

Notice of the Fiscal 2008 Annual Meeting of the
Society of Indoor Environment Japan

Below are the details of the General Meeting for fiscal 2008. We are now calling for papers on research related to the indoor environment. This call for papers is open to university and laboratory researchers as well as those working in industry and the government, and includes research results on technology and surveys, and case studies.

Date: Dec. 1 – 2 (Mon./Tue.), 2008

Location: Tower Hall Funabori (Edogawa Ward Civic Center)

<http://www.towerhall.jp/1facility/facility.html>

4-1-1 Funabori, Edogawa Ward, Tokyo, 134-0091

Tel.: 03-5676-2211, Fax: 03-5676-2501

Events: General meeting, special presentations, special symposiums, general research presentations (oral, poster), luncheon seminar, NPO/Business presentations, reception party

Presenter registration deadline: Aug. 30 (Sat.), 2008

Paper submission deadline: Sep. 30 (Tue.), 2008

Appearance fee: 1,000 yen

Attendance fee: (includes proceedings)

Members: 5,000 yen

Student members: 1,000 yen

Non-members: 8,000 yen

Non-member students: 3,000 yen

* Participation in the special symposiums and open gatherings are free of charge

Proceedings only: 3,000 yen

Banquet: Dec. 1 (Mon.), 2008, 18:00 Tower Hall Funabori, Hourai Room

Banquet fee: 5,000 yen

* Please pay both the attendance fee and banquet fee at the door on the day of the event

Agenda: Please refer to the schedule table (the agenda items are subject to change without notice). Descriptions of the special presentations, invitation-only presentations, and symposiums are given below (this content is also subject to change without notice).

Special presentations

A Historical Perspective of Japan's Environmental Health and Pollution

Tokyo Dental College, Honorary Professor Nishimura Masao

Special symposiums and open gatherings

Allergies and the Indoor Environment

Luncheon seminar

See the society's website for details

NPO/Business Presentations

See the society's website for details

[Page 2]

General Presenter Requirements

Presenters must be a member of the Society of Indoor Environment Japan or be presenting jointly with a member.

1) Application

See our website at <http://www.siej.org/modules/html/index.html>

Deadline for applications: Aug. 30 (Sat.), 2008

Application requirements

1. Title (Japanese)
2. Title (English)
3. Keywords (Japanese and English)
4. Presenter's name and address (Japanese and English)
5. Contact address, e-mail address
6. Names and affiliations of all presenters (Japanese and English)
7. Whether presentation will be given or just included in proceedings
8. Field that presentation applies to
9. Abstract (Japanese)
10. Attendance at the banquet (yes or no)
11. Application fee: 1,000 yen

Please do not omit the English versions of the presentation name or the names of the presenters and their affiliations. These items will be printed as is in the proceedings so please check them carefully before submitting.

Application fee: 1,000 yen

Please transfer the application fee to the following account.

Postal savings account 00130-9-357485

Name: 室内環境学会

The General Meeting Steering Committee will make the final decision on which presentations to accept and which will be given orally or appear in the proceedings. There may be time or space restrictions that may prevent the committee from granting time or space to all applicants.

2) Submitting abstracts and guidelines for creating presentation abstracts

Please see our website at <http://www.siej.org/modules/html/index.html>

Deadline for papers is Sep. 30 (Sat.), 2008

3) Presenters

- Oral presentations are allotted 10 minutes, with 5 minutes for discussion. Presentations should be given in PowerPoint if possible. Presenters should upload their files on the computer provided for this purpose at the reception no later than 12 noon on Dec. 1.

- Poster presenters will also be required to give a three-minute presentation in the morning on Dec. 1 in Room A, so please be prepared. There will be no discussion period. Presenters may use the overhead projector for up to three slides. Presenters must operate the equipment themselves. Posters must be put on display during the morning of Dec. 1. There are two poster panels each with a dimension of 90 cm x 180 cm.

[Page 3]

Advertisers and Exhibitors

We are now accepting applications for exhibitors who wish to display equipment in the exhibition hall, and advertisers who wish to place ads in the proceedings. We hope to have many companies take advantage of this opportunity.

Equipment exhibitor requirements

Exhibition date: Dec. 1 – 2 (Mon./Tue.), 2008

Location: Exhibition hall

Exhibition space size: 1 stall is about 1.8 m wide

Exhibition fee: 40,000 yen

Advertisement fee: 20,000 yen (1 page, b/w)

Exhibition and advertising package: 1 stall and one page of advertising (b/w) 50,000 yen, additional pages are 10,000 yen b/w)

Application deadline: Nov. 10 (Mon.), 2008

(However, the ad submission deadline will be the end of Oct. due to printing requirements.)

