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**Form 3-1**  　　　　　　　　　　　　　　　　　　　　　　　　　　(※ Leave here blank.)

Application Form for Workshops and Symposia

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)

　　　　　　　　　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.

|  |  |  |
| --- | --- | --- |
| Meeting Title (\*1) | (English)  (\*1 The name of the main sponsor if the applicant is a joint sponsor:  ) | |
| (Japanese) | |
| Scheduled Venue (\*2) |  | open /  closed Meeting |
| Scheduled Date | Month dd, 20yy | |
| DPRI Contact Person | *\* Provide at least one DPRI Contact Person.* | |
| Number of Participants | Total:  Including: those who will receive travel expenses:  *\* Also submit Form 3-2 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 The applicant can be a joint sponsor for the meeting. If so, please provide the main sponsor's name.*

*\*2 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 via e-mail by the DPRI Contact Person. The subject line of the email should be “Application Form for Workshops and Symposia ([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.