

RCAPS Seminars Guidelines

Thank you for applying to hold an RCAPS Seminar. Please read the following information. The documents should be submitted **five (5) weeks before the event date**.

1. Requirements	<ul style="list-style-type: none"> • The seminar organizer is to be APU Full-Time Faculty Members (Prof., Assoc. Prof., Asst. Prof., 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. <p>※RCAPS Seminars can be undertaken in a class of the graduate school (Not in any class of the undergraduate school).</p>
2. Date and Time	<ul style="list-style-type: none"> • No limitation. (Please understand that if the time and date are set to be beyond the working hours of APU, workforce offered by the Research Office is constrained.)
3. Language	<ul style="list-style-type: none"> • In principle, the seminars should be conducted in English.
4. Application Period	<ul style="list-style-type: none"> • Throughout the year (Note that <u>when the entire allotted amount in the budget has been spent, RCAPS will close the application process.</u>)
5. Application	<ul style="list-style-type: none"> • Applicants should submit the following application documents to the RCAPS Secretariat of Research Office by email <u>five (5) weeks before the event date</u>. Otherwise, we can assure you neither of room reservation nor of successful advertisement. If you have any questions, please contact the following. <p><u>(1) RCAPS Seminar Application Form</u></p> <p><u>(2) Speaker's CV</u></p> <p style="text-align: center;">Contact: RCAPS Secretariat (Email: rcaps*apu.ac.jp)</p> <p style="text-align: center;">[Please change the letter from * to @.]</p>
6. Preparation by RCAPS secretariat	<p>RCAPS secretariat conducts the following.</p> <ul style="list-style-type: none"> • (When the seminar is held onsite,) Booking a seminar room • (When the seminar is held online,) Creating a Zoom meeting room, Informing the organizer meeting ID and passcode, Managing the meeting as a host and Registering the organizer and speaker as the co-hosts. • Producing a poster • Promoting the seminar through posters and Campus Terminal • Settling the expenses
7. Organisers' responsibilities	<p>The organising faculty members are responsible for the following:</p> <ul style="list-style-type: none"> • Supervising the entire seminar planning

	<ul style="list-style-type: none"> • Filling out an Honorarium and Travel Expenses Payment Request Form (Invitation, Interpretation, Provision of Expert Knowledge) • Promoting the seminar • Specifying preferable settings of the venue of the seminar • Being a co-host and informing the speaker the meeting ID and pass code created by RCAPS secretariat • Arranging the travel itinerary, managing expenses of the speaker, and submitting necessary documents and a report (within two weeks of the seminar) • Agreeing to upload the seminar report and screenshots of the speaker to the RCAPS website
8. Expenses	<ul style="list-style-type: none"> • External research funds shall take precedence. Financial support will be provided to the seminars applied by recipients of Grants-in-aid etc. only in cases where the seminar contents are not related to the research of the external research funds. • The following expenses will be covered in accordance with the regulations in the Ritsumeikan Asia Pacific University Research Funds Usage 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. <ul style="list-style-type: none"> (1) Transportation Fee for Speakers (2) Accommodation Fee for Speakers (3) Honorarium for Speakers (4) Salary for part-time student workers (Please describe the necessity of this expenditure item with reference to the work expected to be carried out. This item has a maximum budget of 10,000yen) <p>< Transportation Fee for Speakers ></p> <p><u>When coming from within Japan</u></p> <p>The transportation fee between the nearest station and APU (round trip) will be provided.</p> <p><u>When coming from overseas</u></p> <p>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.</p> <p>< Accommodation ></p> <p>When RCAPS Secretariat deems it necessary to stay overnight, the accommodation fee for either the previous night or the night of the event day</p>

	<p>will be provided. The amount is decided in accordance with the regulations of Ritsumeikan Trust.</p> <p>< Honorarium for Speakers > Up to 30,000 yen (after tax).</p> <ul style="list-style-type: none"> • 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, <u>please submit receipts made out to "Ritsumeikan Asia Pacific University"</u> by or on the day of the seminar. When using airplane, documents such as 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 reimbursement process will be initiated.
9. Photographs, etc. of Seminar	<ul style="list-style-type: none"> • With the speaker's consent, RCAPS will upload photographs, etc. of the seminar to our website for future reference.
10. Procedures When Seminars are Cancelled	<ul style="list-style-type: none"> • 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"> > Compensation of Transportation Expenses If the speaker or the organiser bore the expenses, or if the speaker 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 RCAPS beforehand. > Accommodation Fees Based on what was approved by 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.

> Honorarium

If there are no special reasons, such as the speaker declining the honorarium, 80% of the amount approved by RCAPS beforehand will be paid. (This is considered as an opportunity cost and compensation for the speaker's preparation time for the seminar.)