For details, see our website: <http://www.siej.org/modules/html/index.html>

Schedule of Events for the Fiscal 2008 General Meeting of the Society of Indoor Environment Japan

1. Special presentations
Date: Dec. 1 (Mon.), 13:00 to 14:30
Location: Room A (floor 5, Small Hall)
2. Special symposium-open gathering
Date: Dec. 1 (Mon.), 14:30 to 18:00
Location: Room A (floor 5, Small Hall)
3. Presentations (Posters)
Date: Dec. 1 (Mon.), 9:30 to 12:00
Location: Room A (5F, Small Hall)
Poster exhibition: Room G (1F, Exhibition Hall 1)
4. Poster discussion
Date: Dec. 2 (Tue.), 11:00 to 12:00
Location: Room G (1F, Exhibition Hall 1)
5. Presentations (Oral)
Date: Dec. 2 (Tue.), Morning Session: 9:30 to 11:00
Afternoon Session: 14:00 to 16:30
Locations:
Room A (5F, Small Hall)
Room B (4F, Training Room)
Room C (4F, 401 Meeting Room)
Room D (3F, 303 Meeting Room)
6. Fiscal 2008 General Meeting
Date: Dec. 2 (Tue.), 13:00 to 14:00
Location: Room A (5F, Small Hall)
7. Equipment exhibition
Date: Dec. 1 (Mon.), 10:00 to 17:00
Dec. 2 (Tue.), 9:00 to 15:00
Location: Room G (1F, Exhibition Hall 2)

[Page 4]

8. Luncheon seminar
Date: Dec. 1 (Mon.), 12:00 to 13:00
Dec. 2 (Tue.), 12:00 to 13:00
Location: Room D (3F, 303 Meeting Room)
9. NPO/Business Presentation
Date: Dec. 1 (Mon.), 10:30 to 11:30

Location: Room G (1F, Exhibition Hall 2)
Room B (4F, Training Room)
Room C (4F, 401 Meeting Room)
Room D (3F, 303 Meeting Room)

10. Banquet

Date: Dec. 1 (Mon.), 18:00 start

Location: Tower Hall Funabori, Hourai Room

Contact for the General Meeting, Presenters, and Exhibitors

Reception: Opens at 8:30 on Dec. 1, in the foyer of Room A. Please fill in your presentation slip and present it here.

[Page 5]

Venue Information

Tower Hall Funabori

4-1-1 Funabori, Edogawa Ward, Tokyo, 134-0091

Tel: 03-5676-2211, Fax: 03-5676-2501

Directions to Tower Hall Funabori

By Train

[Map]

[翻訳不要]

[Map]

Toei Shinjuku Line

About 30 minutes (21 on the express train)

Shinjuku

Iwamotocho

Bakuroyokoyama

Toei Shinjuku Line about 15 min. (10 on the express train)

Toei Shinjuku Line, Funabori Station

(in front of the station), about a 1 min. walk

Tower Hall Funabori

Akihabara

About a 2 min. walk

Tokyo

JR Sobu Express Line

About 5 min.

Bakurocho

About a 2 min. walk

Travel times are given as a reference only and actual times may differ.

- From Shinjuku Station, take the Toei Shinjuku Line toward Motoyawata and disembark at Funabori Station, then walk about 1 minute to the venue.
- From Tokyo Station, take the JR Sobu Express Line and disembark at Bakurocho Station. Walk 2 minutes to Bakurocho Yokoyama and take the Toei Shinjuku Line, then disembark at Funabori Station and walk about 1 minute to the venue.

[Page 6]

By Bus from the Airport

[Map]

Narita Airport

Limousine Bus

About 40 min.

Ichinoe Station

Toei Shinjuku Line

About 2 min.

Narita Airport

Keisei Bus

About 60 min.

Ichinoe Station

Toei Shinjuku Line

About 2 min.

Toei Shinjuku Line, Funabori Station

(in front of the station), about a 1 min. walk

Tower Hall Funabori

Travel times are given as a reference only and actual times may differ.

