

Instructions for Proceeding Preparation and Submission

Attendees invited to be a keynote speaker or a principal speaker must submit a Proceeding. **Proceeding submission deadline: January 25, 2005.** Keynote speech will be 50 minutes. Presentations in Sessions 1 and 2 will be 25 minutes plus 5 minutes for questions.

Proceeding Format

All Proceedings should be made up of **five to ten pages including tables and figures.** Proceedings must be submitted using the following format:

1) Authors:

List all authors with descriptions of affiliation, address, and E-mail address.

2) Title: Limit to 20 words.

3) Abstract: Limit text to 400 words single space.

Proceeding Submission

Proceeding must be submitted in ELECTRONIC FORM, which is sent as either a computer file on compact disk rom or via E-mail (ogaway@affrc.go.jp).

1) Software:

Prepare a file for each Proceeding using **Microsoft Word for Windows word processing software.** Only IBM format is acceptable.

2) Compact Disk Rom:

Copy each of the Proceeding files onto a clean, formatted, CDR. Enclose the CDR in a cardboard mailer or other suitable protective cover, and send via courier or regular to the secretary address below.

Secretary:

Dr. Yasuo Ogawa

Head of Plant Ecology Group, Department of Biological Safety

National Institute for Agro-Environmental Sciences,

Kannondai, Tsukuba, Ibaraki 305-8604

Tel & FAX: +81-029-838-8243, E-mail: ogaway@affrc.go.jp