

## **Guideline for International Conference Presenter/Convener/Manager Subsidy (FY2024)**

The purpose of this subsidy is to provide assistance to KG faculty to participate in international conferences held outside Japan as a presenter, convener or manager. The details are given below.

### **1. Eligibility**

KG faculty members\* who will be presenting or convening or who will be responsible for managing an international conference to be held outside Japan.

\* Professor, Associate Professor, Assistant Professor, Special Fixed-term Professor, Fixed-term Instructor, Special Appointment Associate Professor, Laboratory Technician, Laboratory Assistant, Special Contract Instructor, International Cooperation Education Full-time Instructor, Contract Associate Professor of English, Associate Lecturer of English, Special Contract Instructor of Language, and Contract Instructor of Language (English, Japanese, Chinese, Korean and Spanish), Curators of the University Museum (special contract instructors). Those on study abroad programs are not eligible for the subsidy.

#### **Note**

- 1) The subsidy will only be provided once per academic year (April 1 to March 31 of the following year).
- 2) When attending a conference for a joint presentation, the faculty member requesting the subsidy must be a presenter at the conference.

### **2. Eligible travel**

Travel to participate in a conference as a presenter, convener or manager. To be eligible, applicants must depart from Japan within five days before the first day of the conference and return to Japan within five days after the end of the conference. Faculty members who will be participating in more than one conference as a presenter, convener or manager may apply for the subsidy, provided that each subsequent conference begins within five days after the end of the previous conference and that they return to Japan within five days after the end of the last conference.

#### **Note**

Travel with stopovers is treated as follows:

- (a) Research-purpose stopover  
Those who make a stopover in a country/city other than the place of the conference are also eligible to receive the airfare. But you need to inform us of the stopover in the application form and submit the documents to prove the contents of the activities.
- (b) Non-research-purpose stopover(s)  
Those who make stopover(s) in a country/city other than the place of the conference during their conference trip for non-research purposes are not eligible for the subsidy.

### **3. Expenses covered**

The subsidy may be used for airfare from and to Japan only, and must be for the most economical and reasonable means of travel. The maximum amount is ¥150,000, and the approved amount will be provided by way of reimbursement after the trip.

In principle, the subsidy may be used for an economy class airfare. However, travel by other classes (business class, "super seat," etc.) may be approved, provided the fare is lower than that of normal economy class.

#### 4. Application

Applicants must submit the following documents to the Director of the Division for Research Development and Outreach through their school office by the end of the month that falls two months before the first day of the conference (or the first conference when attending more than one conference):

- 1) "Application for Subsidy for Presenter/Convener/Manager at International Conference" and "Overseas Research Schedule Details" (provided forms)
- 2) Conference program and detailed schedule during the conference
- 3) Documents to prove that the applicant will be presenting, convening or be responsible for managing the conference (conference program or letter of invitation indicating the applicant's name and presentation title or role at the conference. When attending a conference for a joint presentation, the applicant must submit documents to prove that he/she will be presenting at the conference.)
- 4) Airfare receipt:  
For credit card payments in currencies other than Japanese yen, the final credit card statement (or a photocopy of the statement) must be submitted. In principle, the subsidy may be used for an economy class airfare. However, travel by other classes (business class, "super seat," etc.) may be approved, provided the fare is lower than that of normal economy class. For such travel, documents indicating the normal economy class fare of the same airline must also be submitted.
- 5) Documents indicating the route and class

In the event applicants are unable to submit the above materials (2) to (5) at the time of application, they may submit (1) within the application period and (2) to (5) at a later date (prior to their departure).

#### Note

Applications submitted past the deadline may be accepted only if they are submitted within 10 days after the applicants' return to Japan. If there are any budget funds remaining for a semester, such funds will be divided among such applicants up to the maximum amount of ¥150,000. For accounting purposes, the spring semester is from April 1 to September 30 and the fall semester is from October 1 to March 10.

#### 5. Reporting

Applicants must submit the following documents to the Director of the Division for Research Development and Outreach through their school office within 10 days after their return to Japan:

- 1) "Subsidized Presenter/Convener/Manager at International Conference Report" (provided form)
- 2) Boarding pass stubs (original only) or other proof of flight
- 3) Conference program indicating the applicant's name and presentation title or role at the conference (only if not submitted at the time of application)
- 4) Documents to prove attendance at the conference  
(e.g.)
  - Certificate of attendance or the equivalent issued by the conference organizer
  - Receipt for the conference registration fee (paid at the conference)
  - Name tag indicating the conference name and applicant's name
  - Resume/handouts distributed at the conference (or a photocopy of such documents) or Conference minutes taken by the conference organizer
  - Other documentary evidence showing that you have been to the place/venue of the conference
  - Documents to prove research activities (for travel with a research-purpose stopover)
- 5) A hard copy of the posted articles on "News Release System for Research Activity"\*

\*"News Release System for Research Activity"

"News Release System for Research Activity" is the system for transmitting and publishing research activities and results on dedicated website in a timely. Please using this system to post and publish the articles of presentation at the conference.

Posting form and website can be accessed from the following URL.

<https://www.kwansei.ac.jp/r-portal/>

#### 6. Approval

Each application will be screened by the Division for Research Development and Outreach. The approval and reimbursement amount will also be determined by the Division for Research Development and Outreach.