

Notes on RCAPS Current Research Seminars

Thank you very much for applying to hold an RCAPS Current Research Seminar. To apply, please read the following information and submit the application form **no later than five weeks before the seminar's scheduled date**. If you have any questions, please contact the RCAPS Secretariat (APU Research Office).

Contact: RCAPS Secretariat (Email: rcaps*apu.ac.jp)

[Please change the letter from * to @ to protect from spam mail]

1. Objectives for Seminars	<ul style="list-style-type: none"> Inspire research activities on the Asia Pacific region by APU faculty members and graduate students (Undergraduates may also attend the seminars) Seminars must be on academic and research fields APU offers. <u>No expenses will be incurred to hold the seminar.</u> To enhance research collaboration, seminars may be recognized as being co-hosted with other institutions if deemed appropriate by the RCAPS Steering Committee.
2. Size of Seminars	The number of faculty members and graduate students attending should be greater than 20.
3. Date and Time	Between the Second and Fifth Period on weekdays
4. Language	<ul style="list-style-type: none"> In principle, the seminars should be conducted in English. (Japanese can be allowed if the RCAPS Steering Committee permits.)
5. Application Period	<ul style="list-style-type: none"> Throughout the year. * Seminars will not be scheduled in November, during which the AP Conference is held.
6. Application	Applicants should submit the following application documents to the RCAPS secretariat by email <u>at least five weeks ahead of the seminar date.</u> <u>RCAPS Current Research Seminar Application Form</u>
7. Screening	<ul style="list-style-type: none"> After the RCAPS Steering Committee screens the application, the RCAPS secretariat will notify the organizers about whether the seminar will be held or not.
8. After Acceptance	<ul style="list-style-type: none"> The organisers must prepare for the seminar.
9. Preparation / PR	<ul style="list-style-type: none"> The RCAPS secretariat will book a room. Please fill out the room you prefer though we cannot guarantee the specified room will be available.

	<ul style="list-style-type: none"> Organising faculty members must play the main role in promoting the seminars. The RCAPS secretariat will promote the seminar through posters and Campus Terminal.
10. Organisers' responsibilities	<p>The organising faculty members are responsible for the following:</p> <ul style="list-style-type: none"> Supervise the entire seminar planning Promote the seminar Submit necessary documents Arrange discussants Submit a report (within two weeks of the seminar) Agree to upload the seminar report to the RCAPS website
11. Role of the RCAPS Secretariat	<ul style="list-style-type: none"> Promote the seminar (through posters and Campus Terminal) Book a seminar room
12. Requests from RCAPS	<ul style="list-style-type: none"> Plan an interactive seminar. (For example, set aside 30 – 45 minutes for a Q & A session, or provide handouts to the participants and take questions from them in advance, then answer their questions in the seminar.) <u>Substituting a seminar for a class is not allowed. Bonus points cannot be given to students.</u>
13. Expense	<u>No financial support will be provided.</u>
14. Handouts	<ul style="list-style-type: none"> If there are handouts to be distributed at the seminar, organising faculty members must send them to the Research Office for copying by email no later than three days before the seminar.
15. Photographs, etc. of Seminar	<ul style="list-style-type: none"> With the speaker's consent, we will upload photographs, etc. of the seminar to our website for future reference.
16. Equipment	<ul style="list-style-type: none"> A computer, Internet access, a projector, and a microphone are available. If you need other equipment, please contact the RCAPS Secretariat in advance.