ICIT 2023

- HP: http://icit.org/
- Date: 14-17 Dec, 2023 (registration begins from 13 Dec)
- Program: http://www.icit.org/program.html

Committee members (in the mailing list)

- Prof. Liang Zhao (Kyoto University)
- Prof. Xuefeng Liang (Xidian University)
- Prof. Kai-Chun Chang (Kyoto University)
- Prof. Weiwei Du (Kyoto Institute of Technology)
- Ms. Masayo Sakamoto (Secretary, Kyoto University)
- Ms. Joy Xu (Coordinator, Chengdu Young Education & Consultancy Co., Ltd)
- Ms. Lily Chan (Secretary, Chengdu Young Education & Consultancy Co., Ltd)

Visa

- (2023/11/11) Invitation letter has been sent to Ms. Xu in the Wechat group for Prof. Abdullah Almutairi, Kuwait University

Venue

- Clock Tower, Kyoto University (https://www.kyoto-u.ac.jp/en/about/profile/facilities/staff/clocktower)

schedule (finally fixed on Dec 01)

Room	Capacity	Price (per hour)	Dec 13 (registration)	Dec 14	Dec 15	Dec 16 (online session)	Dec 17 (optional tour)	Remark
Hall I	100	8,600 Yen	17-18	9-17 (16-17: cleaning)	-	-	-	
Hall II	100	8,600 Yen	-	15-20 (dinner: 17-19)	-	-	-	
Meeting room I	18	1,100 Yen	12-18 (17-18: cleaning)	-	-	-	-	
Meeting room II	18	1,100 Yen	-	12-17 (16-17: cleaning)	-	-	-	
Meeting room III	30	2,200 Yen	-	12-18	9-13 (12-13: cleaning)	-	-	

Room	Capacity	Price (per hour)	Dec 13 (registration)	Dec 14	Dec 15	Dec 16 (online session)	Dec 17 (optional tour)	Remark
Meeting room IV	24	2,200 Yen	-	12-18	9-13 (12-13: cleaning)	-	-	

equipment

The availability of projector, audio, and mic are confirmed and the rooms will be checked in Dec 12th.

Poster

None.

Campus WIFI

- Dec 12th: Prof Chang → Ms. Sakamoto to print out **45** eduroam guest accounts.
- 12:30, Dec 13th: Ms. Sakamoto → Meeting room I (registration room)

Dinner

- Time/date: 5pm-7pm, Dec 14th (3pm-5pm: preparation, 7pm-8pm: clean)
- Place: Hall II (the room next to the main meeting hall)
- Menu: 180,000 Yen for 34 persons including 24 special dinners, 10 vegan/vegetarian A dinners, 34 free drinks (light), and additional Sushi and fruits. See the quotation (in Japanese). For the detail of the menu, see food menu and drink menu.

Lunch x 2

Drinks will be decided in Dec 13th (about 120 Yen/person)

12:10-13:40, Dec 14, Hall I, 37 persons (including 2 volunteer students and 3 vegetarians)

- 柿沼惣菜店 1,330 Yen (tax included) x 34 persons = 45,220 Yen. Pickup: 11:15. Shop: https://kakinuma-souzai.com/
- (Vegetarians) あーすきっちん　ビーガン弁当 1,380 Yen (tax included) x 3 persons = 4,140 Yen. Pickup: 11:00. Shop: https://www.earthkitchencompany.jp/

11:30-12:30, Dec 15, Meeting Room IV (25 persons)

- キッチンハリーナ 1,200 Yen (tax included) x 25 persons = 30,000 Yen. Pickup: 11:20. Shop: https://kitchen-halina.jimdofree.com/

Coffee break

- 10:50-11:20, Dec 14th, Hall I, 30 persons
- Some cookies and coffee or juice will be fine. → budget 20,000 Yen - 30,000?
- Cookies and drinks except for hot coffee can be bought from the Seikyou shop on Dec 13th (→ Ms. Chan et al).
- Hot coffee, https://shop.tullys.co.jp/detail/1000556 2600 Yen for 10 cups → 7800 Yen for 30 cups.

Social program

No optional one-day tour since nobody applied for it (updated: 12/05).

- Kyoto City Official Travel Guide

Part-time work secretary

- Dec 13 (12-18): one ⇒ 9,000 Yen (1,200 Yen/h x 7h + 600 Yen for meal) → Ms. Sakamoto
- Dec 14 (9-18): one ⇒ 12,000 Yen (1,200 Yen/h x 10h including lunch) → Ms. Sakamoto
- Dec 15 (9-13): one ⇒ 6,000 Yen (1,200 Yen/h x 5h, no meal) → Ms. Sakamoto

About manner and garbage etc

This shall be prepared by Ms. Sakamoto and announced to every participant when they first come to the venue.

- In Japan, one with a large suitcase shall not take a bus but use train and/or taxi for transportation.
- Garbage shall be thrown into specified containers. If not sure, take them back to the hotel.
- Smoking is allowed only at specified place. Do not smoke if not sure. Otherwise you may be charged.
- Eating and drinking at the venue are only allowed in the meeting rooms. DO NOT eat or drink in the corridor.

Misc

- UPS: 1Z861A8X0441940499 (→ Kyoto)

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