



## Guidance for Papers

### Call for Papers

The 14<sup>th</sup> EAAC organizing committee is expecting manuscripts relating to topics in the areas of life insurance, non-life insurance, pensions, health insurance, social security, finance, investment, etc. Speakers are invited to submit papers in accordance with the following instructions.

### Instructions

1. Topics: The topic of a paper can be any subject relating to the conference theme, “Actuaries in Asia: Making a New Epoch”
2. Deadline for entry: Please confirm your entry by submitting the followings information by the end of April 2007.
  - (1) Speaker's name, company name, position, and title
  - (2) Title and abstract
  - (3) Contact information (Address, phone number, FAX number, E-mail address)
3. Deadline for full papers: Full papers (prepared using Microsoft Word for Windows and A4 size paper) should be submitted by the end of June 2007. Full papers must include the following information:
  - (1) Speaker's name
  - (2) Title
  - (3) Main body
  - (4) Bibliography and biographical data
4. Deadline for presentation documents: Please submit presentation documents (using Microsoft Power Point for Windows) by the end of August 2007.
5. Language: English (both papers and presentation)
6. Submission: All papers and presentation documents should be submitted to:  
**eaac14th@actuaries.jp** in Word / PDF format (papers) or PowerPoint / PDF format (presentation documents).

## Registration

Registration is available online at <http://www.eaac14th.com/>. Alternatively, you may complete the enclosed registration form and send it to the Registration Desk (Note that the registration form can also be downloaded from the website.)

Registration will start in April 2007.

### Registration Fees

	On or before June 30, 2007	After July 1, 2007
Delegate	US\$ 300 / JPY 36,000	US\$ 350 / JPY 42,000
Accompanying Person	US\$ 100 / JPY 12,000	

\*Please choose either the JPY or US\$ fee, at your convenience.

NOTE:

1. Delegate's registration fee covers admission to Opening / Closing Ceremonies, Plenary / Parallel Sessions, Luncheons, Welcome Cocktail Reception, Farewell Party, and Free City Tour (Optional Tours not included).
2. Accompanying Person's registration fee covers admission to Opening / Closing Ceremonies, Luncheons, Welcome Cocktail Reception, Farewell Party, and Free City Tour (Optional Tours not included).

**Registration Deadline**

The closing date for registration is August 31, 2007.

**Registration Payment**

Payment should be made by bank transfer.

Bank / Branch Name: Bank of Tokyo-Mitsubishi UFJ, Yaesu-dori Branch  
Account Number: (Ordinary Account) 2034453  
Account Name: 14<sup>th</sup> EAAC  
Swift Code: BOTKJPJT

Delegates must bear bank charges.

**Cancellation and Refunds**

Registered delegates who will be unable to attend the conference will be entitled to a refund of 75% of the registration fee, provided that a written notice of cancellation is received by the Registration Desk (eaac14th@actuaries.jp) on or before August 31, 2007. After this date, the registration fee will be non-refundable. However, transfer of registration to a colleague is allowed, upon written advice to and confirmation by the Registration Desk.

**Venue and Accommodation**

**Conference Venue**

**Keio Plaza Hotel Tokyo**

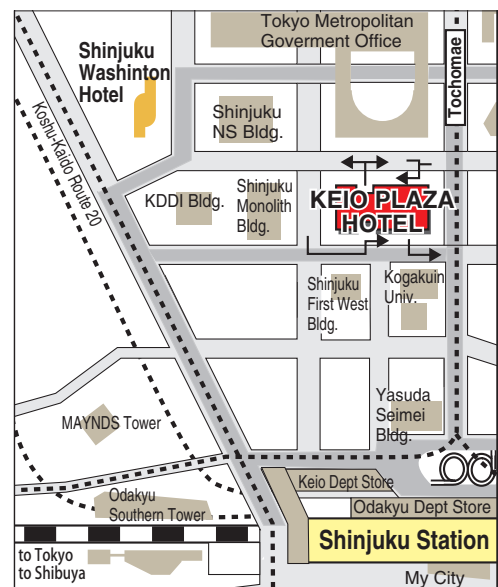
Address: 2-2-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo, 160-8330 Japan

URL: <http://www.keioplaza.com/index.html>

**Access**

[From Narita International Airport]

1. By airport bus:  
Travel Time: 85 min (varies depending on traffic)  
Fare: One-way, JPY 3,000 (half-fare for children)
2. By JR express train, "Narita Express (NEX)"  
Travel Time: 80 min  
Fare: JPY 3,110 (Adult) / JPY 1,550 (Child)  
NEX usually runs once each hour, and every 30 minutes during peak hours.



[From Haneda Airport]

By airport bus:

Travel Time: 50 min (varies depending on traffic)

Fare: One-way JPY 1,200 (Half-fare for children)

[From Shinjuku Station]

Walking time is 5 minutes from the West Exit of Shinjuku Station.

### Hotel Accommodation

We have obtained the following special rates for the conference. Please reserve your room by **August 31, 2007**.

Reservations made after September 1, 2007 will be subject to the rate available at that time.

To guarantee your reservation, your credit card number is required. No reservations will be confirmed in the absence of card information.

Hotel reservations are processed on a first-come, first-served basis.

### List of Hotels

Hotel name	Room type (size)		Code	Room rate		Access to venue	Internet access from guest rooms
				(JPY)	(approx. USD)*		
Keio Plaza Hotel Tokyo	Standard (25 sq. m.)	Single	1-ST-S	19,500	165	Venue hotel	Yes
		Twin	1-ST-T	24,000	200		
	Superior (33 sq. m.)	Single	1-SP-S	22,500	190		
		Twin	1-SP-T	30,000	250		
	Deluxe (36 sq. m.)	Single	1-DX-S	24,500	205		
		Twin	1-DX-T	34,000	285		
Shinjuku Washington Hotel	Single (13 sq. m.)		2-S	13,230	110	5 min. walking	Yes
	Twin (16 sq. m.)		2-T	17,850	150		

\*The above exchange rate is 1 US\$ = JPY 120. Please make payment **in JPY** at the front desk of the hotels.

### Cancellation

In case of cancellation, a written notification should be sent directly to the Registration Desk ([eaac14th@actuaries.jp](mailto:eaac14th@actuaries.jp)) to avoid any difficulties. The cancellation charges are:

Hotel Accommodation

Up to 14 days prior to check-in date

13 - 7 days prior to check-in date

6 - 3 days prior to check-in date

Less than 3 days, or no notice given

No charge

10% of the charge for one night's stay

40% of the charge for one night's stay

100% of the charge for one night's stay