

Call for Pre/Post Partner Events of EcoBalance 2022

The scientific committee of EcoBalance 2022 is calling for proposals for partner events. Partner events will take place before (30 Oct. 2022) or after (3 Nov. 2022), outside the main scientific program of EcoBalance 2022, but on topics relevant to the conference.

Partner events will appear in the conference schedule of EcoBalance 2022 website and program book. The announcement of partner events will be distributed to the participants and interested people of EcoBalance 2022 by mails and website.

- **Proposal submissions**

Those who would like to plan a partner event should submit a proposal by 15 July 2022. Proposers should fill out the form and send it as an attachment by e-mail to the scientific committee secretariat (ecobalance@jp.ilcaj.org). See the submission form at the end of this document.

- **Charges for partner events**

Typical partner events (for 2-3 hours with 40 expected participants) would be charged at a rate of 400,000 (JPY). The charges include venue rental costs and personnel expenses for operating staff (registration, reception, operation etc.). If the organizers wish to run events longer than 3 hours and/or with more than 40 expected participants, requests may be accepted at an additional charge. If the organizers wish to have online streaming/video recording of the event, it will be the organizers' responsibility to arrange, and will not be managed by the scientific committee. Internet connection will be provided as a standard service for the partner event room.

The registration system for the event and operation of the event (venue arrangement, reception of participants, meeting operation) will be fully supported by the secretariat of EcoBalance 2022 as with the scientific sessions of the conference. In principle, the registration fee for the partner events is expected to be free, however, this can be discussed on request if the organizers wish to charge a participation fee.

Session charges may optionally include an additional fee that covers the registration fee of the presenters in partner events for EcoBalance 2022 (reference: registration fee for presenters (early bird) in the last conference 75,000 JPY per person), which will provide additional opportunities for further discussion related to the topic of the partner event with the participants of EcoBalance 2022.

- **Acceptance notification**

Proposals for partner events will usually be accepted as long as the topics of the events are related to EcoBalance 2022. However, the availability of the venue may be limited. Once proposals are received, acceptance will be notified as soon as possible after the confirmation of the relevance of the topics of the events and the availability of the venue.

- **Cancellation policy**

If the partner events are cancelled after acceptance, the commission of cancellation of the venue will be charged.

<Submission form for partner events>

Submit to the scientific committee secretariat: ecobalance@jp.ilcaj.org

Contact for this submission: (Name, e-mail address)

Event title
<i>Please indicate your session title.</i>
Abstract of the event
<i>Please explain your event within 400 words.</i>
Event organizer(s)
<i>Name, affiliation</i>
Plan of expected presentations, time length of the event and expected participants
<i>Please explain the expected presentation titles and presenters and time length of the event and expected participants.</i>
Requests on the partner event

Please describe any additional requests on the proposed events (e.g. time slot, payment of the charge, etc.).