

Important Notice

●Check in

- The conference reception desk will open at 5:00pm On March 24th, Friday.
- Please wear name tag in the conference hall.
- The reception desk is expected be crowded in the morning on March 25th, Saturday, when the EAFES2 opens. Those who check in in that morning is highly recommended to come as early as possible. The reception desk will open at 8:00am in this morning.
- Registration for the JES53 meeting is still accepted on the website http://www.esj.ne.jp/committee/jes53reg/e_index.html. Those who register on or after March 10 (Friday), 2006, should show the receipt issued by postal office at the registration desk.

●Symposia

- The Organizing Committee provides only an LCD projector (true XGA, resolution 1024 x 768). The organizers should bring a personal PC which preloads presentation files of all the speakers.
- The organizers of each symposium should manage their symposium (time keeping, handling the presentation files, taking control of discussion) and conclude the symposium within the scheduled time. No extension of time is granted.

*Please note that the way of presentation in symposia and workshops has been changed from what was written in the newsletter. The organizing committee provides the PC and projector for the oral presentation in sessions other than the symposia and workshops (see below).

●Oral presentation

- Session rooms are equipped only with an LCD projector and a personal Computer. Windows XP. Microsoft PowerPoint Viewer and Adobe Acrobat Reader are installed on the PC. No overhead projector and slide projector are available.
- The use of your own PC is not acceptable. Resolution of the LCD projector is true XGA, 1024 x 768.
- Your presentation file should be sent in advance via e-mail and will be preloaded on the PC in your session room before your presentation. Microsoft PowerPoint is preferred, but an Adobe Acrobat PDF file will also work.
 1. Your Power Point file should be compatible to Microsoft PowerPoint 2002 on Windows XP. We are not responsible for using animation and font sets that are not standard on this OS. The files made in MacIntosh or older version of software might not work properly. We recommend you to confirm if your file works properly in the suggested hardware/software environment.
 2. The size of your presentation file should be less than 5 megabytes. Files whose sizes are smaller than 2 megabytes are highly recommended. Make sure to avoid including high-resolution photos or graphics, considering the computer screen resolution (1024 x 768).
- Deadline for submission of your presentation file is March 10th, 2006 (Fri.), via e-mail to jes53@agr.niigata-u.ac.jp. Subject of your email should be “the number of your presentation + the name of presenter.” If your presentation file is not sent to the organizing committee by the deadline, your presentation will be cancelled. If you need not use a PC and an LCD projector in your presentation, please notify the organizing committee via email to jes53@agr.niigata-u.ac.jp.
- Our mail server is set up not to accept attachments whose size is more than 5 megabytes. A file once accepted cannot be replaced. The names of your email and an attached file should be the number of your presentation + the name of presenter, for example, JD107SimonLevin. You can find the number of your presentation in the program. Please attach the file and fill the subject line, but do not write anything in the body of your email.
- We send back a confirmation email within 3 days after receipt of your presentation file. If you do not receive the email in spite of sending us your presentation file, please contact the organizing committee via facsimile (+81-25-262-6854).

- Each presentation at the contributed oral sessions should be 15 minutes long (12 minutes for presentation followed by a 3- minute question and answer). Sounds of a bell will inform you of elapsed times from the start of your presentation; first at 10, second at 12 and finally at 14.5 minutes, Please be strictly punctual.
- In the start of your presentation, an operator in your session room will operate the PC and show the first slide of your presentation. Then, you can operate the PC by yourself or you can ask him/her to operate the PC.
- Each presenter should take the chair of the next presentation to his/her presentation. A member of the organizing committee will take the chair of the first presentation in a session.

●Poster presentation

- Poster hall is accessible from 9:00 of the day you present your poster. Please put your poster on the board during 9:00-10:30 and remove it during 16:00-17:00.
- The position of your poster is indicated by the number of presentation on the exhibition board in the poster hall.
- Each poster will be mounted on a 120cm width by 180cm high poster board.
- Each presenter should prepare pins or thumbtacks necessary for sticking your poster on the board. No Scotch tape or adhesive tape is permitted.
- As for the presentations which have applied for poster prize, the organizing committee will put a small paper showing “Applicant for Poster Prize”. If you cannot find the paper even though you applied for the prize, please contact a staff at the information desk for poster presentations in the poster hall.
- The core time of poster presentation is **12:30-14:00**. Please stand by your poster and explain your paper on request of the audience during the core time.
- Announcement and commendation ceremony will be held between 16:00-17:00 in the poster hall. Those who applied for the poster prize should come to the poster hall during the hour.
- The prize-winning posters will be moved to the special board along the passage to the poster hall until the end of the meeting. The winner should bring your poster when you are going back home.

●Poster prize

The Ecological Society of Japan (ESJ) gives the poster prize for encouraging young scientists. The prize is managed by the program committee for the annual meetings in the ESJ from the meeting in Niigata. Since the prize is not given by the organizing committee of the annual meeting as before, the prize becomes an authorized prize by the ESJ.

The poster prize will be managed in the following way. Please prepare your poster, taking care of the following points.

