

筑波大学  
*University of Tsukuba*

## THE SECOND AND FINAL CIRCULAR



## Ag-ESD SYMPOSIUM 2013

UNESCO-APEID 2013 INTERNATIONAL SYMPOSIUM ON  
AGRICULTURAL EDUCATION FOR SUSTAINABLE DEVELOPMENT

November 25 (Mon.) –November 29 (Fri.), 2013

AGRICULTURAL AND FORESTRY RESEARCH CENTER  
UNIVERSITY OF TSUKUBA  
JAPAN

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### 2013 INTERNATIONAL SYMPOSIUM ON AGRICULTURAL EDUCATION FOR SUSTAINABLE DEVELOPMENT (Ag-ESD Symposium 2013)

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UNIVERSITY OF TSUKUBA

As an appendix to the first circular, this Second Circular offers you the final information about the following items:

1. Outline of the theme and objective
2. Preparations
3. Travel to Japan
4. Schedule
5. Advice on visa and insurance
6. Travel Agent
7. Correspondence

**N.B. Please sign the attached reporter's agreement (p. 8) and return immediately by fax.**

#### 1. Outline of the theme and objective of the symposium:

We look forward to your participation in the 2013 International Symposium on Agricultural Education for Sustainable Development (Ag-ESD Symposium) from November 25th to November 29th at the University of Tsukuba, Tsukuba, Japan. The Agricultural and Forestry Research Center, University of Tsukuba (AFRC-UT) as an Associated Centre of Asia and the Pacific Program of Educational Innovative Development (APEID) is sponsoring this symposium as the fifth annual symposium for the APEID 8<sup>th</sup> Program Cycle (2008-2013). In the sixth year of the APEID 8<sup>th</sup> program cycle, we will focus on issues in Environmental impacts and education in agricultural ESD. The aim of Ag-ESD (Agricultural Education for Sustainable Development) is to promote reform and improve agricultural higher education, especially considering environmental problems from an international viewpoint. Expert keynote and guest speakers will be invited from UNESCO and several universities from Asian and African countries. This event is an ideal platform for participants to discuss and gain insights into

the challenges of education for sustainable development in agriculture, and develop networks with educators at different levels of expertise.

## 2. Preparations:

### 1) Oral Presentation

During the symposium, the presenters will have no more than 30 (invited speakers) or 20 (young researchers) minutes for their oral presentation and 10 minutes for discussion.

### 2) Summary of Presentation

Presenters are requested to send a **Summary** of their presentation (**do not exceed 1 page**) as a computer file by e-mail or fax to the **Organizers of the Ag-ESD Symposium (see p. 5)** by **September 1, 2013**. The summary should be prepared in the format of the attached file (example also attached) and not exceed one page. Please submit as a word file not a pdf file so we change the format for the program if necessary.

### 3) Equipment available for the presentation

- (1) Laptop computer (Windows) with Microsoft Office
- (2) Liquid Crystal Display Projector (Computer projector)
- (3) OHP or 35 mm slide projectors can be provided if requested

### 4) Full Review Paper

The **Full Review Paper** should similarly be sent to the organizers by **September 15, 2013**.

The paper should follow the format outlined in the “**Instructions to Authors**” for the *Journal of Developments in Sustainable Agriculture* that was sent with the 1<sup>st</sup> Circular. (Note the **Abstract** for the paper should be no more than 500 words in length). If you have questions about manuscript format please contact the editorial board of the journal at [jdsa@nourin.tsukuba.ac.jp](mailto:jdsa@nourin.tsukuba.ac.jp).

As for the computer file of your article, any commonly used word processor format is fine (preferably **Microsoft Word**). Please do not send as a pdf. In order to assure a uniform layout, we request you use a Times New Roman font size of 12. Figures, charts and graphs should be saved separately as power point TIFF, EPS or other similar formats. **Do not use word files for figures**. The file for each figure should be separate and named as to make clear which figure it is e.g. figs.ppt, fig1.tiff, fig2.eps, etc. However, if powerpoint format is used, all figures can be included in one file with each figure on a separate slide. Tables should also be saved as separate files. **Word files can be used for tables**.

### 3. Travel to Japan:

#### (1) Air Ticket

You will be provided with an economy class round-trip air ticket from the international airport nearest your home to Narita International Airport. The expenses for accommodations, meals and travel during the symposium will also be covered.

An air ticket will be sent to you through our travel agent (see p. 4) before your departure. This agent will also book your return flight. You must inform us well in advance of your desired arrival and departure dates.

