A text input field.
    - 'Affiliation/Institution': A dropdown menu.

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

(4) 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 2022 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 2022 年度大会

Presentation: Oral Presentation

Title: \*\*\*\*\*

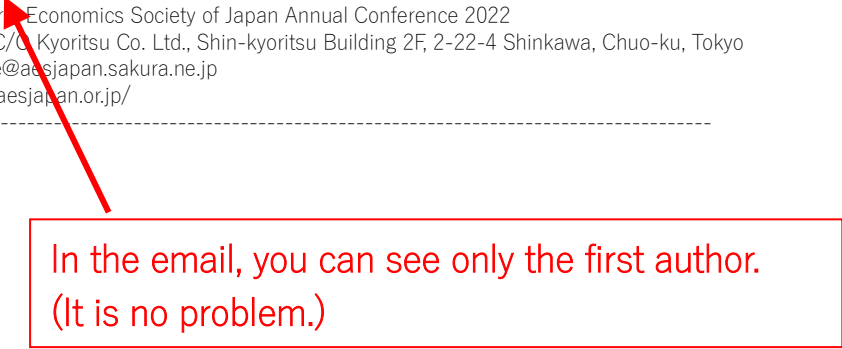
Author: \*\*\*\*\*

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The Agriculture Economics Society of Japan Annual Conference 2022

〒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/  
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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**

My Page

Logout

Mr.

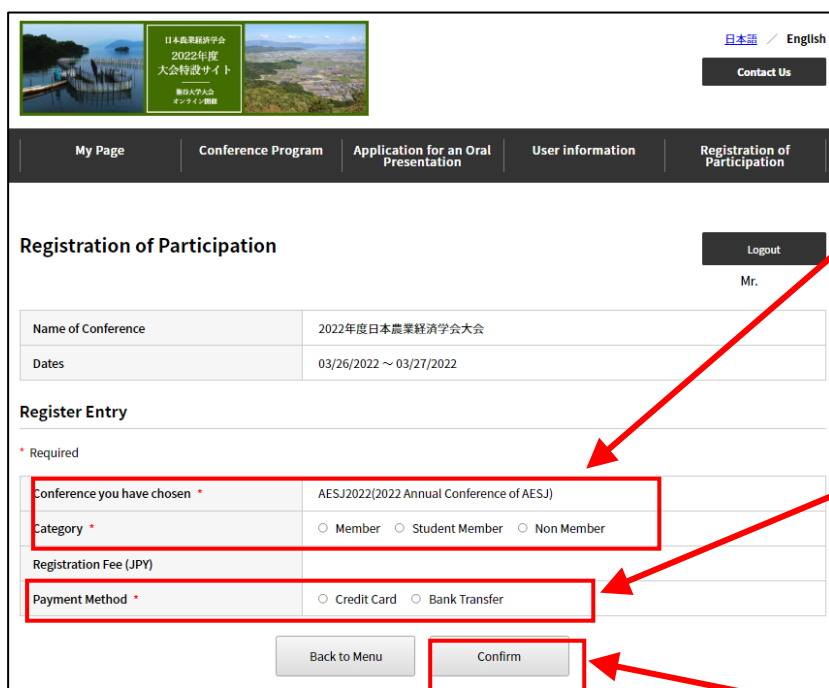
Welcome to The Agricultural Economics Society of Japan Annual Conference 2022. Please complete your Registration from "Registration of Participation" on the top menu.

The Agricultural Economics Society of Japan Annual Conference 2022

[2022年度日本農業経済学会大会](#)

Click "Registration of Participation."

(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**

Logout

Mr.

