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**Form 3-1**  　　　　　　　　　　　　　　　　　　　　　　　　　　　(※ Do not fill out)

Application Form for Workshops and Symposia

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)

　　　　　　　　　Position

　　　　　　　　　Affiliation

　　　　　　　　　Address

　　　　　　　　　Tel ( ) -

　　　　　　　　　e-mail address:

　　　　　　　　　Name of DPRI Contact Person (DPRI CP)

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) (\*1) | (English )  (Name of the organization for joint sponsorships ) | |
| (Japanese) | |
| Scheduled venue (\*2) |  | open / closed meeting |
| Scheduled date | Month dd, 20yy | |
| DPRI Contact Person |  | |
| 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, 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) In case of joint sponsorship, include the name of the organization.

(\*2) If venues other than the Uji campus of Kyoto University or DPRI facilities is used, note the reasons on a separate sheet.

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 3-2**

List of Participants for a 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) Affiliations should be listed by their official names, not abbreviated.**

**3) Please be sure to include faculty members of the Disaster Prevention Research Institute (DPRI) in the research organization.**

**4) If the participant's attendance has been confirmed, please indicate "Confirmed" in the remarks column.**

**5) If there are insufficient columns, please add lines as appropriate.**