**Ancillary Meetings**

If you would like to arrange an ancillary meeting or event at the Okinawa Convention Center during the 10th ACASC / 2nd Asian-ICMC / CSSJ joint conference, please contact the secretariat by e-mail ([acasc-icmc-cssj@mlsrv.csj.or.jp](file:///C%3A%5CUsers%5Cinoue%5CDocuments%5CMyLab%5C10_%E5%AD%A6%E4%BC%9A%5C%E4%BD%8E%E6%B8%A9%E5%B7%A5%E5%AD%A6%E3%83%BB%E8%B6%85%E9%9B%BB%E5%B0%8E%E5%AD%A6%E4%BC%9A%5C2020%E5%90%88%E5%90%8C%E5%9B%BD%E9%9A%9B%E4%BC%9A%E8%AD%B0%5Cweb%5Cdocs%5Cacasc-icmc-cssj%40mlsrv.csj.or.jp)). We will manage the reservation of possible space and make the necessary arrangements.

Please provide the following information (in English or Japanese):

1. Subject/Title of Meeting/Event

2. Name of Organizer and Full Contact Information

3. Brief Introduction of the Meeting/Event

4. Date & Time (start and stop) of Meeting/Event

5. Required Capacity of the Space

6. Setup Style (theater seating or U-shaped conference table)

7. A/V Requirements (projection screen, LCD projector for PC, and microphone)

After approval from Local Organizing Committee, we will provide detailed information on the assigned space and cost.

Note: Deadline for the request is December 6, 2019.