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**Yokohama, 221-0052 Japan**  
**Tel: +81-45-450-1831 Fax: +81-45-441-8444 mailto: jsae@pcs-con.co.jp**

**Presentation Number:** \_\_\_\_\_

Name of Conference: **“2004 JSAE Annual Congress & Exposition”**

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## **AUDIO/VIDEO APPLICATION FORM**

**(Item No. 3)**

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Upon request by Speakers, JSAE will prepare the following audio-video presentation equipment. Please check your mark(s) on the equipment you will use.

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### **Free Equipment**

- (        ) Over-head-projector
- (        ) Cassette-tape-recorder (monophonic)
- (        ) Video Tape Recorder (NTSC, VHS format only)
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If you require audio-video presentation equipment other than above, please state a type of the equipment you require. JSAE may be able to arrange one for you. However, costs associated with renting such equipment will be charged on you.

**Presentation Number:** \_\_\_\_\_ **(JSAE Paper Number:** \_\_\_\_\_ **)**

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**(Item No. 4)**

JSAE will prepare supporting documents for you to apply an entry visa to Japan at the embassy of Japan or consular in your country. It is suggested you to have find out whether or not an entry visa is needed to visit Japan. Please fill out this form and return it by fax or mail at your earliest convenience. The required time for obtaining visa varies from nation to nation. Please provide us with **at least 5 weeks** to prepare a full set of supporting documents.

Given Name		Family Name	
<sup>(1)</sup> Write in Chinese letters.			
Affiliation with job title (i.e., company, university):			
<sup>(1)</sup> Write in Chinese letters.			
Mailing Address:		Nationality	
Date of Birth (D/M/Y)		Passport No.	
Telephone No. with extension no., if applicable		Fax. No.	
(Ext.                    )		e-mail address	
<sup>(2)</sup> Tentative Itinerary			
Incoming Flight No.	Name of Airline Company	Arrival Date in Japan	
Outgoing Flight No.	Name of Airline Company	Departure Date from Japan	

**IMPORTANT!**

- (1) Name and affiliation in supporting letter of guarantee are requested to write in Chinese letters.
- (2) Tentative flight information is mandatory to prepare your itinerary in Japan.
- (3) Insufficient above information may cause to delay in sending supporting documents.