

To All Conference Participants

— Registration and On-site Reception Procedures —

- Registration for the conference will be **accepted only through the Conference Website**.
 - The participation fee must be paid by **credit card**. (~~Postal transfer is also available until 17:00 on Friday, February 21. Closed~~) Please be sure to complete the online registration in advance (<https://www.forestry.jp/meeting/>) and **print your name badge and bring it with you**.
- On-site registration will **not be available** at the conference venue, and cash payment of the participation fee will not be accepted on the day.
- If you come to the venue without completing the online registration, you will still be required to register through the conference website using your own device and pay the participation fee by credit card. As confirmation may take some time, **please complete the payment in advance and bring your printed name badge**.

Reception Procedures on the Day

1. Please **print your name badge (A4 size)** from the conference website in advance and bring it with you on the day of the conference.
2. Please pick up a badge holder at the reception desk, fold your printed badge into four, and insert it into the holder. The reception desk will be located in the first-floor hall of the Tsukuba International Congress Center during the conference period.
3. Please wear your name badge at all times so that it is visible while at the venue. If you are not wearing a badge, staff may ask you to do so.
4. If you forget your badge, the reception desk can assist you. A PC and printer will be available, and you can log in to the conference registration system using your web registration number, download the badge file, and print it yourself.
5. Cash will not be handled at the reception desk. If you need to pay the participation fee on the day, payment must be made by credit card through the conference website, the same as for advance registration. As this process may take time, advance payment is strongly recommended.
6. Participants who have not yet paid their society membership fee will receive a membership fee payment request form at the presentation venue. After receiving the form, please complete the payment procedure at the Society Office (Room 301, Tsukuba International Congress Center) on the same day. Please note that cash payment is required for this procedure. If the membership fee payment is not confirmed by the end of the conference, your presentation will be treated as withdrawn.
7. For any other inquiries, please contact the Conference Operations Headquarters below.

Conference Operations Headquarters: Room 302, Tsukuba International Congress Center

(Available only from March 16 to March 18)