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 (5) 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.	Requirements	• The seminar organizer is to be APU Full-Time Faculty Members (Profs., Assoc. Profs., Asst. Profs., Tenured Senior Lecturers and Lecturers, including fixed-term faculty members, specially-employed faculty and continuously-employed faculty) • The seminar should be designed to inspire research activities on the Asia Pacific region by APU Faculty members and graduate students • No expenses will be incurred to hold the seminar. • 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	A large enough number of faculty members and graduate students should attend (more than 20 people).
3.	Date and Time	Between the Second and Fifth Period on weekdays
4.	Language	• In principle, the seminars should be conducted in English. (Japanese can be allowed if the RCAPS Steering Committee permits.)
5.	Application Period	• Throughout the year * Seminars will not be scheduled in the middle of August, late December, and early January when Research office is closed; and from November 8 to December 12, during which the right before and after the AP Conference is held.
6.	Application	Applicants should submit the following application documents to the RCAPS secretariat by email **at least five (5) weeks ahead of the seminar date**. **RCAPS Current Research Seminar Application Form**
7.	Screening	• 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	• The organisers must prepare for the seminar.
9.	Preparation by RCAPS secretariat	• Book a room when the seminar is held onsite. • Create a zoom meeting room and inform organizer meeting ID and passcode when the seminar is held online. Manage the meeting as a host. The organizer, lecturer, chair, and discussant will be registered as co-hosts. • Promote the seminar through posters, APU official website, Campus Terminal, and Research/Education support website.
10.	Organisers' responsibilities	The organising faculty members are responsible for the following: • Supervise the entire seminar planning • Have responsibility to promote and disseminate the seminar • Choose a preference setting on the application form though RCAPS secretariat cannot guarantee the specified room will be available. • Invite a discussant. Correspond with the lecturer, chair, and discussant and inform the necessary information to them. • Be a co-host and inform the lecturer, chair, and discussant the meeting ID and pass code created by RCAPS secretariat • Submit necessary documents and a report (within two weeks of the seminar) • Agree to upload the seminar report and screenshots of the organizer, lecturer, chair, and discussant to the RCAPS website
11.	During the seminar	• 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.) • The chair decides how and when to accept questions from the audience beforehand. • Substituting a seminar for a class is not allowed. Bonus points cannot be given to students.
12.	Expense	No financial support will be provided.
13.	Handouts	• 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 (3) days before the seminar.
14.	Photographs, etc. of Seminar	• With the speaker's consent, we will upload photographs, etc. of the seminar to our website for future reference.
15.	Equipment	• A computer, Internet access, a projector, and a microphone are available. If you need other equipment, please contact the RCAPS Secretariat.