

MMIJ & EARTH 2017, Sapporo (Registration Guideline)

Important reminders!

Early bird and advanced registrations are only completed after the payment.

Registration period:

- ✧ **Early bird:** May 17, 2017 – August 9, 2017
(Payment should be completed before 5 pm Japan time)
Note: Closing is automatic!
- ✧ **Advanced:** August 10, 2017 – September 11, 2017
(Payment should be completed before 5 pm Japan time)
Note: Closing is automatic!
- ✧ **On-site:** September 26-29, 2017
(If you cannot register online successfully, you can register on-site on the days of the conference)

Registration and payment procedures:

1. Create an account on the website (<https://confit.atlas.jp/guide/event/mmij2017b/top>) by clicking on “account registration”.
Note: this account can be used to register for conference attendance and presentation.
2. Log-in using the account you have created. After entering, you will see four segments: conference attendance, banquet, field trip (*) and group parties/welcome party of EARTH 2017 (**).
3. Write the date of payment in the comment box.
4. Select payment method. Multiple payment using one conference account is available (***)
 - ① Bank transfer/postal money transfer (“Yuubin Furikae”) (only in Japan)
 - ② Via convenience store (only in Japan)
 - ③ Credit card

***Field trip registration:**

(May 17-31, 2017 before 5 pm Japan time)

Only by email and on a first come, first serve basis because of limited seats. Late registrations will not be accepted.

1. Email to info@mmij.or.jp the following:
Course name, your name, your affiliation and contact number on the day of the field trip.
2. Wait for the confirmation email from MMIJ.

3. After receiving your confirmation email, log-in to your account and select your field trip course on the field trip segment.
4. Finish your field trip registration by paying the fee until August 9, 2017 (5 pm Japan time).

Note: If payment was not made, your booking will be automatically cancelled.

****Welcome party of EARTH 2017 and MMIJ Group Parties:**

- Group 1: MMIJ Materials Processing group
- Group 2: Welcome party of EARTH 2017 and MMIJ Environment and Recycling group
- Group 3: MMIJ Earth and Resources group: Engineering cafeteria, Hokkaido University

Registration:

Group 1 and 3: Send an email to the person-in-charge and pay on site.

Group 2: Online registration and payment (September 11, 2017).

Payment should be completed before 5 pm Japan time.

Note: Closing is automatic!

1. Normal participants: JPY5,000
2. Student: JPY4,000

Please go to the venue by yourself and go early because it takes more than 40 minutes by subway. Instructions on how to go the venue are provided in the website and during conference.

*****Multiple payment procedure using one conference account**

1. Create one conference account. If you already have one, log-in to your account.
2. Select the number of attendees in the registration segment.
3. In the comment box, write the name, affiliation, email address of all the members (max: 10 people).
4. Select payment method and pay.
5. If you need payment invoice, please email info@mmij.or.jp.

Payment methods:

By credit card payment: Go to the credit card payment page and input the required information.

By convenience store payment (only in Japan): after finishing your registration, go to the “convenience store payment” page and wait for the email containing the receipt number and pay in the convenience store.

By Bank transfer payments (only in Japan): After finishing your registration using this system, please go to the bank and transfer the payment to the following account and sent an email to info@mmij.or.jp indicating your name, bank account name, conference account name, date and the bank transfer transaction number.

MMIJ account information

Bank name: Sumitomo Mitsui Banking Corporation

Branch name: Ginza

Account type: Savings

Account number: 7 1 7 6 7 9 7

Account name: (イツパンシヤダンホウジンシゲンソザイガツカイ)

Note 1: Registration of “conference attendance” and “presentation” must be done separately.

Note 2: If payment is not made before the closing time indicated above, registration information will be automatically deleted.

Note 3: For early bird and advanced registrations, registration certificates and passwords to access the proceedings will be sent by email before the conference dates. The registration certificates are numbered, so please bring them on-site to receive your book of abstracts with program. Proceedings are only accessible until October 26, 2017, so make sure to download it before this date. Note that the proceedings are grouped per session and must be downloaded separately.

Note 4: Cancellation of completed registration but before payment can be done online until 5 pm Japan time on September 11, 2017. For completed registration and payment, please email to MMIJ office (info@mmij.or.jp) until 5 pm Japan time on September 11, 2017 for cancellation. Payments will be reimbursed minus the service fees. If cancellation was made after September 11, 2017 (5 pm Japan time), payments will not be reimbursed.

Note 5: Official receipts are available in the registration booths on-site.