**Registration of Participation**

Name of Conference	2022年度日本農業経済学会大会
Dates	03/26/2022 ~ 03/27/2022

**Register Entry**

\* Required

Conference you have chosen *	AESJ2022(2022 Annual Conference of AESJ)
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

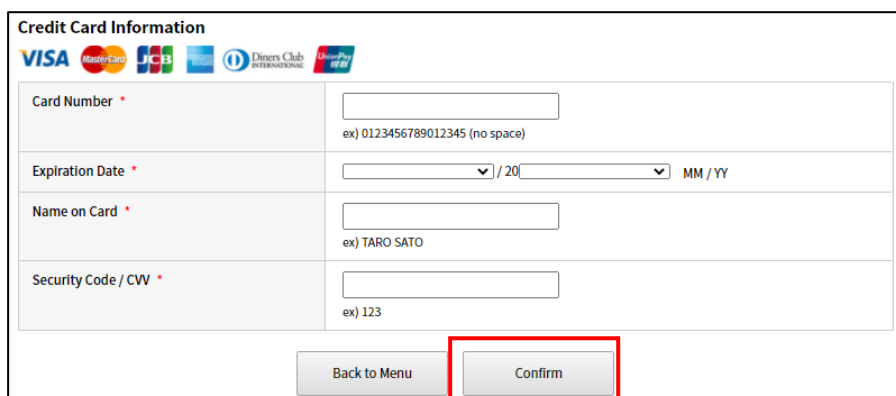
1) If you select from the radio button in "Membership", the amount of the registration fee will be displayed.

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

3) Press the "confirm" button.



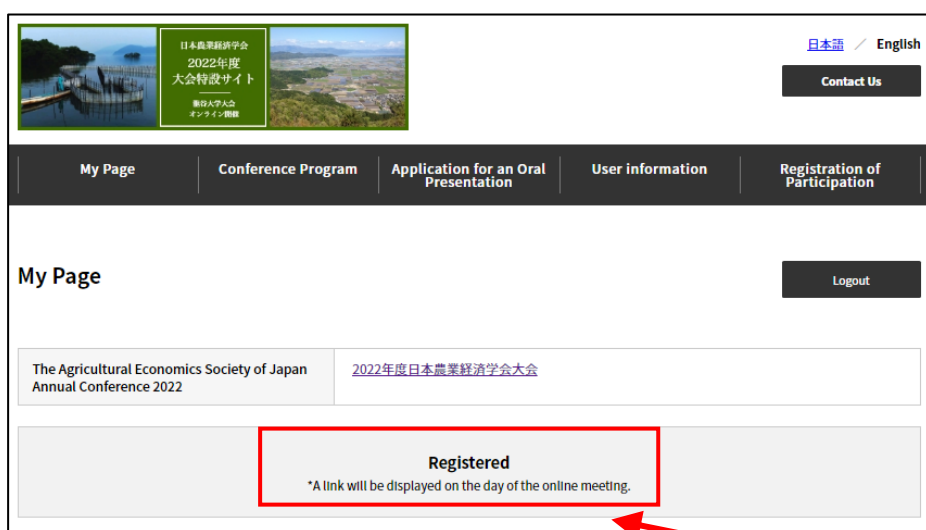
(3a) If you select "Credit card", the following screen will appear. Enter your card information and press the confirmation button.



The form is titled "Credit Card Information" and features logos for VISA, MasterCard, JCS, UnionPay, and Diners Club International. It contains four input fields: "Card Number" with an example "0123456789012345 (no space)", "Expiration Date" with a dropdown for the year and "MM / YY", "Name on Card" with an example "TARO SATO", and "Security Code / CVV" with an example "123". At the bottom, there are two buttons: "Back to Menu" and "Confirm", with the "Confirm" button highlighted by a red rectangle.

(4a) If you select "credit card", payment will be completed immediately. "Registered" is displayed on My Page.

(In March, when the conference is approaching, you will be able to access the "Conference Program" in the top menu.)



The screenshot shows the "My Page" section of a website. At the top, there are banners for the "2022年度 大会特設サイト" and "オンライン登録". A navigation bar includes links for "My Page", "Conference Program", "Application for an Oral Presentation", "User information", and "Registration of Participation". The "My Page" section has a "Logout" button. Below this, a box displays "The Agricultural Economics Society of Japan Annual Conference 2022" and a link to the "2022年度日本農業経済学会大会". A red rectangle highlights the word "Registered" with the note "\*A link will be displayed on the day of the online meeting.".

