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## 1. Registration/Reminder of Important Dates

### ● Registration

Registration is now being accepted on our website. If you have not completed your registration for your team and members, we **STRONGLY RECOMMEND** that you complete the procedures as soon as possible. Major Early Registration ends **on May 31**. **Don't miss the opportunity to register at a discounted rate.**

Registration information on RoboCup 2017 official website:

<https://www.robocup2017.org/eng/regsitration.html>

Registration website (RegOnline):

<https://www.regonline.com/registration/Checkin.aspx?EventID=1940556>

### ● Important Dates

Please mark the following 2017 dates on your calendar.

#### Registration Schedule

##### [Major Registration Schedule]

Early Registration: March 8 (Wed.)–May 31 (Wed.), 2017

Regular Registration: June 1 (Thu.)–June 30 (Fri.), 2017

Late Registration: July 1 (Sat.)–July 22 (Sat.), 2017

##### [Junior Registration Schedule]

Regular Registration: March 8 (Wed.)–June 30 (Fri), 2017

Late Registration: July 1 (Sat.)–July 22 (Sat.), 2017



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### Please Note:

No team registration will be accepted after June 30, 2017. Please be sure to complete the team registration on or before June 30, 2017.

### Event Schedule

#### [Major League Schedule]

Setup:	July 25 (Tue.)–July 26 (Wed.), 2017
Competition:	July 27 (Thu.)–July 30 (Sun.), 2017
Symposium:	July 31 (Mon.), 2017

#### [Junior League Schedule]

Setup:	July 26 (Wed.), 2017
Competition:	July 27 (Thu.)–July 30 (Sun.), 2017
Symposium:	July 31 (Mon.), 2017

## 2. Invitation Letters for Visa Application

To enter Japan, please check the visa requirements details on the website:

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

Countries and Regions for Visa Exemptions:

[http://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)

Due to regulatory restrictions, the invitation letter for visa applications can be issued by the hosting organization only after your registration and payment are complete. Prior to the registration, your team must be qualified for the RoboCup league.

For visa applicants, **we strongly suggest that you apply for the visa documents (e.g., the invitation letter) to the Nagoya local organizing committee (LOC) as soon as possible.** It takes a long time to process applications in some countries. Failure to obtain a visa at the appropriate time can lead to serious consequences, such as not being able to enter Japan. Such problems apparently arose in 2016. The LOC is not responsible for the results of applications.

It is recommended that you receive your visa by July 10, at the latest.

We provide the information necessary for the visa applications at the following site:

<http://www.robocup2017.org/eng/visa.html>

### 3. Travel

#### Arriving in Nagoya from overseas

Located about 40 kilometers from Nagoya, Central Japan International Airport (Centrair) is conveniently connected to Nagoya and various locations across central Japan by public transportation.

Airport City Code: NGO

Central Japan International Airport (Centrair):

<http://www.centrair.jp/en/>

For access to Nagoya Station, the train is the fastest and most convenient option. The Meitetsu Airport Limited Express train connects the airport to the station in approx. 30 min.

Fare: JPY 870 (Extra surcharge of limited express: JPY 360)

Meitetsu Line website:

<http://www.meitetsu.co.jp/eng/airport-access/index.html>

Other transportation information:

<http://www.nagoya-info.jp/en/access/>

#### Access to the venue

Nagoya Station is the most convenient arrival point, as it offers easy access to the venue.

From Nagoya Station to Kinjo-Futo Station (the nearest station to the venue), you can take the Aonami Line, which takes approx. 24 min.

Fare: JPY 350

Aonami Line website:

<http://www.aonamiline.co.jp/en/>

Good news for RoboCup participants:

We are planning provide a free train service for participants between Nagoya Station and Kinjo-Futo Station, the closest station to the venue, on the Aonami Line. The details will be announced later.

### 4. Accommodation

To ensure your pleasant and enjoyable stay in Nagoya, please book your



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accommodation early. Nippon Travel Agency, the official travel agent for RoboCup 2017, offers affordable accommodation for RoboCuppers. They also provide convenient and helpful support for your travel requirements.

**Hotels will become heavily booked in Nagoya city during the period of RoboCup2017, so we strongly recommend that you book your accommodation by the end of May.**

The LOC makes strong recommendations to Nippon Travel Agency regarding your accommodation arrangements.

