



# IAEA

International Atomic Energy Agency

## **26th IAEA Fusion Energy Conference (FEC 2016) Kyoto, Japan 17 - 22 October 2016**

*Organized by the*  
International Atomic Energy Agency

*Hosted by the*  
Government of Japan

*through the*  
Ministry of Education, Culture, Sports, Science and Technology (MEXT)  
*and the*  
National Institute for Fusion Science (NIFS)

### **General Information and Logistics**

#### **Conference Location:**

Kyoto International Conference Center  
Takaragaike, Sakyo-ku  
Kyoto, Japan 606-0001  
<http://www.icckyo.or.jp/en/>  
Phone: +81-75-705-1229  
Fax: +81-75-705-1100

#### **On site registration:**

Registration will be open on **Sunday, 16 October** from 15:00 to 19:00 and will continue on Monday 17 October from 07:30. Registration will be open throughout the conference.

Participants are encouraged to take advantage of registration on Sunday. Participants should bring their passports to registration.

#### **Conference Opening:**

Monday, 17 October 2016, 08:30

## Visas:

Participants who need a visa ([www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)) are responsible for taking the steps required to obtain a visa or entry permission for entering Japan and are strongly advised to start the visa application process as soon as possible.

Step 1: immediate action – **deadline: 1 July 2016**: participants to register their passport information (and those of their accompanying person) via the [local FEC2016 web site](#).

Note: accompanying persons who are not members of the immediate family of the participant will not be approved through these conference channels. These persons need to request a regular tourist visa.

Step 2: participants who have been officially designated by their respective Governments will receive a visa support letter from the IAEA by **31 May 2016**. If such a letter has not been received, kindly contact [m.khaelss@iaea.org](mailto:m.khaelss@iaea.org). Visa support letters for accompanying persons will not be needed.

Step 3: **August 2016**: the local organizers will send a notification email to all persons who completed Step 1 informing them that the diplomatic or consular representatives of Japan are ready to accept visa applications. (Applications submitted prior to this notification will not be approved).

Step 4: after receipt of above notification, participants can start the visa application process with the Japan Ministry of Foreign Affairs as explained on the [local FEC2016 web site / Visa Information / Step 4](#). Note: the only document you need to attach to the written application is the visa support letter provided by the IAEA.

Contact person in case of visa problems: Mr Gakushi Kawamura ([kawamura.gakushi@fec2016.jp](mailto:kawamura.gakushi@fec2016.jp))

## Conference badge:

In the conference venue, all participants and observers are required to wear a conference badge.

Immediate action – **deadline 31 August 2016**:

register via the [local FEC2016 web site](#) and upload a color photograph of your face following below requirements:

1. 3cm x 4cm color photograph in JPEG file format
2. Resolution at 480 x 640 pixels or larger
3. Full face, without a hat or other apparel covering the head
4. The face should cover at least 70% of the photograph

### **Accommodation:**

Participants are responsible for making and confirming their hotel reservation. If you need information about local hotels, please visit the [local FEC2016 web site](#).

### **Lunch:**

During the conference, the restaurants “Sakura” and “Swan” will be open for buffet style lunch. Lunch will cost JPY 2,500 (approx. EUR 20 / US\$ 23) per person per day. It is necessary to make a lunch reservation on the [local FEC2016 web site](#) by **31 August 2016**.

Although you may also find restaurants near the conference venue, the choice and availability is limited.

### **Refreshments:**

During coffee breaks (morning and afternoon) refreshments will be offered free of charge from Monday to Saturday (17 - 22 October 2016).

### **Japanese Tea Ceremony:**

Japanese tea ceremonies will be held from Tuesday to Thursday (18 - 20 October 2016) at the tea ceremony house “Hoshoan”. If you would like to participate in a tea ceremony, please reserve your seat at the on-site registration desk.

### **Reception and Banquet:**

Two evening events are planned at the ICC Kyoto.

#### **Reception:**

A Reception “Garden” party dedicated to the opening of the conference is planned on Monday, **17 October 2016**, from 19:00 to 21:00. The venue along with a detailed programme will be available on the [local FEC2016 web site](#) in August 2016.

The event hosted by MEXT and NIFS is free of charge to all participants.

#### **Banquet:**

A Banquet is planned on Thursday, **20 October 2016**, from 19:15 to 21:30, in the “Event Hall”. The official conference dinner reservation is made through the [local FEC2016 web site](#) by **31 August 2016**.

The cost per person is JPY 10,000 (approx. EUR 81 / US\$ 91).

Please note that the number of tickets is limited.

### **Technical Tours:**

Within the framework of the conference, two technical tours are planned:

Technical tours to “Heliotron J” in Kyoto University and “Gekko XII” in Osaka University are planned. Detailed information will be shown on the [local FEC2016 web site](#).

### **Documentation:**

The provisional programme is available on the [IAEA conference web site](#). The final programme will be available upon registration in Kyoto.

### **Working language:**

The working language of the conference will be English. No simultaneous interpretation will be provided.

### **Satellite Meeting Rooms:**

Four meeting rooms are available for satellite meetings during the conference. To reserve a room for a satellite meeting, please send an e-mail to [satellite@fec2016.jp](mailto:satellite@fec2016.jp) with the following information by **17 September 2016**:

1. The name, affiliation and e-mail address of the contact person,
2. The objective of usage of the room,
3. The preferred date and time for usage of the room,
4. The expected number of attendees at the meeting,
5. Any other request.

For more information, please visit the [local FEC2016 web site](#).

### **Exhibition:**

IAEA Member States, accredited organizations and commercial companies may wish to hold an exhibition during the conference. The exhibition provides a unique opportunity to demonstrate achievements in fusion research development to all conference participants and representatives of the media.

Please see the [local FEC2016 web site](#) for further details.

The deadline for sending a request to hold an exhibition booth is **31 August 2016**.

## Conference web sites:

There are two conference web sites:

### IAEA conference web site:

<http://www-pub.iaea.org/iaeameetings/48315/26th-IAEA-Fusion-Energy-Conference>

The IAEA web site provides subject information about the conference, including registration, paper submission and the conference programme.

### Local host's conference web site: <http://www.fec2016.jp>

This web site provides logistical information such as venue and accommodation details; visa guidance; information about technical tours and social events; as well as guidance for exhibitors.

Participants are encouraged to visit the two conference web sites regularly to check for new and updated information.

## Key Dates & Deadlines:

Deadlines on [local FEC2016 web site](#):

Initial registration for visa application:	1 July
Conference badge / uploading of photo:	31 August
Lunch reservation including payment:	31 August
Banquet reservation including payment:	31 August
Exhibition:	31 August
Satellite meeting rooms:	17 September
Technical tours:	to be announced

On-site registration including collection of badges and conference material:	Sunday, 16 October 15.00-19:00 Monday, 17 October, as of 7.30
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## IAEA Conference Secretariat:

### IAEA Contacts:

International Atomic Energy Agency  
Vienna International Centre  
PO Box 100  
1400 VIENNA  
AUSTRIA

**Scientific Secretariat:**

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Contact email address (also for submission of post-deadline papers): [physics@iaea.org](mailto:physics@iaea.org)

**Administration and organization:**

Ms Martina Khaelss  
Conference Services Section  
Division of Conference and Document Services  
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Subsequent correspondence on scientific matters should be sent to the Scientific Secretaries ([physics@iaea.org](mailto:physics@iaea.org)) and correspondence on administrative matters to the IAEA's Conference Services Section ([m.khaelss@iaea.org](mailto:m.khaelss@iaea.org)).

**Host Government Officials:**

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