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**Form 12-1**  　　　　　　　　　　　　　　　　　　　　　　　　　　(※ Leave here blank.)

Application Form for Topical Research Meetings

Date:

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

　　　　　　　　　Applicant (Principal Investigator)

Name (Surname/Given name)

Phonetic transcription of the name in Japanese kana (or hiragana)

　　　　　　　　　Affiliated Group:

　　　　　　　　　Research Division/Center:

　　　　　　　　　Position:

　　　　　　　　　e-mail address:

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

|  |  |  |
| --- | --- | --- |
| Meeting Title | (English)  (The name of the main sponsor if the applicant is a joint sponsor:  ) | |
| (Japanese) | |
| Scheduled Venue (\*1) |  | open /  closed Meeting |
| Scheduled Date | Month dd, 20yy | |
| Number of Participants | Total:  Including: those who will receive travel expenses:  *\* Also submit Form 12-2 which lists the names of the main participants.* | |
| Expenses | Total:  Including: Venue use fees:  Travel expenses: | |
| Objectives and Agenda 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.*

*\* Italicized annotations may be deleted.*

**This form must be submitted in Microsoft Word format and Microsoft Excel format via e-mail. The subject line of the email should be “Application Form for Topical Research Meetings ([Name of the Principal Investigator]).”**

**Submit to:**

**Joint Usage of Research Support Section of the Uji Administrative Office**

**e-mail address:** [**kyodo@dpri.kyoto-u.ac.jp**](mailto:kyodo@dpri.kyoto-u.ac.jp)

\* If you do not receive a confirmation of receipt within 3 days after submission, please contact us.