

SSRI Event Application Guideline

Please follow the procedure as indicated below when applying for an event with SSRI.

Please note that we might have to cancel the event if the organizer does not provide SSRI with the required information by the deadline(s) indicated below.

1. Please let us know about the plan of the proposed event by filling out the [SSRI Application for Open Lecture](#).

<<https://docs.google.com/forms/d/e/1FAIpQLSfhhA7aQTDebbQ1TRFFToCOdLaOdsuNZg0yehUnUs9eOGfvtw/viewform?c=0&w=1>>

- A. If the proposed venue is a [Dialogue House facility](#), fill out the application form for Dialogue House Facilities together with an event application.
- B. For more information about allowances (honorarium, meals, coffee, etc), please see the [attached document](#) or contact Center for Research Planning & Support.

Deadline for application: **TWO MONTHS BEFORE THE PROPOSED EVENT.**

2. Please let us know the details of the proposed event (**Event detail**).

Event detail must include:

- A. Confirmation of the event application (date, time, venue etc.)
- B. Speaker's profile(s), including a photo that can be used for publicity, if desired
- C. Event description (eg. abstract)
- D. While SSRI will produce a flyer and publicize the event, the organizer must bear the main responsibility for publicity.

Deadline for event information: **FOUR WEEKS BEFORE THE PROPOSED EVENT.**

3. Please fill out a [report](#), and email it to SSRI within two weeks after the event (**Event report**).

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