

MEMORANDUM

To: CGP Program, Part (1), Authors and Discussants

From: Bob Stern

Subject: Tokyo Conference Arrangements

Date: March 22, 2004

I am writing to confirm that our Center for Global Partnership (CGP) Program, Part (1) conference will be held in Tokyo in the CGP conference facility on the 20th floor of the ARK Mori Building on Friday and Saturday, May 14-15, 2004. The ARK Mori Building is adjacent to the ANA Hotel, where overseas and some Japanese conference participants will be accommodated.

I am attaching the tentative conference agenda, information on the ANA Hotel Access & Location, and a map showing the location of the ARK Mori Building, the ANA Hotel, and other buildings in the area.

In the scheduled sessions, authors will be allotted 30 minutes for their presentation, discussants 10 minutes for their comments, and the remaining time will be allotted for questions and discussion. Conference papers will be due **no later than May 1, 2004**, and should be sent as an E-mail attachment, in Word format, to me (rmstern@umich.edu), to Kyoji Fukao (k.fukao@srv.cc.hit-u.ac.jp), and the designated discussant. Conference papers will be posted on our University of Michigan website (www.Fordschool.umich.edu/rsie/).

Discussants can view and access the preliminary drafts/outlines of the papers that were presented and critiqued at the Part (1) Pre-Conference Meeting of Authors that was held in Ann Arbor on March 13, 2004. These drafts/outlines are available on our UM website (www.Fordschool.umich.edu/rsie/ Click on Conferences).

Participating authors and discussants are responsible for making their own travel reservations. Round-trip, Economy Class, airfares and related travel expenses will be covered. Flights should be booked for arrival at and departure from the Narita Airport. Please send us as soon as possible information about the complete details of your incoming and outbound airline reservations. Information about Limousine Bus service from the Narita to the ANA Hotel and return is provided in an attachment. Reimbursements for travel expenses will be provided subsequently, upon submission of original receipts.

Conference participants from overseas and within Japan needing hotel accommodation will be lodged in the ANA Hotel. Accommodation and related hotel expenses will be covered for 3-5 nights and will be prepaid by the grant administration. Your accommodation will be confirmed once we obtain your detailed travel plans.

On Thursday, May 13, 2004, there will be a Pre-Conference Meeting of the CGP Program Part (2) authors. This meeting will also be held in the CGP conference facility. The tentative agenda for this meeting is attached as well as abstracts of the papers that will be presented and critiqued. All CGP Part (1) authors and discussants are invited to attend the CGP Part (2) Pre-Conference Meeting and may wish to make their travel arrangements accordingly to attend both this meeting and the Part (1) conference to follow on the subsequent two days.

Please let me know if you have any questions or concerns about the foregoing arrangements.