



ICCSE 2025 Participant Guide

July 2025

ICCSE 2025 Workflow

1. Paper-Acceptance Notice → 2. Complete Registration & Payment → 3. Receive Official Invitation Letter
→ 4. Internal Approval (funding / overseas-travel paperwork) → 5. Travel to Japan for the conference

Notes:

- The invitation letter in Step 3 is required for your visa application—please register early.
- Internal approval in Step 4 can be time-consuming; contact the relevant offices in advance.

Official-Passport Application

| 邀请人信息 | | | |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 姓名 (中文) * | 职务 (中文) * | 单位名称 (中文) * | 详细地址 (中文) * |
| <input type="text" value="请输入"/> | <input type="text" value="请输入"/> | <input type="text" value="请输入"/> | <input type="text" value="请输入"/> |
| 姓名 (外文) * | 职务 (外文) * | 单位名称 (外文) * | 详细地址 (外文) * |
| <input type="text" value="请输入"/> | <input type="text" value="请输入"/> | <input type="text" value="请输入"/> | <input type="text" value="请输入"/> |
| 联系电话 * | | | |

Chinese

- 高田 宗树 (TAKADA Hiroki)
- 教授
- 福井大学
- 〒910-8507 日本福井县福井市文京3-9-1
- 电话: +81-776-23-0500

English

- TAKADA Hiroki
- Professor
- Fukui University
- 3-9-1 Bunkyo, Fukui-shi, Fukui 910-8507 Japan
- Tel.+81-776-23-0500

Registration & Payment

- **Log in to complete participation or paper registration:**

- <https://smartconf.jp/auth/entry/iccse2025-reg>

- **Please use the following online payment methods:**

- UnionPay / VISA / MasterCard / JCB / American Express / other credit cards.
 - Payment must be completed in Japanese Yen (JPY) by credit card.

- **Important notes for credit-card payment:**

- A one-time password (OTP) will be required; have the phone linked to your card ready.
 - Complete the payment on a computer—do not use a smartphone. (Using the latest version of Chrome is recommended.)
 - Paying with a smartphone or a browser other than Chrome may cause authentication to fail.
 - During the payment process, do not click the “Back” or “Cancel” buttons.

- **Invoices & Receipts:**

- Receipts can be downloaded from “My Page,” and you can edit the name shown on either the invoice or the receipt directly within the system.

- **How-to Guides:**

- Registration Manual:
<https://help.smartconf.jp/en/help/756>
 - Payment Manual:
<https://help.smartconf.jp/en/help/2704>
 - Invoice & Receipt Download Manual:
<https://help.smartconf.jp/en/help/705>

- **Payment Proof Confirmation:**

- Please download the registration form from <http://ieee-iccse.org/registration.html>, complete it, and email the form to iccse@outlook.com no later than 25 July 2025.
 - Email subject line: your Paper ID.

- **Registration inquiries email:**

- iccse2025_reg@pcojapan.jp

Registration Fee Schedule

Early-bird registration and final-paper upload have been extended to **15 July 2025**.

Final registration closes **25 July 2025**.

Registration Fee Payment

Tips: If you are unable to pay online with a UnionPay card, you can try the following solutions:

1. Borrow a friend's or relative's VISA or MasterCard to complete the online payment.
2. Contact a local conference services company and ask them to pay on your behalf for a small handling fee.

Registration Notice

(See **"Related Materials Download"** for details)

| | Categories 参会类别 Categories | Rates (USD) 注册费 (美元) | Paper Upload 上传论文篇数 | Attendee 出席会议人数 |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------|--------------------|
| Early Bird Registration 早鸟注册 2025 年 7 月 15 日前 | Author | 550 | 1 | 1 |
| | Author(Membe of CERSCE) | 500 | 1 | 1 |
| | Author(Student) | 500 | 1 | 1 |
| | Author(Fukui University) | 500 | 1 | 1 |
| | Non-author Participants | 400 | 0 | 1 |
| Regular Registration 常规注册 2025 年 7 月 15 | Author | 600 | 1 | 1 |
| | Author(Membe of CERSCE) | 550 | | |
| | Author(Student) | 550 | 1 | 1 |
| | Author(Fukui University) | 550 | | |
| | Non-author Participants | 450 | 0 | 1 |
| Other Registration Items 其他项 | Additional Paper *A registration combo only could cover two papers at most. 同第一作者的第二篇论文 | 450 | 1 | 1 |
| | Additional Author(For a single paper with multiple authors registering): •The first author will be charged at the standard paper registration rate. •Subsequent co-authors will be charged at the Non-author Participants rate. 附加作者(对于一篇有多个 作者注册的单篇论文): • 第一作者将按照标准论 文注册费收取费用。 • 后续的共同作者将按照 非作者参与者的费用收取。 | 450 | 1 | 1 |
| | Extra Page Levy 超出 15 页的论文, 每页需 要支付的金额 | 60/page | Each paper registration already includes one pack. | --- |
| | Extra Banquet Fee (For unregistered accompanying persons attending the banquet) 附加宴会/1 人 | 80 | For unregistered accompanying persons attending the banquet. 未注册的陪同 参加宴会者 1 人 的费用 | --- |
| | | | | |

