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**Form 11-1**  　　　　　　　　　　　　　　　　　　　　　　　　　　　(※ Do not fill out)

Application Form for Topical Research Meetings

Date:

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

　　　　　　　　　Applicant (Principal Investigator)

Phonetic transcription in Japanese kana (or hiragana)

　　　　　　　　　Name:

　　　　　　　　　Affiliated Group:

　　　　　　　　　Research Division/Center:

　　　　　　　　　Position:

　　　　　　　　　e-mail address:

I would like to conduct a research meeting as described below and submit this application

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| --- | --- | --- |
| Meeting Title  (in Japanese  and English) | (Name of the organization for joint sponsorships ) | |
| Scheduled venue (\*1) |  | open / closed meeting |
| Scheduled date | Month dd, 20yy | |
| Number of participants | (Provide numbers of participants that will receive and will not receive travel expenses.)  The list of participants should be submitted on Form 3-2) | |
| Expenses | (Provide venue use fees, Travel expenses, and Total amount) | |
| Objectives and content of the research meeting (within 200 words) | | |
| Expected outcome | | |

(\*1) If venues other than the Uji campus of Kyoto University or DPRI facilities is used, note the reasons on a separate sheet.

(\*2) If the attendance of the participant is confirmed, write “confirmed” in the “Remarks” column.

(\*3) These explanatory notes can be deleted.

**This form must be submitted by the DPRI Contact Person via e-mail in Microsoft WORD format. The subject line should be “Application for Workshops and Symposia (\*\*\*\*)” (\*\*\*\* is the name of the Principal Investigator). Submit to: Person in charge of the Joint Usage of Research Support Section of the Uji Administrative Office. e-mail: kyodo**http://www.dpri.kyoto-u.ac.jp/web_j/kyodo/ato_2.gif**dpri.kyoto-u.ac.jp**

**Form 11-2**

List of Participants for the topical research meeting

　　　　　　　　　 Applicant (Principal Investigator)

　　　　　　　　　 Name

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| --- | --- | --- | --- | --- |
| Name | Affiliation | Position | | Remarks |
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