I . Units of selection and award

Judgment will be done separately in the following 23 ecological fields and the judging committee will select the best prize for at most one author and the excellence prize for one or two authors in each field.

Plant Reproduction, Pollination / Seed Dispersal, Succession / Regeneration, Landscape Ecology, Animal Reproduction, Animal Communities, Biogeochemical Cycles, Species Diversity, Theoretical Ecology, Palaeoecology, Conservation / Urban Ecology on March 25, Vegetation, Plant Ecophysiology / Dry Matter Production, Plant Populations / Plant Life History, Phenology, Animal Populations, Animal Behavior / Social Ecology, Evolution, Invasive Species, Animal Life History, Fungi / Microorganisms, Molecular Ecology, Ecosystem Management, on March 27.

There are no applicants for the two fields, Palaeoecology and Phenology. In the fields where applications are few, only the best prize (or the excellence prize) may be given.

2. Time for exhibition and explanation

Those who applied for the poster prize should put their poster by 10:00 in the day of their presentation for prompt judgments. Presenters should stand by your poster and explain your paper on request of the audience during the core time. These points are requisites for judgments, and the authors who do not obey the rules will be excluded from the candidates of the prize winners.

3. Criteria of judgments

Since the posters are judged in the following viewpoints, please prepare your poster to meet these points.

<Judgment in the first stage>

(A) Ability to propagate superiority of the presentation

One of the most important features of the poster presentations is the appearance which is necessary for being selected (being watched or listened to) among many presentations. Your presentation will not start unless someone stops in front of your poster. To be selected, a good title and excellent abstract is indispensable, and eye-catchers are also necessary. Legibility for informing the audience of the outline of your presentation in a limited time is also important. In the first stage of judgment, your ability to catch an audience within the limited time is tested. Only the presentations that are excellent in drawing attention of an audience will be evaluated in the second stage.

<Judgment in the second stage>

In the second stage, technique and quality of presentations are judged. The following points are particularly important.

(B) Technique of presentation

(In viewing the poster)

The following points are considered important as the technique of presentation.

(1) Visible characters and figures from far away. (2) Proper quantity of information that is not excessive. (3) Comprehensibility without aural explanation. (4) Flow of explanation (Structure and process of logic)

(In hearing an explanation)

(5) Explanation easy to understand. (6) Proper length of explanation. (7) Direct and exact answers to questions. (8) Attention to the whole audience.

(C) Quality of research

The following points are considered important as the quality of research.

(1) Novelty and originality. (2) Quality and quantity of data. (3) Appropriateness of analysis. (4) Validity of discussion and conclusion.

In the first stage, a presenter need not be present by his/her poster. Start time of the exhibition is advanced for judges to be ready for viewing posters. The posters selected in the first stage will be evaluated by the criteria (B) and (C). The judging committee will select the best and excellence prizes separately in 21 ecological fields based on the total points of (B) and (C) The second stage of judgments will run mainly between 12:30 and 14:00. The presenter is asked to stand by his/her poster during the period. It is welcome to stand by the poster longer, because judges can have plenty of time to view posters.

●Workshops

- The Organizing Committee provides only an LCD projector (true XGA, resolution 1024 x 768). The organizers should bring a personal PC which preloads presentation files of all the speakers.
- The organizers of each workshop should manage their workshop (time keeping, handling the presentation files, taking control of discussion) and conclude the symposium in the scheduled time. No extension of time is granted.
- We do not provide an operator for workshops. If any trouble occurs, please inform the headquarters.

●Banquet

- Enjoy the banquet in the evening of March 26, 2006 at Hotel Okura Niigata (Kawabata-cho 6-53, Niigata, Niigata 951-8053, Japan, Tel +81-25-224-6111, <http://www.okura-niigata.com./eng/index.html>).
- The place is located at the foot of the Bandai Bridge (a national important cultural property). It is an about 20-minute walk from Toki Messe to Hotel Okura Niigata. You should have enough time go there in time. Please consider the case of bad weather. It sometimes snows even in March.
- Do not forget to bring the ticket for the banquet. Pass the ticket at the entrance of the banquet hall.
- Application for the banquet has already been closed, because the applicants exceed the capacity of the hall.
- Please refrain from smoking at the place, and smoke in a smoking area.

●miscellaneous notice

- We provide a corner for your rest and lunch in a part of the poster hall from March 25 to 27. You can also have a rest and lunch at the Esplanade (a walk way) between the conference hall and Bandai-Jima Building.
- At the rest space in the poster hall, you can buy lunch boxes, and a counter for serving drinks will be prepared.

- Two kinds of lunch boxes both with tea are prepared. Prices are respectively ¥500 and ¥1,000 including tax. Since each lunch box contains fine food, please enjoy it.
- In Bandai-Jima building, there are some restaurants, but they are relatively expensive and no sufficient numbers of seats are available.
- On the second floor of Bandai-Jima building, there are a convenience store, a home delivery service, ATMs (of postal office, Dai-yon Bank, Niigata Shin-kin, and JA Bank), and a mailbox.
- All waste disposals during the meeting will be charged to the organizing committee. Please carry back anything you have brought in the conference hall.