**JAPAN SOCIETY FOR THE PROMOTION OF SCIENCE (JSPS)**

**APPLICATION FOR SEMINAR PROGRAM**

**FOR MEMBER RESEARCHERS OF THE US AND CANADA JSPS ALUMNI ASSOCIATION**

**Ⅰ APPLICANT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** |  |  |  |  |
| **TITLE** | **FIRST NAME** | **MIDDLE NAME** | **LAST NAME** |
| **US AND CANADA JSPS ALUMNI ASSOCIATION**  **ID NUMBER**  Or JSPS Fellow ID |  | | | |
| **MAIN AFFILIATION**  **& DEPARTMENT** |  | | | |
| **JOB TITLE** |  | | | |
| **PHONE NUMBER** |  | | | |
| **EMAIL ADDRESS** |  | | | |
| **POSTAL ADDRESS** |  | | | |
| **ACADEMIC DEGREES**  **(**Type, Field, Institution, Year) |  | | | |
| **RESEARCH AREA(S)** |  | | | |
| **CONTRIBUTION TO THE ALUMNI ASSOCIATION**  **IN THE PAST**  **AND FUTURE**  **(outside of this seminar)** |  | | | |

**II OUTLINE OF THE SEMINAR**

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| --- | --- | --- | --- | --- |
| **SEMINAR TITLE** | | | | |
|  | | | | |
| **SCHEDULED DATE(S)** | | | | |
|  | | | | |
| **VENUE & CITY, STATE/PROVINCE** | | | | |
|  | | | | |
| **TARGETED RESEARCH AREAS** | | | | |
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| **NUMBER OF EXPECTED PARTICIPANTS (excluding JSPS Information Session)**  [INSTRUCTION]  If the invitee would like their secretary to be notified about travel arrangement, fill in the secretary’s contact information in “Request for Notification” column. | | | | |
| **Speakers** |  | **Audience** |  | |
| **JSPS INFORMATION SESSION** | | | | |
| **Audience Demographics** | | | | **Number of Expected Audience** |
| (1) | | | |  |
| (2) | | | |  |
| (3) | | | |  |

**III INVITEE INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [INSTRUCTION]   * If the invitee would like their secretary to be notified about travel arrangement, fill in the secretary’s contact information in “Request for Notification” column. | | | | | | | |
| **NAME** |  |  | |  | |  | |
| **TITLE** | **FIRST NAME** | | **MIDDLE NAME** | | **LAST NAME** | |
| **MAIN AFFILIATION** |  | | | | | | |
| **JOB TITLE** |  | | | | | | |
| **PHONE NUMBER** |  | | | | | | |
| **EMAIL ADDRESS** |  | | | | | | |
| **REQUEST FOR NOTIFICATION** |  | | | | | | |
| **TRAVEL DATE** | **Arrival** | |  | | **Departure** | |  |
| **INVITEE’S RELATIONSHIP TO THE APPLICANT AND THE EXPECTED ROLES AT THE SEMINAR** |  | | | | | | |

**IV. SEMINAR PLAN**

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| **ACADEMIC VALUE AND FEASIBILITY**  [INSTRUCTION]   * Present your seminar’s purpose and appeal in relation to “9. Selection Criteria” (1) and (2) in the Application Guidelines. |
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| **CONTRIBUTION TO THE ALUMNI ASSOCIATION**  [INSTRUCTIONS]   * In relation to “9. Selection Criteria” (3) in the Application Guidelines, describe how your seminar will contribute to the objectives of the Alumni Association. Include the efforts you will make in the following areas:   - Involvement of alumni members other than the applicant as speakers/organizers in the seminar  - Efforts to invite many alumni members to attend the seminar   * In relation to “6. Requirements for Application” (7) in the Application Guidelines, include what efforts you will make to invite the target audience of the JSPS Information Session. |
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| **DRAFT PROGRAM**  [INSTRUCTIONS]   * Add line(s) as you need. * Underline the names of the US and Canada JSPS Alumni Association members. * Include the JSPS information session. One session usually lasts about 30 to 45 minutes, including a Q&A session. * Indicate when food and beverages will be served during the seminar. If you plan to serve the food and beverages at a reception before/after the seminar, include the reception to the draft program. * In “PROGRESS” column, fill in the character for the progress that best suits each session from the options below:   a: Confirmed. Speakers have already accepted my invitation.  b: Speakers have NOT accepted my invitation yet.  c: I have not contacted potential speakers yet.  d: I have not decided on potential speakers yet. | | | |
| --- | --- | --- | --- |
| **DATE**  **& TIME** | **SESSIONS**  (Type of contents and themes) | **SPEAKERS**  (Name and Affiliation) | **PROGRESS** |
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