- Take the Limousine Bus at Narita Airport and disembark at Ichinoe Station on the Toei Shinjuku Line. Take the Toei Shinjuku Line for Shinjuku Station, and disembark at Funabori Station (one stop, about 2 min.). Walk about 1 min. to the venue.
- Take the Keisei Bus at Narita Airport and disembark at Ichinoe Station on the Toei Shinjuku Line. Take the Toei Shinjuku Line for Shinjuku Station, and disembark at Funabori Station (one stop, about 2 min.). Walk about 1 min. to the venue.

By car

Tower Hall Funabori Area

Hirai Oohashi I.C.

To Tohoku Expressway/Joban Expressway

Tatsumibashi Signal

Kuramaebashi Road

Higashi Komatsugawa Signal

Keio Expressway

Komatsugawa IC

Shuto Expressway 7 Komatsugawa Line

Hakozaki IC

Funabori Higashizume Signal

Shin Oohashi Road

Funabori IC

Convenience store

Convenience store

Labor Welfare Hall

Shuto Expressway Chuo Expressway

Funabori Station Signal

Funabori Kaido

Parking Lot

Ichinoe

Bank

Front entrance

From Central Tokyo

From Chiba
To Higashi Ooshima
Funabori Station
Toei Shinjuku Line
Tower Hall Funabori
Wangan Expressway

[Page 7]

From Central Tokyo or Chiba

Take the Wangan Expressway (B) to the Kasai JCT, then take the Shuto Chuo Expressway (C2) and get off at the Funaboribashi IC, merging onto Shin Oohashi Road. Turn right at the Funaboribashi Higashizume signal onto Funabashi Kaido. Turn left at the Funabori Station crossing. The venue is on the left side just before the Toei Shinjuku Line underpass.

From Tohoku Expressway /Joban Expressway

Take the Shuto Chuo Expressway (C2) and get off at the Hirai Oohashi IC, merging onto Kuramaebashi Road. Turn right at the Tatsumibashi signal onto Funabori Kaido. Turn left at the Funabori Station crossing. The venue is on the left side just before the Toei Shinjuku Line underpass.

Parking is available for a fee at the underground parking lot of Tower Hall Funabori.

By bus

- From the Shinkoiwa Station bus stop, take the Toei Bus marked “Shinko Route 21, Nishikasai Station,” and get off at the Funabori Station bus stop. The venue is about a 1 minute walk from the bus stop.
- From the Nishikasai Station bus stop, take the Toei Bus marked “Shinko Route 21, Shinkoiwa Station,” and get off at the Funabori Station bus stop. The venue is about a 1 minute walk from the bus stop.
- Or from the Nishikasai Station bus stop, take the Toei Bus marked “Kin Route 25, Kinshicho Station,” and get off at the Funabori Station bus stop. The venue is about a 1 minute walk from the bus stop.
- Also from the Nishikasai Station bus stop, take the bus marked “Kasai Route 25, Funabori Station,” and get off at the Funabori Station bus stop. The venue is about a 1 minute walk from the bus stop.

- From Kinshicho Station bus stop, take the Toei Bus marked “Kin Route 25, Kasaki Station,” and get off at the Funabori Station bus stop. The venue is about a 1 minute walk from the bus stop.

Accommodations

Mizue Dai-ichi Hotel

2-6-16 Mizue

Edogawaku, Tokyo 132-0011

Tel.: 03-5243-8000, Fax: 03-5243-8354

Located near the north exit of the Mizue Station on the Toei Shinjuku Line

<http://www.mizue-dh.co.jp>

[Page 8]

Tower Hall Funabori

Floor Guide

5F

Large Hall

Small Hall dressing rooms

Staff room

Small Hall

Foyer

Foyer

Main reception

Management office

4F

Large Hall dressing rooms

Office

Staff room

Lecturer waiting room

Special meeting room

Stage

Large Hall

Rehearsal room

Training room 401

Japanese room

Japanese room 2
Stage office
Waiting room
Meeting room
Lobby

[Page 9]

2F

Banquet Room (Hourai)
Event Hall Sun Room
Zuiun
Heian
Fukuju
Togen
Ceremony room
Photograph room
Bridal dressing room
Makeup Room
Guest dressing room
Fuji
Sakura
Matsu
Bridal Salon
Cloak

1F

Exit to parking lot
Restaurant (Japanese food)
Restaurant (Western food)
Parking lot access
Flower shop
Book store
Exhibition hall
Entrance hall
Bicycle parking
Travel agency

Coffee shop

Mobile show room