#### (2) Cancellations

**All cancellations and changes in accommodations and travel expenses including cancellation charges will be the liability of the attending persons. In the event that you make any changes or cancel your flight after your reservation is ticketed you will have to pay all cancellation charges.**

#### (3) Arrival

You will arrive at Narita International Airport on or before November 25 (Mon.). Accommodations for participants arriving on November 24 will be reserved at the ANA Crowne Plaza Hotel Narita. It will take approximately 15 minutes from the airport to the hotel by hotel bus (see p. 5-6). To pay for your meals that are not otherwise prearranged a fixed daily allowance in Japanese yen will be given to you after you arrive at the University. However, you will have to obtain some Japanese yen to pay for your meals during your stay at Narita because we will give you your allowance the day after your arrival. Breakfast on Monday morning is included in the hotel fee and will be paid in advance by the Agricultural and Forestry Research Center.

At 10:00 a.m. on November 25 (Mon.), a staff member from the University of Tsukuba (UT) will meet you at the hotel lobby (ground floor) and escort you to the university. You will stay at the UT guesthouse from November 25 to November 29.

### 4. Schedule:

November 24 (Sun.) Arrival at Narita International Airport

\* One night stay at the ANA Crowne Plaza Hotel Narita

25 (Mon.) Move to University of Tsukuba by bus

Registration

Opening Ceremony

Keynote Addresses

Address

## Welcome Party

- 26 (Tues.) Invited Lectures  
Discussion with Students
- 27 (Wed.) Invited Lectures  
Poster Viewing  
Visit Agricultural and Forestry Research Center
- 28 (Thu.) Poster Presentations  
Invited Lectures  
Awards Ceremony for the Best Poster Presentation
- 29 (Fri.) Young Researcher's Forum  
Closing Ceremony  
Farewell Party
- 30 (Sat.) Departure from Japan

### 5. Advice on visa and insurance:

All visitors entering Japan must have a valid passport, and if your country does not have a reciprocal visa exemption arrangement with Japan, you must also obtain a visa from the Japanese embassy or consulate in your country. An official Letter of Invitation and documents necessary to obtain a visa will be sent separately.

You are advised to obtain appropriate travel insurance for yourself. No responsibility for insurance or any other expenses incurred for you on account of illness, injury, temporary or permanent disability, death and damage to a third party will be assumed by the symposium organizer.

### 6. Travel Agent:

#### **IACE Travel Co. Ltd**

##### **Att. : Mr. Akira Matsumura**

4-1-9 Kasuga, Tsukuba Yaguchi Building 3F,

Tsukuba, Ibaraki, 305-0821, JAPAN

Telephone: +81-29-852-6669

Facsimile: +81-29-852-5776

E-mail: [matsumura@iace.co.jp](mailto:matsumura@iace.co.jp), or [tsukuba@iace.co.jp](mailto:tsukuba@iace.co.jp)

URL: <http://www.iace.co.jp>

7. Correspondence:

All correspondence should be addressed to  
Organizing Committee of Ag-ESD Symposium 2013  
Agricultural and Forestry Research Center  
University of Tsukuba  
1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8577, JAPAN

**E-mail:** [agesd@nourin.tsukuba.ac.jp](mailto:agesd@nourin.tsukuba.ac.jp)

Telephone: +81-29-853-2543, 2755

**Facsimile:** +81-29-853-6205

Website: <http://www.nourin.tsukuba.ac.jp/~agesd/>

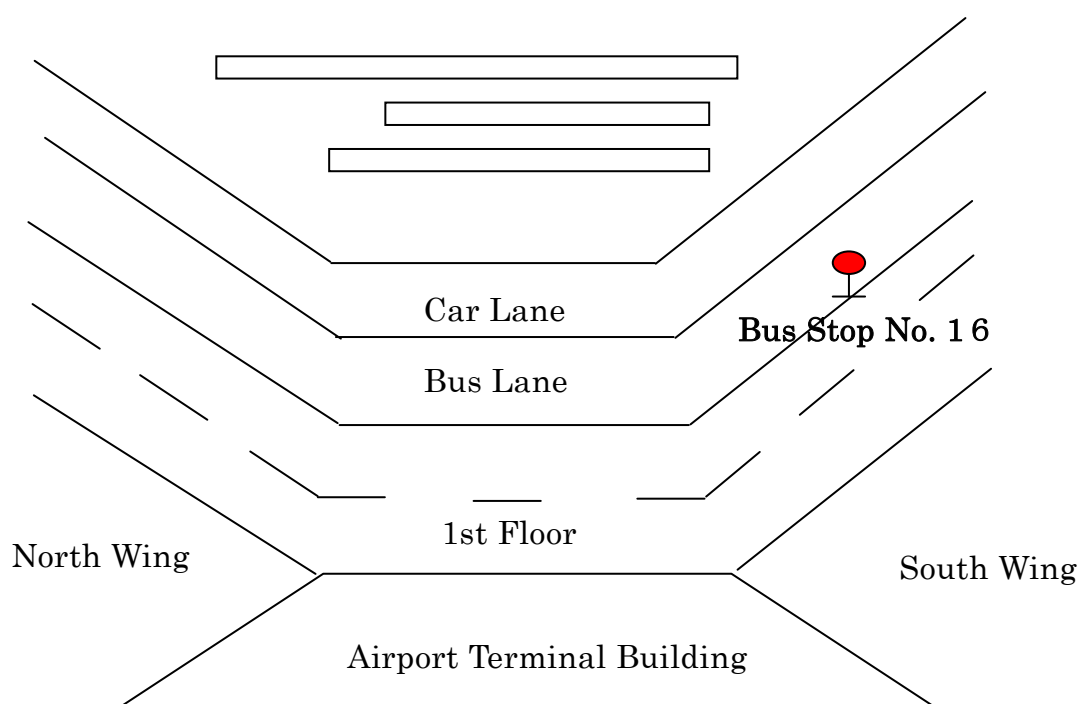
We are looking forward to seeing you at the ANA Crowne  
Plaza Hotel Narita lobby at 10 a.m. on November 25.