"Registered" is displayed.

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

Registration of Participation

Logout

Mr.

Name of Conference	2022年度日本農業経済学会大会
Dates	03/26/2022 ~ 03/27/2022

Register Confirm

Conference you have chosen	AESJ2022(2022 Annual Conference of AESJ)
Category	Member

Back Register

(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 2022.  
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 2022 年度大会  
Member type: Member  
Member classification: 000  
Holding date and time:  
2022/03/26~2022/03/27

◆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](mailto:office@aesjapan.sakura.ne.jp).

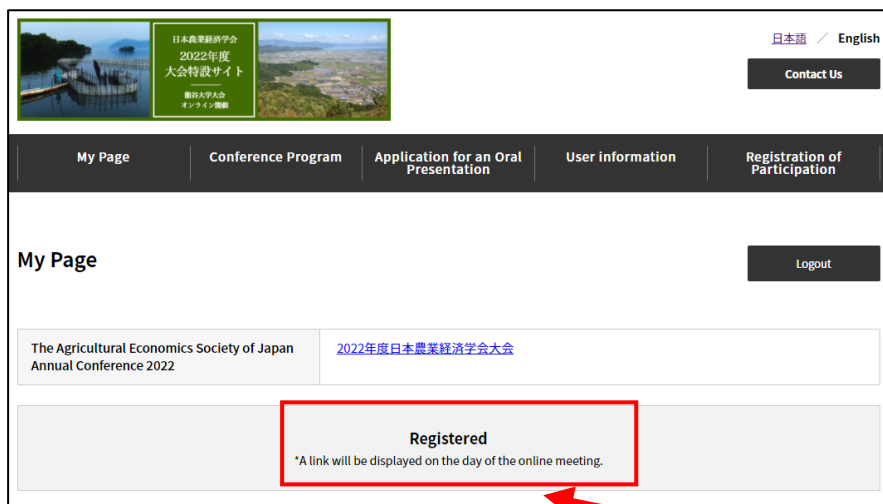
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The Agricultural Economics Society of Japan Annual Conference 2022  
〒104-0033 C/O Kyoritsu Co. Ltd., Shin-kyoritsu Building 2F, 2-22-4 Shinkawa, Chuo-ku, Tokyo  
E-mail : [office@aesjapan.sakura.ne.jp](mailto:office@aesjapan.sakura.ne.jp)  
<https://www.aesjapan.or.jp/>  
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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, "Registered" is displayed on My Page.

(In March, when the conference is approaching, you will be able to access the "Conference Program" in the top menu.)

