THE SECOND AND FINAL CIRCULAR

# Ag-ESD SYMPOSIUM 2015

UNESCO-APEID 2015 INTERNATIONAL SYMPOSIUM ON
AGRICULTURAL EDUCATION FOR SUSTAINABLE DEVELOPMENT

November 16 (Mon.) –November 20 (Fri.), 2015

AGRICULTURAL AND FORESTRY RESEARCH CENTER
UNIVERSITY OF TSUKUBA
JAPAN

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# 2015 INTERNATIONAL SYMPOSIUM ON AGRICULTURAL EDUCATION FOR SUSTAINABLE DEVELOPMENT (Ag-ESD Symposium 2015)

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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 presenter's agreement (p. 6) and return immediately by E-mail.**

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

We look forward to your participation in the 2015 International Symposium on Agricultural Education for Sustainable Development (Ag-ESD Symposium) from November 16th to November 20th 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 second annual symposium for the APEID 9$^{th}$ Program Cycle (2014-2020). In the first year of the APEID 9$^{th}$ 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, 2015.** 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 7) with Microsoft Office 2010, 2013

(2) Liquid Crystal Display Projector (Computer projector)

4) Full Review Paper

The **Full Review Paper** should similarly be sent to the organizers by **September 15, 2015**.

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 1st 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.

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 power point 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**.

5) Video recording of the presentation

We believe the oral presentations by invited speakers are excellent teaching materials. We, therefore, seek permission from invited speakers of Ag-ESD Symposium 2015 to video record your presentation so that we can share and use them as in class e-learning materials. We appreciate you sign the presenter's agreement at the end of this 2nd Circular.

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 16 (Mon.). Accommodations for participants arriving on November 15 will be reserved at the Hotel Nikko 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 16 (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 16 to November 20.

4. *Schedule:*

November 15 (Sun.) Arrival at Narita International Airport
＊ One night stay at the Hotel Nikko Narita

16 (Mon.) Move to University of Tsukuba by bus
Registration
Opening Ceremony
Keynote Addresses
Welcome Party

17 (Tue.) Address
Invited Lectures
Discussion with Students

18 (Wed.) Invited Lectures
Poster Viewing
Excursion

19 (Thu.) Poster Presentations
University of Tsukuba Senior High School
at Sakado Presentations
Awards Ceremony for the Best Poster Presentations

20 (Fri.) Young Researcher's Forum
Closing Ceremony
Farewell Party

21 (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:*

**Tabbit Co., Ltd. Tsukuba Branch**

**Att. : Mr. Kazuhiko Nagaosa**

Palace Happiness 108
1-18-5 Sengen, Tsukuba, Ibaraki, 305-0047, JAPAN
Telephone: +81-29-869-6655
Facsimile: +81-29-869-8281
E-mail: nagaosa@tabbit.co.jp, or tsukuba@tabbit.co.jp
URL: http://tabbit.co.jp/wp_tabbit/

*7. Correspondence:*

All correspondence should be addressed to
Organizing Committee of Ag-ESD Symposium 2015
Agricultural and Forestry Research Center
University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8577, JAPAN

**E-mail: 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 Hotel Nikko Narita lobby at 10 a.m. on November 16.

# PRESENTER'S AGREEMENT

**I received the 2nd circular of the Ag-ESD Symposium 2015 and agree to attend, deliver a presentation and submit a full paper.**

**I also agree to video recording of my presentation at Ag-ESD Symposium 2015 to be used as in class e-learning materials.**

N.B.
It is extremely important to return the signed Presenter's Agreement by E-mail to the Organizing Committee by August 21, 2015:

Please complete, sign, scan and return this form to us by E-mail 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**
**E-mail: agesd@nourin.tsukuba.ac.jp**

