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| Dean/Director's  Seal |
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**APPLICATION FOR SUBSIDY FOR PRESENTER / CONVENER /**

**MANAGER AT INTERNATIONAL CONFERENCE ＜FY2025＞**

Date:

To: Director of Division for Research Development and Outreach

Department & Position

Name

I would like to apply for the Subsidy for Presenter/Convener/Manager at International

Conference. The details are as follows:

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| --- | --- |
| Conference Title |  |
| Conference Period | From To |
| Business Trip Period  (Dates of departure from and return to Japan) | From To  NB: You 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. |
| Conference Venue | Country) City)  (If you make Research-purpose stopover, please fill in below.)  Purpose:  Country) City) |
| Your Role  at the Conference | Circle either a) or b) and check the appropriate box.  a) Presenter Independently  Jointly with (an)other presenter(s)  b) Convener or Manager (Role: ) |
| Presentation Title  (If participating as presenter) |  |
| Airfare  (Japan/conference country/Japan) | ￥ |

Note: Before submitting your application, please read the Guideline for International Conference Presenter/Convener/Manager Subsidy

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| Division for Research  Development and Outreach |
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**[Application]**

The following application documents must be submitted to the Division for Research Development and Outreach

　　through your 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) This application form for the International Conference Presenter/Convener/Manager Subsidy and the form for Overseas Research Schedule Details

(2) Conference program and detailed schedule during the conference

(3) Documents to prove that you are a presenter, convener or manager at the conference (the conference

　　program or letter of invitation indicating your name and the title of your presentation or your role. When

participating in a joint presentation at a conference, you must submit documents to prove that you are a

presenter at the conference.)

(4) Receipt for the airfare

For credit card payments in currencies other than Japanese yen, the final credit card statement (photocopy

also accepted) must be submitted. In principle,

the subsidy can be used for economy class airfare, however, airfare for other classes (business class, “super seat,” etc.) may be approved, provided the fare is lower than that of normal economy class. For such cases, also submit documents indicating the normal economy class fare of the airline you are to fly with.

(5) Documents indicating the route and class you are to fly

Presenter/Convener/Manager

**Overseas Research Schedule Details**

※Please fill in schedule details for each day.

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| Date (YY.MM.DD) | Contents | Place |
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　Travel with stopovers is treated as follows:

* + 1. 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.

* + 1. 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.