

FINAL CIRCULAR

Kobe International School of Planetary Science 2007 “THE ORIGIN AND EVOLUTION OF PLANETARY MATERIALS”

July 16-20, 2007

http://www.org.kobe-u.ac.jp/21coeps/SCHOOL/2007/2007_ischool.html

Location: Maiko Villa Kobe, Hyogo, Japan

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[A. Meals]

Participants are responsible for purchasing their own meals except breakfast and dinner at reception and banquet. Several restaurants are within easy reach of the venue. You can receive breakfast vouchers when you check in the hotel. Buffet style breakfast is available at the restaurant "St. Tropez" on the 1st floor of the main building of Maiko Villa.

[B. Hotel check-in & check-out]

The LOC members will be available only in the period of July 16-20 at the Maiko Villa hotel. Most of overseas participants may check in before July 16. Please go to the reception desk of Maiko Villa. You can get the room key and breakfast vouchers at the reception desk. As for domestic participants, the LOC will directly give you the room key of your room at the registration desk of the school. Payment of the room charge will be required when you check out the hotel. Credit cards will be accepted. Check-in and check-out time are after 15:00 and before 11:00, respectively.

[C. Registration]

The registration desk of the school will be opened adjacent to the reception desk of Maiko Villa during 11:30-13:45 on July 16. After the registration time, the LOC will accept your registration at the lecture room as needed. PLEASE GIVE THE FOLLOWING ITEMS TO THE SCHOOL RECEPTIONISTS:

- *Registration fee (15,000 JPY, please Japanese Yen/cash only.)
- *Stubs of your air tickets for Kobe.
- *Original hard copy of the receipt of your tickets (If you purchased your air tickets via the Internet, please take the printed receipt).
- *Copy of return air tickets (if available).

You will receive your name card, textbook of the school, etc. at the registration desk. The recipient of financial support can also receive the support (cash of Japanese Yen) there IN EXCHANGE FOR THE ABOVE ITEMS.

[D. Banquet]

All the school participants should attend the banquet (Banquet fee is included in the registration fee). If you don't want to participate the banquet, please let us know as soon as possible.

[E. Poster presentation]

Poster session will be held at the lobby in front of the lecture room "Goshiki" at the annex of Maiko Villa from 14:00 to 17:00 on Tuesday, July 17. Posters will be displayed on panels that are 900 mm [width] x 2100 mm [height]. Posters must be designed to be attached to the panel with thumbtacks. The best posters will be chosen by the lecturers and awarded during the school.

Please put up your poster on a panel during the lunchtime on July 17. A list of poster abstracts has been updated on the school web site. If you find any errors in the title and abstract of your presentation on the school web site, please let us know.

[F. Internet connections]

High-speed Internet service is not available at guest rooms. But wireless connection is available at the hotel lobby nearby the reception desk on the 1st floor of the main building all day. Please ask the password for the wireless network at the reception desk of the hotel.

[G. Currency exchange]

US dollar and Euro can be exchanged to Japanese yen at the reception desk of the hotel. The cost will be higher than at banks. There is no bank near the school venue. Therefore, you are strongly recommended to exchange money at banks at airports or downtown of Kobe (Sannomiya) before coming to the school venue.