

## **Support Project for Graduate Students Presenting at International Conferences Application Guidelines (2019)**

The Graduate school of Integrated Arts and Sciences has been supporting the graduate students presenting at international conferences with travel and accommodation cost, since 2008. In 2019, we accept applications for the project, “Support Project for Graduate Students Presenting at International Conferences” as follows.

### **1 Purpose**

To promote graduate students’ research activities at the Graduate school of Integrated Arts and Sciences and to enforce internationally competent human resources development, this project supports graduate students presenting at international conferences with travel and accommodation costs.

### **2 Eligibility**

- (1) Students of the Graduate school of Integrated Arts and Sciences, presenting their research (oral or poster presentation) at international conferences (including international meetings and international symposiums).
- (2) Students who do not receive any other supports for the participation to the conference or to the presentation.
- (3) Students who has not received any supports from the “Support Project for Graduate Students Presenting at International Conferences” in the same academic year.

### **3 Implementation period**

The international conference must take place from April 2019 to end of March 2020.

※Please be noted that, presentation at an international conference take place during April 2019 to September 2019, is eligible only if no application was made in the previous semester.

### **4 Amount of subsidy**

150,000 yen (maximum amount) / per person

### **5 Covered expenses**

- (1) Travel expenses (Flight tickets and domestic travel costs (train or bus))  
※Please be aware that local travel costs (train, bus, taxi, etc.,) in the country where the conference takes place will not be covered
- (2) Accommodation expenses  
※Please be aware that domestic accommodation expenses will not be covered.

### **6 Application method**

Please hand in the [Application Form: International Conference Presentation Support Project for Graduate Students (Format #1)] with the following documents attached.

(Documents to be attached)

- ① Schedule (Format #2)
- ② Program with the name of the applicants written (copies acceptable)
- ③ An estimate form of the expenses for the travel and accommodation

## 7 Application period

From October 1 (Tue,) to October 15 (Tue), 2019

## 8 Application destination

Graduate school of Integrated Arts and Sciences, Support office

## 9 Selection

Document screening

※If necessary, interviews will be organized.

## 1 0 Selection result

The results will be informed to the applicants in late November 2019.

## 1 1 Obligations of applicants

- (1) Take out overseas travelling insurance (which covers 「death / residual disability」, 「cost for medical treatment and relief」, 「liability of damage」 ),  
※In principal, students are requested to take out the insurance, 「東京海上日動火災保険トータルサポート付き海外旅行傷害保険」 .
- (2) Hand in the [Support Project for Graduate Students Presenting at International Conferences Report (Format #3)] with the receipts and the tickets of transportation and accommodation promptly after returning
- (3) Report the result of the presentation at meetings when required.

## 1 2 Other points of attention

- (1) Applicants must obtain an approval of his/her supervisor to apply to this project.
- (2) Applicants are eligible for this support only once per academic year.
- (3) Incomplete application might not be admitted.
- (4) Travel must take an ordinary route and method. When the cost exceeds the standard costs, the amount of the subsidy may be reduced.
- (5) In the case of changes or cancelation of the presentation plan applied, applicants must report it to his/her supervisor immediately.
- (6) In the case the plan applied is cancelled or changed, applicants may be asked to reimburse the total or a part of the amount of subsidy.
- (7) Applicants who do not fulfil the obligations above may be asked to reimburse the subsidy.

## 1 3 Contact

Graduate school of Integrated Arts and Sciences, Support office

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Format #2

Schedule

Date	Place of Departure (Country)	Conference Title & Venue	Destination Place (City)	Activity	Remarks

※ If you have already the flight information, please note it in the Remarks column.  
Please re-submit the format when any of the schedules has been changed.

### Schedule

Date	Place of Departure (Country)	Conference Title & Venue	Place of Destination (City)	Activity	Remarks
2019. 10.10	Higashi- hiroshima				
2019. 10.11	Kansai Airport				Flight: AF8184
2019. 10.12	Paris(France)	Paris International Convention Center	Paris	Poster presentation	
2019. 10.13		〇〇〇〇	"	Participation in the conference	
2019. 10.14		conference	"	Participation in the conference	Flight: AF9830
2019.10.15		"			
2019. 10.16	Paris(France) Kansai Airport Higashi- hiroshima	"			

※ If you have already the flight information, please note it in the Remarks column.  
Please re-submit the format when any of the schedules has been changed.



Please paste the receipts for travel expenses and accommodation fee :