

General Information for Participants

I. REGISTRATION

Registration Desk is open at the following hours:

Nov. 9 (Wed.)	16:30-21:00
Nov. 10 (Thurs.)	7:00-17:00
Nov. 11 (Fri.)	7:00-17:00
Nov. 12 (Sat.)	7:00-16:00

Location:

Nov. 9 (Wed.): 5th Floor of Keio Plaza Hotel.

Nov. 10 (Thurs.) - 12 (Sat.): 4th Floor of Keio Plaza Hotel.

Please visit the Registration Desk and receive your congress kit.

Onsite Registration Fee is as follows:

IASGO Member:	75,000 JPY
IASGO non-member:	85,000 JPY
Student:	10,000 JPY
Accompanying Person:	10,000 JPY
1-Day Ticket: (Nov. 10.11.12)	20,000 JPY
2-Day Ticket: (Nov. 10.11.12)	30,000 JPY
Gala Dinner (Nov. 11):	10,000 JPY (first-come-first-served basis)

Registration Desk can accept only Japanese YEN for any payment.

Cash as well as credit cards (VISA or MasterCard) are accepted.

Currency exchange services are available at the Reception Desk of Keio Plaza Hotel (available only for the guest of the hotel). Also there are many major banks around the venue to deal with currency exchange.

ITEMS INCLUDED IN THE REGISTRATION FEE

	Standard (member/non-member)	Student	Accompanying Person	1-Day/2-Day tickets (Nov. 10.11.12)
Session	○	○		○ (limited days)
Lunch	○	○		○ (limited days)
Exhibition	○	○	○	○
Congress Bag	○	○		
Opening Ceremony	○	○	○	—
Welcome Reception	○	○	○	—
Shinjuku Night	○	○	○	○
Program/Abstract Book	○	○		○

IASGO 2011 in Tokyo

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II. SOCIAL EVENTS

Opening Ceremony

Date: Nov. 9 (Wed.), 2011
Time: 18:00-18:30
Venue: 5F, Concord E

Opening Lecture

Date: Nov. 9 (Wed.), 2011
Time: 18:30-19:30
Venue: 5F, Concord E
Speaker: Professor Junichiro Kawaguchi
Space Systems Engineering, Institute of Space and Astronautical Science (ISAS),
Japan Aerospace Exploration Agency (JAXA), Japan

Welcome Reception

Date: Nov. 9 (Wed), 2011
Time: 19:30-21:30
Venue: 4F, Eminence Hall
Attraction: **"SAMURAI"** (Kengishu KAMUI)

Shinjuku Night

Date: Nov. 10 (Thu), 2011
Time: 18:30-21:00
Venue: 4F, Hall 2 and 3 (Hana A, B)
Event: **"Silent Comedy"** (GAMARJOBAT)

Gala Dinner (Tokyo Night)

Performance

[Kyogen] (Traditional Japanese Comic Play)

Date: Nov. 11 (Fri.), 2011
Time: 18:00 - 18:30
Venue: 4F [Eminence Hall]

Dinner

Date: Nov. 11 (Fri.), 2011
Time: 19:00 - 21:00
Venue: 5F [Concord D]

*Admission Ticket:

10,000 JPY/person

First-come-first-served basis

Ticket available at the Registration Desk

Attraction: **"Hanagasa Dance"**

Closing Ceremony: Awarding Ceremony

Date: Nov. 12 (Sat), 2011
Time: 16:25-
Venue: 4F, Hana B

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III. EXHIBITION OPENING HOURS

Exhibition is held at Concord E Room (5th floor of Keio Plaza Hotel)

Nov. 10 (Thurs.)	10:00-17:30
Nov. 11 (Fri.)	8:00-17:30
Nov. 12 (Sat.)	8:00-14:00

IV. MEETING POLICIES

- Photographing and audio recordings without permission are prohibited.
- Please set your cell phones into silent mode or turn off during the sessions.
- Eating and drinking during the sessions are prohibited. (Luncheon seminars are excluded.)

V. VENUE INFORMATION

Business Center

Computers and photocopiers are available at the Business Center on the 3rd floor.

Opening Hours: 8:00-22:00

Internet

Internet Corner (wired LAN) is located in the Exhibition Hall "Concord E". Wireless Internet Service is also available at the foyer on the 4th and 5th floor.

Travel Desk

Brochures for sightseeing Tokyo, etc. will be available in front of the registration desk.

Message Board

Message board is located beside the registration desk. Please make sure to remove the message by yourself.

Lost and Found

Please visit the Registration Desk for lost and found.

IASGO Head Office

IASGO Head Office is located at the room "Azalea" on the 5th floor.

IASGO 2011 Office

IASGO 2011 Office is located at the room "Kaede" on the 4th floor.