Complimentary Hotel Shuttle Bus Service (free of charge)

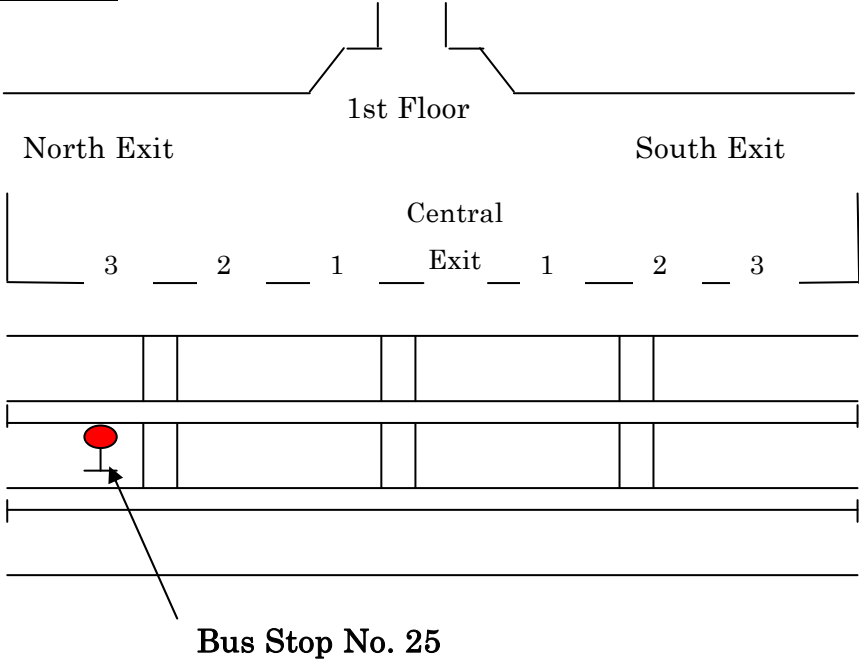
**SCHEDULE OF SHUTTLE BUS FROM NARITA AIRPORT  
TO ANA CROWNE PLAZA HOTEL NARITA**

	From Terminal 1	From Terminal 2
	Pick-up at Bus Stop No. 16	Pick-up at Bus Stop No. 25
7	45	
8	10, 45	20, 55
9	05, 25	15, 35
10	40	50
11	40	50
12	40	50
13	40	50
14	40	50
15	40	50
16	10, 40	20, 50
17	05, 35	15, 45
18	05, 35	15, 45
19	05, 35	15, 45
20	05, 35	15, 45
21	05, 35	15, 45
22	05, 55	15
23		05

**Terminal 1**



**Terminal 2**



**ANA Crowne Plaza Hotel Narita**

68 Horinouchi, Narita-shi, Chiba, 286-0107, Japan  
Phone: +81-476-33-1311      Facsimile: +81-476-33-0244  
<http://www.anacrowneplaza-narita.jp/english/index.html>



## PRESENTER'S AGREEMENT

**I received the 2nd circular of the Ag-ESD Symposium 2013 and agree to attend the meeting.**

N.B.

It is extremely important to return the signed Presenter's Agreement by Fax or E-mail to the Organizing Committee by July 12, 2013:

Please complete and return to us by facsimile to indicate that you understand and agree with the 2nd circular.

Name: \_\_\_\_\_ Country: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send to: Agricultural and Forestry Research Center, the University of Tsukuba  
Facsimile No. +81-29-853-6205**