Please fill out the following three forms and send the whole file to asc2023@ml.riken.jp as an attachment. Please rename the file to “forms\_xxxx (your LAST & first names).docx”, e.g., “forms\_TAHARA Tahei.docx”. We will reply to you within one week. If you don’t hear from us, please contact us (asc2023@ml.riken.jp).

Office of ASC2023

Molecular Spectroscopy Laboratory, RIKEN

**ASC2023 Registration form**

1. Name

Last name       First name       Middle name

1. Gender [ ]  Man / [ ]  Woman / [ ]  Other / [ ]  No Answer
2. Age group [ ]  80s / [ ]  70s / [ ]  60s / [ ]  50s / [ ]  40s / [ ]  30s / [ ]  20s / [ ]  No Answer
3. Title [ ]  Prof. / [ ]  Dr. / [ ]  Mr. / [ ]  Ms.
4. Affiliation

University or Institute

Division

1. Position (Please check one.)

[ ]  Faculty (Professor, Assoc. Professor etc.)

[ ]  Researcher (Governmental etc.) / [ ]  Researcher (Industrial)

[ ]  Post Doctoral Researcher / [ ]  Student

[ ]  Others

1. Email address
2. Office address
3. Office phone number
4. Please check the dates you Check In and Check Out of the hotel.

Check In: September [ ]  3rd / [ ]  4th / [ ]  5th / [ ]  6th

Check Out: September [ ]  4th / [ ]  5th / [ ]  6th  / [ ]  7th

1. Room preference (Please select your first and second choices from the dropdown menu.)

First choice  Second choice

\*If you have a roommate preference, please write his/her name:

1. Dietary restrictions (Please write in detail. e.g. wheat allergy, vegetarian-can eat eggs but not cheese, etc.)

1. If anyone is accompanying you (e.g. spouse, etc.), please write his/her name:
2. In case you use the courtesy bus from Echigo-Yuzawa station to the hotel, please specify the time from below.
\*Strongly recommended\*
 [ ]  11:15 of Sep. 3 from Echigo-Yuzawa (Connection to Toki 313)
 [ ]  13:20 of Sep. 3 from Echigo-Yuzawa (Connection to Toki 319)
 [ ]  Others
 [ ]  Not use the courtesy bus
3. The following courtesy bus from the hotel to Echigo-Yuzawa station is recommended for the departure. If you use it, please check.
 [ ]  10:20 of Sep. 7th from the hotel (Connection to Tanigawa 410) [ ]  Others

\*We will inform you of the type of your room at the hotel by email in due time. When you need to change your reservation after that, please contact us (asc2023@ml.riken.jp).

**ASC2023 Abstract submission form**

Presentation style (please check one)

[ ]  I am an invited speaker.

[ ]  I prefer an oral presentation, but poster is acceptable.

[ ]  I prefer a poster presentation.

[ ]  I will not give a presentation.

Name

Presentation title (if any)

**Consent form for the handling of personal information**

All collected personal data will be appropriately handled based on the RIKEN Personal Information Protection Regulations.

1. Purpose and Use of Collected Data

The personal data in these forms will only be used for correspondence related to ASC2023, preparation of the conference program, and arrangement of accommodation for attending ASC2023. Registration for attendance at ASC2023 will not be completed unless you provide your information.

2. Transfer of Personal Data

The collected personal data will be transferred and stored on a server in Japan, where the personal data of registered individuals will be managed in an appropriate manner. RIKEN may share the collected personal data with Hotel Belnatio and the members of ASC2023 organizing committee for the purposes described above, but will not transfer the collected personal data outside Japan.

3. Data Controller

Molecular Spectroscopy Laboratory (contact: asc2023@ml.riken.jp)

RIKEN

2-1 Hirosawa, Wako

Saitama 351-0198

Japan

4. Retention of Personal Data

RIKEN will not retain personal data for purposes beyond those described above.

5. Filing a Complaint with the Supervisory Authority

You may file a complaint with the supervisory authority of your country in case there are complaints to be resolved regarding RIKEN’s handling of your personal data. However, it would be highly appreciated if we could be notified in advance to seek a solution prior to your communication to the supervisory authority.

If you agree to all statements above regarding the use and transferring of the personal data, please place a check mark in the box below. You have the right to request withdrawal from this agreement at any time by sending an email to asc2023@ml.riken.jp. Withdrawal from the agreement will not affect the legality of the data processing and transferring prior to the withdrawal.

[ ]  I agree to all statements above regarding the use and transferring of the personal data.

Name　      Date (dd/mm/yy)