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)
- Cost: 176,500 Yen. See

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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