

**To APU faculty and graduate students**  
**—Regarding the RCAPS Conference Room (B Building 2<sup>nd</sup> Floor) -**

RCAPS has established the “RCAPS Conference Room” next to the RCAPS Visiting Research Fellow’s Joint Research Room on the 2<sup>nd</sup> floor of the B Building. It is an open space with two meeting spaces. The Conference Room (A) is equipped with tables and chairs that can be setup in a roundtable format.

The primary purpose of this room is to hold seminars, particularly RCAPS seminars, symposiums, workshops, and accepted training programs from outside/external organizations such as JICA. However, we would like to extend the chance to use this facility to all offices, faculty members, and graduate students. Acceptable uses for the room include, but are not limited to: meetings related to the internationalization and sophistication of research at APU, holding symposiums, meetings for academic societies to which faculty members belong, and workshops or assemblies for reporting research results.

Persons interested in using the RCAPS Conference room should inquire at the Research Office after reading the “Rules of Use” attached below. When checking the availability of the room, offices should check the Meeting Room Reservation System, and faculty and graduate students should inquire at the Research Office. The Application for Use of the RCAPS Conference Room can be downloaded from the **Ritsumeikan Center for Asia Pacific Studies (RCAPS)** homepage, and should be submitted to the Research Office.

**1 . Rules of Use**

Purpose of Use

Assorted meetings linked to the activation and sophistication of research at APU

- RCAPS Seminars ( Wednesday afternoons )
- Open GSA Seminars etc. targeting (graduate) students and faculty
- International meetings, symposiums, workshops etc. held by APU
- Holding academic societies or research workshops (organized by APU faculty) or meetings related to them
- Workshops or assemblies for reporting research results which have been independently organized by APU faculty members or graduate students.
- Accepted training programs from outside/external organizations such as JICA
- Other(when necessary)

\* RCAPS Seminars are given scheduling priority.

\* The room cannot be used for class (including seminar subjects).

- \* The room cannot be used for meetings which are not generally concerned with research. (Acceptable meetings include: RCAPS Steering Committee Meetings, Academic Research Subsidy Meetings, Screening Committee Meetings for things such as ADL, Information Sessions for RCAPS Master's Student Field Research Support Program/Academic Society Meeting Presentation Subsidy/Grant-in-Aid, International Cooperation and Research Division Meetings, etc...)

#### Eligibility for Use

- Only staff, faculty, and graduate students of APU can reserve the RCAPS Conference Room.

## **2 . Management Method**

#### Reservations

- Staff can check the room availability through the Meeting Room Availability System, and should make reservation requests at the Research Office. Faculty members and graduate students can check the room availability and make reservation requests at the Research Office.
- The Application for Use of the RCAPS Conference Room can be downloaded from the Ritsumeikan Center for Asia Pacific Studies (RCAPS) homepage.

#### Keys

- The card reader at the entrance to the RCAPS space will be unlocked from 8:30 AM to 6:00 PM. All other times the door will be set to auto-lock so please use your FACULTY/STAFF ID CARD to get in.
- Keys to the RCAPS Conference Room are managed by the Research Office.

#### Equipment

The room has the equipment below. Please fill out a usage application form if any of the equipment will be used. Preparation and set up will be done by the person/s using the room (Applicant).

- Computer (can connect to the Educational Research Network)
- Wireless mouse
- Projector and Screen
- Laser pointer
- Electronic White Board
- White Board
- Microphone set (1 wired and 2 wireless)
- TV Conference System with Oita University (B : Meeting Room)