

### Notes on RCAPS Seminars

Thank you very much for applying to hold an RCAPS 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	<ul style="list-style-type: none"> <li>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)</li> <li>The seminar should be designed to inspire research activities on the Asia Pacific region by APU Faculty members and graduate students.</li> <li>Preference will be given to seminars that address the theme of the AP Conference, "Diversity and Inclusion" when the seminar is held before December 4 - 5, 2021.</li> </ul>
2. Size of Seminars	<ul style="list-style-type: none"> <li>A large enough number of faculty members and graduate students should attend (more than 20 people).</li> </ul>
3. Date and Time	<ul style="list-style-type: none"> <li>Between the Second and Fifth Period on weekdays</li> </ul>
4. Language	<ul style="list-style-type: none"> <li>In principle, the seminars should be conducted in English. (Japanese can be allowed if the RCAPS Steering Committee permits.)</li> </ul>
5. Application Period	<ul style="list-style-type: none"> <li>Throughout the year (Note that <u>when the entire allotted amount in the budget has been spent, we will close the application process.</u>)</li> <li>* 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.</li> </ul>
6. Application	<ul style="list-style-type: none"> <li>Applicants should submit the following application documents to the RCAPS Secretariat by email <b><u>at least five (5) weeks ahead of the seminar date</u></b>. The application should be jointly filed by two (2) faculty members. <ul style="list-style-type: none"> <li><b><u>(1) RCAPS Seminar Application Form</u></b></li> <li><b><u>(2) Speaker's CV</u></b></li> <li><b><u>(3) Profile photos of lecturer, chair, and discussant</u></b></li> </ul> </li> </ul>
7. Screening	<ul style="list-style-type: none"> <li>After the RCAPS Steering Committee screens the application, the RCAPS Secretariat will notify the organizers about whether the seminar will be held or not.</li> </ul>

Attachment 3a

<p>8. After Acceptance</p>	<ul style="list-style-type: none"> <li>• After being informed of the approval of the application, the organiser must promptly fill out an Honorarium and Travel Expenses Payment Request Form (Invitation, Interpretation, Provision of Expert Knowledge) and submit it to the RCAPS Secretariat when applicable.</li> <li>• In the box at the top of the aforementioned document, please write “Other (RCAPS Seminar).”</li> </ul>
<p>9. Preparation by RCAPS secretariat</p>	<ul style="list-style-type: none"> <li>• Book a seminar room when the seminar is held onsite</li> <li>• 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.</li> <li>• Promote the seminar through posters, APU official website, Campus Terminal, and Research/Education support website.</li> <li>• Settle expenses</li> </ul>
<p>10. Organisers’ responsibilities</p>	<p>The organising faculty members are responsible for the following:</p> <ul style="list-style-type: none"> <li>• Supervise the entire seminar planning.</li> <li>• <b>Promote the seminar.</b></li> <li>• Choose your preference settings on the application form though RCAPS secretariat cannot guarantee the specified room will be available.</li> <li>• Invite a discussant. Correspond with the lecturer, chair, and discussant and inform the necessary information to them.</li> <li>• Be a co-host and inform the lecturer, chair, and discussant the meeting ID and pass code created by RCAPS secretariat.</li> <li>• Arrange the travel itinerary, manage expenses of the speaker, and submit necessary documents and a report (within two weeks of the seminar).</li> <li>• Agree to upload the seminar report and screenshots of the organizer, lecturer, chair, and discussant to the RCAPS website.</li> <li>• Manage and account for expenses to invite the speaker.</li> </ul>
<p>11. During the seminar</p>	<ul style="list-style-type: none"> <li>• Plan an interactive seminar. (For example, set aside 30-45 minutes for a Q &amp; A session.)</li> <li>• The chair decides how and when to accept questions from the audience beforehand.</li> <li>• <u>Substituting a seminar for a class is not allowed. Bonus points cannot be given to students.</u></li> </ul>
<p>12. Expense</p>	<ul style="list-style-type: none"> <li>• In principle, external research funds shall take precedence. Financial support will not be provided to RCAPS Seminars proposed by recipients of Grants-in-aid etc. except in case the seminar contents are not related to the research using the external research funds.</li> <li>• The following expenses will be covered in accordance with the regulations in the Ritsumeikan Asia Pacific University Research Funds Usage</li> </ul>

Guidebook. The maximum budget for one seminar is fixed at 100,000 yen, and tax of the honorarium for the speaker is to be excluded from this amount.

