

	File name	Contents	Due days before conference
<b>Part 0</b>	<b>Read</b>		
0_1	Purpose of This Documents		
0_2	Message from 16AQS Organizing Committee		
<b>Part 1</b>	<b>Schedule and Call for Paper</b>		
1_1	Announcement of Conference	Not Attached	250
1_2	First Circular		180
1_3	Abstracts Submission	Not Attached	150
1_4	Notification of Acceptance		100
1_5	Second Circular		75
1_6	Submission of Final Paper	Not Attached	35
1_7	Announcement of Final Program	Not Attached	7
<b>Part 2</b>	<b>E-mail to delegates / invited speakers</b>		
2_1	Invitation for AQS		180
2_2	International Program Committee	Recommendation of member of International Program Committee	160
2_3	Request of Reviewer		160
2_4	Invitation for Invited Session	Not Attached	110
2_5	Request of Opening Speech	if necessary	
2_6	Re-Request for Paper Presentation	if necessary	
2_7	Re-Request for Opening speech	if necessary	
2_8	Agenda of Opening Session	if necessary	
<b>Part 3</b>	<b>Announcement using Mailing list</b>	<b>To All Participants</b>	
3_0	ML_info16AQS@	ML of all attendants on 16AQS	
3_1	Announcement of First Circular	Not Attached	180
3_2	Announcement of Review Result and Full Paper Instruction	Announcement of Instruction for full paper format (same as #1_4)	100
3_3	Announcement of Second Circular	Announcement of Second Circular	75
3_4	Request of Registration	Request of Registration	
3_5	Confirm Full paper submission		180
3_6	Invitation of Special Interest Group	Invitation to Special Interest Group(First Announcement)	150
3_7	Registration deadline	Re-Announcement of Registration	100
3_8	Reminder Registration, registration fee and instruction for presentation	Re-Announcement of Registration, registration fee and instruction for presentation	75
3_9	Poster Session Registration	Announcement of Instruction for Poster Session	35
3_10	Information on URLs	Information to Visiting Tokyo and Attending Conference	7
3_11	Second announcement (SIG)	Invitation to Special Interest Group(Second Announcement)	
3_12	Photo Album Site Open		
<b>Part 4</b>	<b>Information on Delegate</b>		<b>180</b>
4_1	list of ANQ delegates	name & e-mail of contact person	160
<b>Part 5</b>	<b>Information on Participants</b>		<b>110</b>
5_1	list_of_applicant	list_of_applicant.xls	
5_2	Attendant list from Web	Attendant list from Web.xls	
<b>Part 6</b>	<b>Registration_Attendant_List</b>		
6_1	Name Card_Format	Name card	
6_2	Receipt Format	Receipt of Attendance fee	
<b>Part 7</b>	<b>Contents of Proceedings</b>		
7_1	Cover of Proceedings	Cover of The Proceedings	
7_2	Overall PROGRAM	Overall PROGRAM	
7_3	Table of Contents	Table of Contents	
7_4	Greetings of chairman of host organization	Greetings of chairman of host organization	
7_5	Chair of Conference	Chair of Conference	
7_6	List of Organizing Committee	List of Organizing Committee	
7_7	Acknowledgement for to AQS	Acknowledgement for to AQS	
7_8	opening speech from each organization	opening speech from each organization	
7_9	Title List	Title List	
7_10	Back cover page	Back cover page of proceedings	
<b>Part 8</b>	<b>Instruction for Authors, Speaker, Chair</b>		
8_1	Instruction for paper format in proceedings		
8_2	Template for Camera Ready	Include Footer and Header	100
8_3	Instruction for Oral Presentation	Instruction for Oral Presentation	
8_4	Instruction for poster session	Instruction for Poster Session	
8_5	Instruction for Chairperson	Instruction for Chairperson	
<b>Part 9</b>	<b>SIG</b>		
9_1	Special Interest Group(SIG) First announcement	Enjoy Special Interest Group (SIG)	
9_2	JOIN Special Interest Group(SIG) Second announcement	Enjoy Special Interest Group (SIG)	
<b>Part 10</b>	<b>Notification_Invitation Letter</b>		
10_0	Review Result	(If necessary)	
10_1	Notification of acceptance for presentation: Oral session	Notification of acceptance for presentation: Oral session	
10_2	Notification of acceptance poster session	Notification of acceptance POSTER SESSION	
10_3	Notification of rejection for presentation	Notification of rejection for presentation	
10_4	INVITATION LETTER FOR VISAS	INVITATION LETTER FOR VISAS	
10_5	Appreciation for presentation	Appreciation for presentation	
<b>Part 11</b>	<b>others</b>		
11_1	evaluation form of submitting abstract.doc	evaluation form of submitting abstract	
11_2	Sharing jobs	Sharing jobs (Important)	
11_3	plant visit	Meeting Place and Time	
11_4	signboard of conference 01	Signboard of conference 01(not include country name)	
11_5	welcome Signboard 02	Welcome Signboard 02without country name	
<b>Part 12</b>	<b>Tips</b>		
12_1	preparing CD-ROM		
12_2	Poster Session		
12_3	VISA		
12_4	Meal	food limitation	