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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 :( Surname /Given 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) | (English)  (Name of the organization for joint sponsorships ) | |
| (Japanese) | |
| 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 11-2, listing the main participants. | |
| 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) 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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Notes;

　　1) List the principal investigators, speakers and other main participants.

　　2) Please list affiliations by their official names, not by abbreviations.

　　3) If the attendance of the participant is confirmed, write “confirmed” in the “Remarks” column~~.~~

please indicate "Confirmed" in the remarks column.

　　4) If there is insufficient space, please add a new line as appropriate.