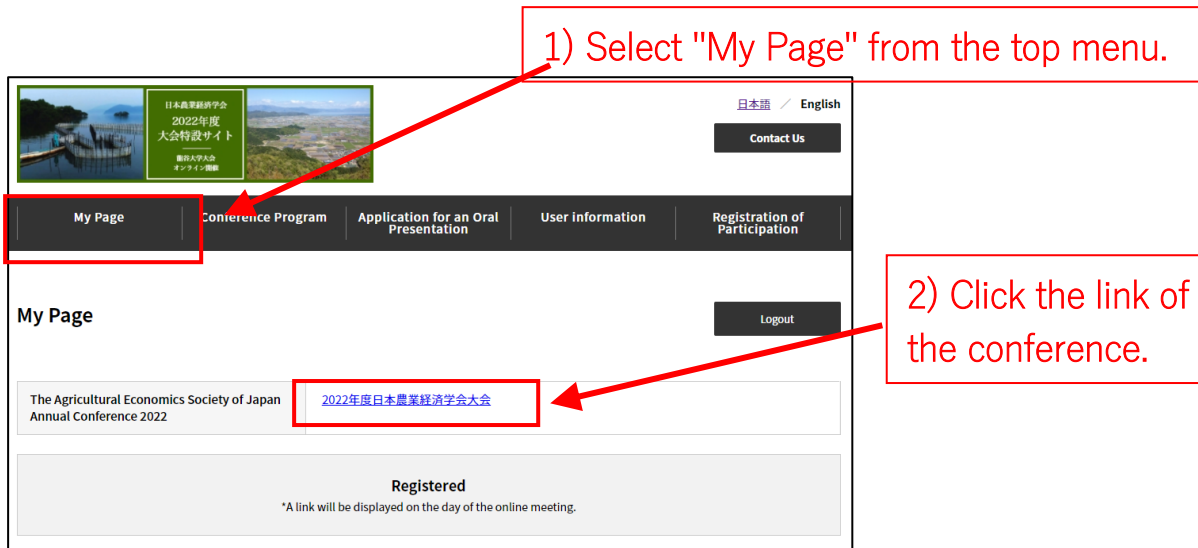


"Registered" is displayed.

## 5. Download of a receipt

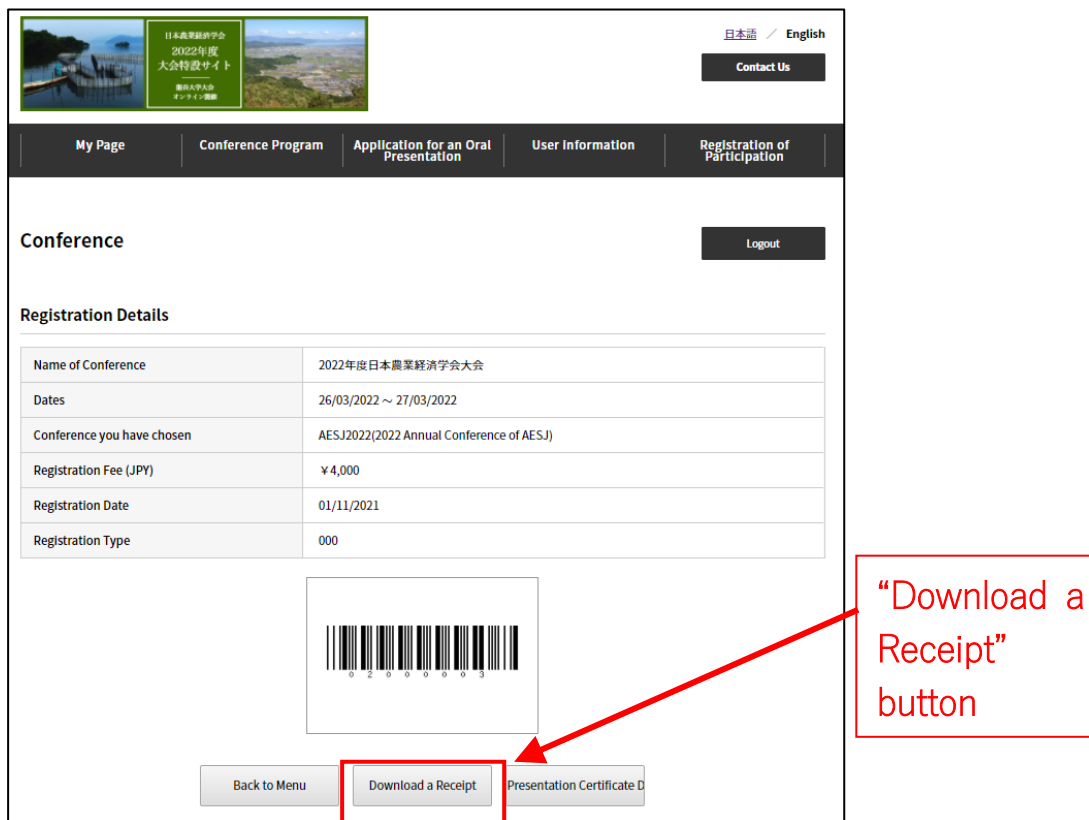
(1) To download a receipt, first click the link for this conference from "My Page".

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



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.



"Download a Receipt" button