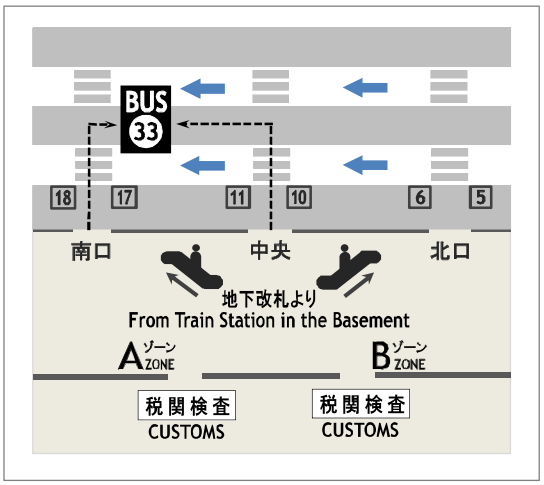
ホテル日航成田

# 無料送迎バスのご案内

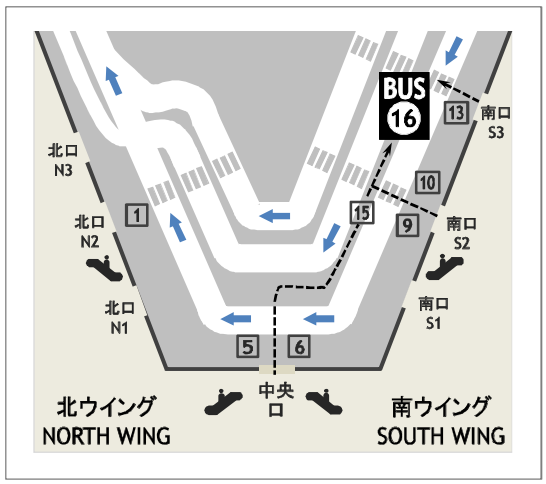
hotel nikko narita

# Free Shuttle Information

### 成田空港第2ターミナル 1階33番バス停
*Narita Airport Terminal 2 Bus Stop NO.33, 1F*




### 成田空港第1ターミナル 1階16番バス停
*Narita Airport Terminal 1 Bus Stop No.16, 1F*




**成田空港からホテルへ** *Narita Airport to Hotel*

第2ターミナル 発 *Dep. Terminl 2* → 約5分 *About 5 mins* → 第1ターミナル 経由 *Via Terminal 1* → 約10分 *About 10 mins* → ホテル 着 *Arr. Hotel*

**ホテルから成田空港へ** *Hotel to Narita Airport*

ホテル 発 *Dep. Hotel* → 約10分 *About 10 mins* → 第2ターミナル 経由 *Via Terminl 2* → 約5分 *About 5 mins* → 第1ターミナル 着 *Arr. Terminal 1*

### 成田空港からホテルへ
*From Narita Airport to Hotel*

| TIME | 第2ターミナル 発 Dep. Terminal 2 | 第1ターミナル 発 Dep. Terminal 1 |
|---|---|---|
| 6 | - | - |
| 7 | 30 | 35 |
| 8 | 10 | 15 |
| 9 | 00 30 | 05 35 |
| 10 | 10 50 | 15 55 |
| 11 | 30 | 35 |
| 12 | 10 | 15 |
| 13 | 30 50 | 35 55 |
| 14 | 10 30 50 | 15 35 55 |
| 15 | 10 30 50 | 15 35 55 |
| 16 | 10 30 50 | 15 35 55 |
| 17 | 15 35 55 | 20 40 |
| 18 | 15 35 55 | 00 20 40 |
| 19 | 15 35 55 | 00 20 40 |
| 20 | 15 35 55 | 00 20 40 |
| 21 | 15 35 55 | 00 20 40 |
| 22 | 35 | 00 40 |
| 23 | 15 50 | 20 55 |
| 24 | 25 | 30 |

### ホテルから成田空港へ
*From Hotel to Narita Airport*

| TIME | ホテル日航成田 発 Dep. Hotel Nikko Narita |
|---|---|
| 4 | 40※1 |
| 5 | 05※2 45 |
| 6 | 05 25 45 |
| 7 | 05 25 45 |
| 8 | 05 25 45 |
| 9 | 05 25 45 |
| 10 | 05 25 45 |
| 11 | 25 45 |
| 12 | 25 45 |
| 13 | 05 45 |
| 14 | 25 |
| 15 | 05 45 |
| 16 | 25 |
| ※17 | 00 20 40 |
| ※18 | 00 20 40 |
| ※19 | 00 20 40 |
| ※20 | 00 20 40 |
| ※21 | 00 40 |
| ※22 | 20 |

※1. ホテル4：40発のバスは第3ターミナル→第2ターミナルまでの運行です。（第1ターミナルには停車いたしません。）
※2. ホテル5：05発のバスは第3ターミナル→第2ターミナル→第1ターミナルの到着階1階へ向かいます。（出発階には停車致しません。）
※ ホテル発 17：00以降のバスは第2ターミナルナル→第1ターミナルの到着階1階へ向かいます。（出発階には停車致しません。）

※1. *The bus leaves at 4:40 from the hotel stops at Terminal 3, then arrives at Terminal 2. (It will not stop at Terminal 1.)*
※2. *The bus leaves at 5:05 from the hotel stops at Terminal 3, then arrives at Terminal 2 and Terminal 1 on the 1st floor.*
※ *The bus leaves after 17:00 from the hotel arrives at Terminal 2 and Terminal 1 both on the 1st floor.*


ホテル日航成田
〒286-0106 千葉県成田市取香500
TEL. 0476-32-0032 FAX. 0476-32-3993

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*500 Tokko, Narita-shi, Chiba 286-0106*
*TEL. +81-476-32-0032 FAX. +81-476-32-3993*