(1) Transportation Fee for Speakers

(2) Accommodation Fee for Speakers

(3) Honorarium for Speakers

< Transportation Fee for Speakers >

When coming from within Japan

The transportation fee between the nearest station and APU (round trip) will be provided.

When coming from overseas

The air fare, the transportation fee within Japan will be provided. The air fare from the speaker's departing airport overseas will be eligible for reimbursement.

< Accommodation >

Accommodation fee for one night (actual cost), either the day before the seminar or on the day of the seminar: Up to 12,000 yen (including tax, with breakfast).

< Honorarium for Speakers >

Up to 30,000 yen (after tax)

The organizing faculty members must submit to the Research Office No.11a Honorarium and Travel Expenses Payment Request Form (Invitation, Interpretation, Provision of Expert Knowledge). All the information must be filled out, such as the speaker's affiliation, job title, name, and date of birth. These items are necessary for the payment procedures.

If receipts are to be submitted, please submit receipts made out to "Ritsumeikan Asia Pacific University" by or on the day of the seminar.

Boarding passes must also be submitted. The speaker must sign or stamp their INKAN (seal) on the back of all the receipts. Also, the speaker must write their name in print letters next to their signature or seal.

In principle, after the organizing faculty members have submitted the report form to the RCAPS Secretariat and the secretariat has confirmed that all the necessary documents are submitted, the Secretariat will start to process the reimbursement. For those with a Japanese bank account, the expenses will be transferred to the account soon after the seminar. For those who do not have a Japanese bank account, the expenses will be reimbursed in cash on the day of

Attachment 3a

	<p>the seminar. To receive cash reimbursement, please notify RCAPS Secretariat no later than four (4) weeks before the seminar.</p>
<p>13. Handouts</p>	<ul style="list-style-type: none"> <li>• If there are handouts to be distributed at the seminar, organising faculty members must send them to the RCAPS Secretariat for copying by email no later than three (3) days before the seminar.</li> </ul>
<p>14. Photographs, etc. of Seminar</p>	<ul style="list-style-type: none"> <li>• With the speaker’s consent, we will upload photographs, etc. of the seminar to our website for future reference.</li> </ul>
<p>15. Equipment</p>	<ul style="list-style-type: none"> <li>• A computer, internet access, a projector, and a microphone are available. If you need other equipment, please contact the RCAPS Secretariat in advance.</li> </ul>
<p>16. Procedures When Seminars, etc. are Cancelled</p>	<ul style="list-style-type: none"> <li>• Regarding the criteria when a decision is required on whether or not a seminar should be cancelled due to a natural disaster, APU’s “Class Cancellation” Criteria for typhoons, etc. shall apply. The procedures for payments of expenses when a seminar is cancelled are as below. <ul style="list-style-type: none"> <li>&gt; Compensation of Transportation Expenses <p>If the lecturer or the organiser bore the expenses, or if the lecturer has already arrived at the location when the seminar is cancelled, the transportation expenses (round trip) will be compensated based on the content approved by ICRD/RCAPS beforehand.</p> </li> <li>&gt; Accommodation Fees <p>Based on what was approved by ICRD/RCAPS in advance, only one night of accommodation fees, either the night before or after the seminar, will be covered. However, if the accommodation was also cancelled because the event was cancelled, only the cancellation fees for the accommodation will be covered.</p> </li> <li>&gt; Honorarium <p>If there are no special reasons, such as the lecturer declining the honorarium, 80% of the amount approved by ICRD/RCAPS beforehand will be paid. (This is considered as an opportunity cost and compensation for the speaker’s preparation time for the seminar.)</p> </li> </ul> </li> </ul>