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## 1. Registration/Reminder of Important Dates

### ● Registration

If you have not completed the registration for yourself or your members, **please complete the procedures as soon as possible. Major and Junior members for Late Registration will end on Saturday, July 22.** Each participant must have registered and paid before he/she can enter the site.

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 Schedules

[Major Registration Schedule]

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

[Junior Registration Schedule]

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

#### Event Schedules

[Major League Schedule]

Setup: July 25 (Tue) – July 26 (Wed), 2017



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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. Accommodation Information

To ensure you have a pleasant and enjoyable stay in Nagoya, please book your accommodations 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 during the period of RoboCup 2017, so we strongly recommend that you book your accommodations as soon as possible. The deadline for booking will be July 7 and payment deadline will be July 9, so please apply as soon as possible.**

The LOC has strongly recommended Nippon Travel Agency regarding your accommodation arrangements.

Accommodation information on the RoboCup 2017 official website:

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

Booking accommodations website (operated by Nippon Travel Agency):

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

### 3. Cargo

As introduced in our previous Newsletters, our official service provider, NIPPON EXPRESS CO., LTD. (NIPPON EXPRESS) will cater to your shipping needs. For 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



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- Necessary on-site attendance
- Return shipment

The Shipping Manual has been revised on June 23. Please check the revised part in the Cargo section. Also, please be sure to check the Lithium Battery Guidance that we have newly published on our website.

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

//Attention//

### 1. HUB Warehouse

NIPPON EXPRESS has changed HUB warehouse. Please be sure to arrange the correct delivery address.

NIPPON EXPRESS CO.,LTD

11 GOUCHI WAREHOUSE

OPERATION CENTER

37,Sorami-Cho,Minato-ku,Nagoya 455-0034,Japan

### 2. Application deadline

**Please check the application deadline carefully before proceeding.**

		Shipping Pattern		
		Pattern A	Pattern B	Pattern C
	Scope of Works	From a pickup the cargo in country of departure to deliver the site Portmesse Nagoya/Takeda Teva Ocean Arena.	From arrival Nagoya airport/port to deliver the site Portmesse Nagoya/Takeda Teva Ocean Arena.	From carrying in Nippon Express HUB warehouse to the site Portmesse Nagoya/Takeda Teva Ocean Arena.
Shipping Deadline	Documents	4-Jul	4-Jul	4-Jul
	Arrival at Nagoya Airport/Port	11-Jul	11-Jul	-
	Carrying in Assigned Warehouse	-	-	18-Jul

For late submission of documents, additional fee of JPY 50,000- per shipping will be charged.



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All participants including those who are using other company than NIPPON EXPRESS, except for those who bring their items by hand (e.g. carry-on baggage) without using trucks are required to submit application form to NIPPON EXPRESS Nagoya by email.

Nippon Express Co., Ltd. Nagoya Air Service Branch

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

Attention for those who are applying for “category i:

Please do not send the original ATA Carnet to Japan side. The original ATA Carnet is required at the departure side.

Power of Attorney (POA) is required if you assign Nippon Express as Customs broker. Please send a photocopy of POA to Nippon Express Japan by Email. The original form of POA should be sent to their oversea branch at the departure side. Given proper instructions to do so, their oversea branch will ship it to Japan along with your cargo. Please take caution that the signature of POA and the Holder of ATA Carnet must be the same.

All shipments except for what is brought by hand must be once gathered in the NIPPON ESPRESS HUB warehouse.

Without an application form, acceptance of goods at the HUB warehouse may be refused and trucks without application may be refused at the site and therefore it may cause delivery failure unless you bring the cargo by hand without using truck.

### **Shipping Manual**

[Download](#)

### **Appendix**

[Download](#)

The Appendix file includes the following forms:

- Appendix A: Shipping Application
  - Appendix B: Invoice & Packing list
  - Appendix C: Power of Attorney forms
- (Appendix D is required only if you apply for category iii.)

### **Lithium Battery Guidance**

[Download](#)

The shipping manuals for domestic transport service have been lately added. Those



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who require only domestic transport service may refer to our website in the Cargo page in language “Japanese” for details.

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

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/>



### 4. Carry-on Baggage

If you plan to carry your robots or batteries with you, please check with your airline in advance regarding which items you can bring as carry-on baggage. Each 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 the customs clearance. **Please contact the ATA Carnet issuing authorities in your country for information** such as the costs, processing time, or necessary documents for your application.

### 5. Travel On-site

#### ● Arriving in Nagoya from overseas

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

IATA Airport Code: NGO

Central Japan International Airport (Centrair):

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

For access to Nagoya Station, by 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 (Additional surcharge for limited express: JPY 360)



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Meitetsu Line website:

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

Other transportation information:

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

### ● Access to the venue

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

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

From July 27 (Thu) to July 30 (Sun), the special train will be operated by non-stop, takes 17 min. between Nagoya Station and Kinjo-futo Station.

Fare: JPY 350

For the time table of the Aonami Line, please check our website:

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

Aonami Line website:

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

In addition, we have released a virtual tour to guide around Nagoya Station and Kinjo-futo Station, so please refer to it when visiting the venue.

