

# Registration Guidelines of Papers for the International Symposium on City Planning

International Affairs Committee, The City Planning Institute of Japan

## 1. Application Sheet Form

Download the formatted Application Sheet from The City Planning Institute of Japan (hereinafter "CPIJ") website and fill it out as required in the "Notes" below. No handwriting is accepted.

## 2. Registration and Deadline

Send a completed Application Sheet to CPIJ via e-mail **no later than February 15, 2010 (Monday)**. If any of the required information is not provided, the registration fee is not paid, or registrations do not conform to the Application Rules of Papers, Application Guidelines of Papers, and Registration Guidelines of Papers, papers may not be accepted. After registration, no amendments on the Application Sheet will be accepted.

## 3. Registration Fee

The registration fee of ¥5,000 should be transferred to the account below **by February 15, 2010 (Monday)**:

**Name of Bank: The Bank of Tokyo-Mitsubishi UFJ, Ltd., KOJIMACHI Chuo Branch**

**Branch No.: 015 (4-1 Kojimachi, Chiyoda-ku, Tokyo)**

**Account No.: 0096589**

**Account Holder: The City Planning Institute of Japan**

The following Postal Transfer Account is also available, but please use it only when a bank is not accessible.

**Account No.: 00110-4-151509 TOKYO**

## 4. Submission and Contact

The City Planning Institute of Japan, International Symposium Papers Office

West Bldg. 6F, 1-10-1 Chiyoda-ku, Tokyo, Japan 102-0082

Tel.: +81-3-3261-5407, Fax: +81-3-3261-1874

E-mail: [sympo09@cpj.or.jp](mailto:sympo09@cpj.or.jp), URL: <http://www.soc.nii.ac.jp/cpij/>

### <Notes>

(1) Paper's Title: Write in English.

(2) Keywords: Give 3 to 6 words in English.

(3) Field of Adjudication: Referring to Article 8 of the Application Rules of Papers, choose the appropriate field and fill in its number.

(4) Abstract: About 300 words in English. No attachment of figures or tables is allowed.

(5) Membership ID(s), Name(s) of Author(s), and Affiliation(s): Membership ID(s)<sup>note1</sup>, name(s) of author(s), and affiliation(s) should be filled out in English. The primary author should be listed first and the designated presenter's name should be preceded by an asterisk (\*). The primary

author and the designated presenter need not be the same person, but neither will be allowed to be the first author nor the presenter of any other papers (see Article 2 of the Application Guidelines of Papers). The author's affiliation should include the academic department of the university or college or the department of the company or other organization.

Note 1: Those who are nonmembers at the time of registration can leave the space blank. See Article 2 of the Application Guidelines of Papers.

(6) Contact Author and Contact Address: Designate the contact author among the author(s). Fill out the contact information (postal address, telephone number, e-mail address).

If the contact address is in Japan, please write it in Japanese.