**[Project Summary]**

Date: Month date, 20xx

**Workshops and Symposia (Project No.** **)**

To the Director of the Disaster Prevention Research Institute, Kyoto University,

[Principal Investigator]

Name :

Position :

Affiliation :

The results of the Workshops and Symposia project are reported as follows.

Meeting Title :

Name(s) of the Co-sponsor(s) if co-sponsored :

Name of the DPRI Contact Person :

Dates of the Meeting : Month date, 20xx - month date, 20xx

Venue for the Meeting :

Number of Participants : (DPRI: / non-DPRI: )

\* Please submit the list of participants as an attachment.

Anticipated Impact on Research and Education

|  |
| --- |
|  |

Meeting Report

(1) Purpose

(2) Summary of Research Findings

(3) Program

(4) Publication of Research Findings

**Guidelines for Preparing Workshops and Symposia Project Summary**

**1. Project No.**

Indicate the Project No. in the title of the form.

**2. Name(s) of Co-sponsor(s)**

Indicate the name(s) of the Co-sponsor(s) if co-sponsored.

**3. Number of the Participants**

Provide the total number including Principal Investigator and the breakdown (the number of participants from DPRI and non-DPRI institutes).

\* Submit the list of participants for Workshop and Symposia in the designated form “List of Participants” or a format similar to it.

**4. Meeting Report**

Describe the following items in about 500 words in total.

This Project Summary is to be published in the *DPRI Annuals* and on the website of DPRI.

(1) Purpose

(2) Summary of Research Findings

(3) Program

(4) Publication of Research Findings (Include publications in preparation)

Submit any publications (original or duplication).

Indicate the information of any publications in preparation.

Explicit acknowledgement in any publications on the findings of the collaborative research.

(e.g.) This research was supported by the General Collaborative Research (Project No.) of the Disaster Prevention Research Institute, Kyoto University.

**5. Submission**

**Deadline : April 30 of the year when the research period ends**

**Format : Microsoft Word file**

Please send the file via email to the Contact.

The subject line of the email should be “Collaborative research report [Project No.]”.

**6. Others**

(1) Please specify the project number when asking inquiries at the contact.

(2) The forms are downloadable from the following link:

 <http://www.dpri.kyoto-u.ac.jp/collaborative/>

**7. Contact**

Joint Usage of Research Support Section, Uji Administration Office, Kyoto University

Gokasho, Uji, Kyoto 611-0011, Japan

Tel: +81-774-38-3350 / Fax: +81-774-38-3369

Email: kyodo@dpri.kyoto-u.ac.jp