

Proposal for JSPS Alumni Club: Activity Seminar

1. Organizer	
Name in full	
Affiliation and position	
E-mail	
Telephone	

2. Title of the seminar

3. Purpose of the seminar

4. Date		
From	To	() day(s)

5. Name of the venue

6. Invited speaker from Japan	
Name in full	
Affiliation and position	
E-mail	
Telephone	
Your relation to the speaker	

7. Program, topics, and related activities

8. How will you promote JSPS activities and fellowships?

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9. Number

Lectures

Participants

Cost Proposal for JSPS Alumni Club Activity Seminar

Alumni Club in:	Sweden (SAC)	Finland (ACF)	Denmark (ACD)	Norway (ACN)	Select currency:	SEK	EURO
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category	details	unit price	quantity	Cost supported by host institution/university	Cost supported by JSPS Stockholm Office	Remarks
room	seminar room rental cost*					*It is preferred that the cost for room rental is supported by the host institution/university
	technical equipment rental cost*					*It is preferred that the cost for technical equipment rental is supported by the host institution/university
food	coffee break					
	reception					
Japanese lecturer	travel cost for one Japanese lecturer					
	accommodation cost for one Japanese lecturer					
other lecturers	domestic travel cost for other lecturers					
	accommodation cost for other lecturers					
alumni club board members	domestic travel and accommodation costs for board members					
other						
	Total					