Accommodation information on the Robocup2017 official website:

<http://www.robocup2017.org/eng/accommodation.html>

Booking accommodation website (operated by Nippon Travel Agency):

<https://v3.apollon.nta.co.jp/robocup2017/joho?MODE=top&language=1>

## 5. Cargo

As introduced in our Newsletter #1, our official service provider, NIPPON EXPRESS CO., LTD. (NIPPON EXPRESS) will cater to your shipping needs.

For the safe and smooth shipment of your precious robots and equipment, we highly recommend our service provider.

Nippon Express has services for all your shipping needs:

- Picking up your cargo
- Customs clearance
- Transportation by AIR and SEA
- Delivering your cargo to the site
- Necessary on-site attendance
- Return shipment

Please see the following site and check our Shipping Manual to learn how to prepare for your shipping:

<http://www.robocup2017.org/eng/cargo.html>

**Shipping Manual**

[Download](#)

**Appendix**

[Download](#)

The Appendix file includes the following forms :

Appendix A Shipping Application



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Appendix B Invoice & Packing list

Appendix C Power of Attorney

C-1: Form for Customs clearance for Category (i) ATA Carnet by organization

C-2: Form for Customs clearance for categories other than ATA Carne Category (ii) or (iii) by organization

C-3: Form for Customs clearance for Category (i) ATA Carnet by individual

C-4: Form for Customs clearance for categories other than ATA Carne Category (ii) or (iii) by individual

Appendix D Report on the Attorney for Customs Procedures

All the details and documents necessary for your shipment are described in the documents found at the sites above.

If you have any questions or need information regarding our service provider, please contact NIPPON EXPRESS at the following address:

Email: [robocup2017-ngo@air.nittsu.co.jp](mailto:robocup2017-ngo@air.nittsu.co.jp)

URL: <http://www.nipponexpress.com/>



## 6. Carry-On Baggage

Please check with your airline in advance of your flight regarding what items you can bring as carry-on baggage, if you have a plan to carry your robots or batteries with you. Every airline has its own guidelines and restrictions regarding carry-on baggage.

If you are planning to bring your robots with you as carry-on baggage, you are advised to apply for an ATA Carnet before your departure in order to facilitate customs clearance.

Please contact **the ATA Carnet issuing authorities** in your country for information such as the costs, processing time or documents necessary for your application.

## 7. Information and Social Media

- RoboCup 2017 Nagoya Japan Official Website

Further general information on RoboCup 2017 is posted on our website:

<http://www.robocup2017.org/eng/index.html>

Please watch the new RoboCup 2017 Promotion Video on the top page. Enjoy learning about your next destination and the fine play of the professional players on Nagoya's soccer and futsal teams. This video can also be viewed on YouTube.



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You can also learn more about RoboCup from our interviews with RoboCup participants, experts and people involved.

We also have pages for RoboCup fans:

- Facebook

<https://www.facebook.com/RoboCup2017NagoyaJapan/>

- YouTube

[https://www.youtube.com/channel/UCxbXbNOZT7BNLQNNNAU6e\\_w](https://www.youtube.com/channel/UCxbXbNOZT7BNLQNNNAU6e_w)

RoboCup 2017 Promotion Video

<https://www.youtube.com/watch?v=yFG3N7zzLJk>

## 8. Contact

For further questions regarding your participation in RoboCup 2017, contact us at the following email address:

info@robocup2017.org

Please direct your questions regarding the rules and qualifications for the competitions to your league.

The following page of our website has all the league mailing addresses:

<https://www.robocup2017.org/eng/howto.html>

Send all general registration questions and inquiries via email to:

April.RoboCup@gmail.com

## 9. Closing

With the information provided, we hope that you feel comfortable preparing for your participation in RoboCup 2017. We are also working hard organizing memorable competitions as well as exciting social events.

We will have more useful and detailed information for you in our next Newsletter #3.

With our warmest regards

On behalf of the RoboCup 2017 Executive Working Committee:

Takeshi Ohashi, Chair

Hiroyuki Okada, Co-chair

Tomoichi Takahashi, Co-chair

Komei Sugiura, Co-chair