<http://cms.dougavr.jp/media/tourmaker/robocup2017/>

During the competition, inside the venue we will provide a set of tickets for the Aonami Line, the main means of transportation to the venue between Nagoya Station and Kinjo-futo Station. Please take the voucher in the participants bag you receive to the exchange counter (at the Exchange Center on 1F). We will then exchange the voucher for a set of Aonami Line tickets.

[Exchange period]

Major League: Participants and others involved

Date: July 25 (Tue), July 26 (Wed)

Time: 09:00 – 17:00

Junior League: Participants and others involved



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Date: July 26 (Wed)

Time: 09:00 – 17:00

If you come to the venue by car, no car parking is available for participants, please use the same car parking with general visitors.

### ● **Travel Counter at Central Japan International Airport (Centrair) (Temporary)**

[Staff Desk]

Our staff is waiting to support you following the schedule and places below:

Open hours:	July 24 (Mon)	08:00 – 18:00
	July 25 (Tue)	08:00 – 18:00
	July 26 (Wed)	08:00 – 16:00

Place: 1. Arrival Lobby on 2F  
International Arrivals, near the information desk

2. Access Plaza  
Near the information desk

[Nippon Travel Agency Desk]

To support participants who booked accommodations through the RoboCup Booking System (operated by Nippon Travel Agency), the staff is also waiting to provide support following the schedule below. If you have any amendments to your booking or travel information, please contact Nippon Travel Agency.

Open hours: July 21 (Fri) – July 27 (Thu) 08:00 – 18:00

Place: Arrival Lobby in 2F  
International Arrival near information desk

## 6. On-site Check-in

Please note the following check-in times for Major and Junior participants:

• Check-in for all Majors: July 25 (Tue) – July 26 (Wed) 08:00 – 22:30

• Check-in for all Juniors: July 26 (Wed) 08:00 – 22:30

Place: Check-in desk

Portmesse Nagoya Exchange Center 1F

Please be sure to complete your registration and payment in advance before check-in. If your registration status is not “checked”, e.g. because payment may still be pending, we



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ask these teams to check in only after 13:00 on both days. Your registration status will have to be verified and fixed, if necessary, before you can be admitted to the venue.

**Please Note:** Individual check-in is not accepted. A team leader or mentor must check in for all the team's members. All participants are required to submit the signed consent forms before participating in the competitions. The forms must then be handed in by the representative person at the Check-in desk. The procedure is not complete until all the necessary documents have been submitted.

Please download the forms at:

[https://www.robocup2017.org/eng/important\\_information.html](https://www.robocup2017.org/eng/important_information.html)

### 7. Open Hours of the Venue

#### Open hours of the venue for participants and social events

July 25 (Tue)	8:00 – 22:30	Setup for Major
July 26 (Wed)	8:00 – 22:30	Setup for Major and Junior
	18:00 – 19:00	Opening Ceremony
July 27 (Thu)	7:00 – 22:30	Preparations and Competitions
July 28 (Fri)	7:00 – 22:30	Preparations and Competitions
	18:30 – 20:30	Junior Party
July 29 (Sat)	7:00 – 22:30	Preparations and Competitions
July 30 (Sun)	7:00 – 22:30	Preparations, Semi-finals and Finals
	14:00	Junior Award Ceremony
	17:00	Major Award Ceremony
	19:00	Major Banquet and Party
July 31 (Mon)	8:50 – 18:00	Symposium*
	18:00	Farewell Party*

**\*Please Note:** Symposium and Farewell Party will be held at **Aichi University Nagoya Campus**, neither at Portmesse Nagoya nor Takeda Teva Ocean Arena.

Aichi University Nagoya Campus

60-6 Hiraike-cho 4-chome, Nakamura-ku, Nagoya, Aichi-ken 453-8777, Japan

#### Open hours of the venue for Public

July 27 – July 29	9:00 – 18:00	Competitions
July 30	9:00 – 16:00	Semi-finals and Finals





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### 8. WLAN at the Venue

#### Note for using the WLAN

We will soon release an important notification of the WLAN on the website below.

[https://www.robocup2017.org/eng/important\\_information.html](https://www.robocup2017.org/eng/important_information.html)

### 9. Contact and Information

- **RoboCup 2017 Nagoya Japan Official Website**

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

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

We added more interviews on our site. Enjoy their stories, and discover more about RoboCup.

We also have pages for RoboCup fans:

- **Facebook**

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

- **YouTube channel**

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

RoboCup 2017 promotional video:

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

- **Contact**

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

[info@robocup2017.org](mailto:info@robocup2017.org)

Please direct your questions regarding the rules and qualifications for competitions to your league. The following page on 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](mailto:april.robocup@gmail.com)



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### 10. Closing

With only less than 30 days, we hope your preparations are going well. We are also excited and getting ready for the competition day by day.

We will have more detailed information about social events, the RoboCup Symposium, and Move-out for you in our next Newsletter #4.

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