Dear Members,

<div align="right">The Agricultural Economics Society of Japan</div>

A Step-by-Step Guide of Application for Oral Presentation at the AESJ Annual Meeting 2024

This is a guide for the application of oral presentation at the AESJ Annual Meeting 2024. (This guide is not for poster presentation.) The applicant (The first author) is required to check carefully this document as well as the instruction document for applicants.

Key points
- 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.
- E-mail address for submission: k_aesj2024@aesjapan.sakura.ne.jp
  (The AESJ secretariat's e-mail address would not accept the application.)
- Application period:
  Friday, December 1, 2023 to Friday, December 15, 2023 (17:00 Japan time)

Steps for application

1   [The documents for application] The applicant must prepare the three following documents.

   (a) **Application form for oral presentation** (Excel file. Please use the latest application form.)

   (b) **Abstract of the presentation** (1 page. Word file)

   (c) **Manuscript** (4-6 pages. PDF smaller than 5MB)

2   [The file names of the documents]

   The applicant of member 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

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

   (a) Application form for oral presentation: K_031(Name)_a

   (b) Abstract of the presentation: K_031(Name)_s

   (c) Manuscript: K_031(Name)_p

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

         Application form: K_0312223333(NOKEI Taro)_a

         Abstract: K_0312223333(NOKEI Taro)_s

         Manuscript: K_0312223333(NOKEI Taro)_a

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

    Application form: K_031(NOKEI Taro)_a

    Abstract: K_031(NOKEI Taro)_s

    Manuscript: K_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 style="text-align:center; color:red">k_aesj2024@aesjapan.sakura.ne.jp</p>

    3.2   Subject/title of e-mail for application

    Member：

        "Submission of Oral presentation (Membership ID, Name)"

    Non-member：

        "Submission of Oral presentation (031, Name)"

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

        Submission of Oral presentation (0312223333, NOKEI Taro)

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

        Submission of Oral presentation (031, NOKEI Taro)

    3.3   **Application period**: Application must be send using e-mail

        Friday, December 1, 2023 to Friday, December 15, 2023 (17:00 Japan time)

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 sent by December 22 (Friday), 2023. 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 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 presentation is available in the program of oral presentation. The applicant is required to check the program posted at the AESJ website (The program is scheduled to be available in the middle of February 2024).

[Notes]

1   Please refer the Instruction to Applicants for the Oral and Poster Presentations.

2   Presenters using projector for their presentations need to bring a laptop computer. Please prepare the computer having RGB (VGA) or HDMI output terminal, or an appropriate conversion adopter. There is a projector and connectors in the presentation room.

3   All presenters using the projector need to do a test-run on the equipment in the presentation room in advance to make sure there are no technical problems (i.e., by 9:00 for the morning session, and during lunchtime for the afternoon session). We do not extend the presentation time due to the connection failure. Just in case, we recommend that you bring a USB flash drive with the PDF file for your presentation. The secretariat does not receive your presentation file in advance.

4   The oral presentation at annual meeting 2024 will be held at Aobayama Commons (Aobayama Campus), Tohoku University on March 31, 2024.