Visa Application Documents

- **Three required documents for a Japanese visa**(See “Related Materials Download” for details)

1. 招聘理由書 (しょうへいりゆうしょ)

- 中文名称: 邀请理由书 / 邀请函
- 作用: 说明邀请申请人的目的、行程及双方关系。

2. 身元保証書 (みもとほしょうしょ)

- 中文名称: 身份担保书 / 担保函
- 作用: 由日方邀请人或机构担保申请人在日期间的行为及费用 (部分签证类型可能不需要)。

3. 滞在予定表 (たいざいよていひょう)

- 中文名称: 停留日程表 / 行程计划书
- 作用: 详细列明申请人在日本的每日行程安排 (包括会议、住宿、交通等)。

Other Materials

01

Conference Schedule(See **"Related Materials Download"** for details)

02

Recommended Hotels (conveniently located near the venue)

- Osaka:ホテルクレストディオ 〒567-0888 大阪府茨木市駅前1丁目3-2 電話:072-620-1010
- Fukui:城町アネックス 〒910-0005 福井県福井市大手2丁目18-1 電話:0776-23-200

03

Tip: Use a hotel-booking platform to search for and reserve suitable accommodation.

e.g., online platforms such as Ctrip, Booking.com, and similar sites.

Other Materials

Suggested Travel Itinerary

- 19 Aug Domestic city → Osaka (join the pre-conference academic exchange)
- 21 Aug Osaka → Fukui (attend the main conference)
- 24 Aug Fukui → Osaka
- 25 Aug Osaka → return to home country

Osaka → Fukui City

- Thunderbird: Osaka → 敦賀 (approx. 1 h 20 min) → transfer to 北陸新幹線 (17 min) → 福井駅
- Thunderbird: Osaka → 敦賀 (approx. 1 h 20 min) → transfer to ハピラインふくい (40 – 50 min) → 福井駅

Venue Address

Pre-conference academic exchange venue: Ritsumeikan University, Ibaraki Campus

日语地址

〒567-8570
大阪府茨木市岩倉町2-150

英文地址

2-150 Iwakura-cho, Ibaraki-shi, Osaka 567-8570, Japan

主要交通方式

- 从JR京都站出发:
搭乘JR东海道本线（京都线）至「茨木站」（约15分钟），换乘阪急巴士（约10分钟）至「立命馆大学前」下车。
- 从大阪（梅田）出发:
搭乘JR京都线至「茨木站」，或阪急京都线至「茨木市站」，再转乘阪急巴士。

校区官网

<https://en.ritsumei.ac.jp/>（可查询详细地图与交通指南）

Main conference venue: Fukui International Exchange Hall

福井国际交流会馆（Fukui International Activities Plaza）的地址如下：

日语地址：

〒910-0853
福井県福井市大手3丁目17-1

英文地址：

3-17-1 Ote, Fukui City, Fukui Prefecture, 910-0853, Japan

交通方式：

- 从JR福井站步行约15分钟
- 或搭乘福井站前的公交车至「大手3丁目」站下车

官网（参考）：

<https://www.fiapp.or.jp>

Related Materials Download

List of Downloadable Materials

- Sample documents for official-business visa application
- Conference registration form
- Tentative conference schedule

Download link

- https://pan.baidu.com/s/1xQkY49n1--_4zCr1lcyjdA?pwd=7777

Thank you for your support!

Contact us: iccse@outlook.com

ICCSE 2025 Group