

The 35th Pan-Pacific Conference Newsletter #5

In our Newsletter #1, we informed you about the deadline to make hotel room reservations at the K-Hotel. However, many people sent us inquiries about the conference venue and room reservation procedure. We would like to inform you of the following:

1. The Conference Venue: The K-Hotel, Seoul, Korea (please check our website for the reservation form, address, phone number, e-mail address, etc.).
2. Please fill out the room reservation form and send the scanned copy to the K-Hotel by e-mail (Reservation@thek-hotel.co.kr).
3. The deadline to make hotel room reservations to receive the special Pan-Pacific Conference room rates is: **April 8, 2018**. After that date, room rates may change and reservations will be accepted on the availability basis.
4. Please be sure to send in your paper for the Proceedings by April 9, 2018 for it to be included in the final Proceedings publication. Use the Step II (see below) or on the website. In addition, at least one author **MUST** register in order for their paper to be in the final program and Proceedings.

II. TO SUBMIT AN ACCEPTED PAPER FOR PUBLICATION IN THE PROCEEDINGS:

- Authors may submit their formatted paper(s) **after** receipt of the electronic acceptance letter.
- Papers **must be formatted in the Pan-Pacific paper template** (available through the link below), and must conform to the 3-page limit (margins, font size, etc.)
- At least one (1) author from each paper must register online through the Pan-Pacific website (see III. Registration below).
- **The Deadline for paper submissions for the Proceedings publication and author registration is Monday, April 9, 2018.**
- Paper Formatting Template [Microsoft Word Version \(28k\)](#)
- Papers may be resubmitted at the following link: <https://www.panpacificbusiness.org/proceedings/resubmit.aspx>. A control number and e-mail address associated with the paper are required.

[Step 2 - PAPER SUBMISSION: Submit the accepted paper for publication in the Pan-Pacific Conference Proceedings](#)

Please let us know if you have any questions. Be sure your co-authors get this information as we do not have some of their email addresses. Looking forward to seeing everyone very soon.

Sang Lee