Authority: Approved by the President

Chapter 19: University Events

19.1 Policy

Members of the OIST Graduate University (the University) are encouraged to organize international conferences, workshops, seminars and courses (collectively, "Academic Events") that facilitate scientific interaction and promote the University mission. The University also wishes to be a friendly, welcoming location that supports local communities, staff, students, family members, and visitors through a variety of functions and activities, including, but not limited to, meetings, artistic activities, public lectures, conferences, workshops, concerts, and cultural clubs. Collectively, Academic Events and the other activities dealt with in this chapter will be referred to as "Events."

NOTE: This Chapter does not deal with permanent or semi-permanent allocation of teaching space (rooms, lecture halls, and the like) for courses, classes, and teaching as part of the Graduate School curriculum, nor does it address use/booking of those spaces. Allocation and use of teaching space is a responsibility specifically vested in the office of the Dean of the Graduate School.

19.3 Rules for Scheduling & Booking Venues

19.3.1 Rooms

Rooms and similar venues (those which are not "teaching spaces" reserved for the use of the Graduate School) must be booked using the University's online Exchange *room reservation system*. Reservations can be made up to one year in advance. Booking priority is given to official University functions. Conflicting requests and double bookings will be dealt with on a case-by-case basis by the Office of the Dean of Research.

For information concerning the booking of "common space" rooms by members of the public, please see Public Use of Common Space in this chapter.

19.3.2 Conferences, Workshops, Seminars, Exhibits, Events

19.3.2.1 Academic Events:

In January of each year, applications must be submitted to the Workshop Committee for Academic Events which are *to be held at the University during the fiscal year commencing 16 months later (April of the next year)*. This lead-time is critical to the process of evaluating, prioritizing, locating, and calendaring academic events. NOTE: After an Academic Event has been approved, significant variations in the size and scope are not permitted without the prior approval of the Workshop Committee. A significant variation is defined as a change of more than 5% in the

total budget, or a 10% change in the number of participants in different categories. Substitution of speakers due to cancellation is permitted within these limits. Applications for variations will be considered at the next meeting of the Workshop Committee. At least one month should be allowed for approval of variations.

19.3.2.1.1   The Workshop Committee reviews the applications and makes recommendations to the President. Incomplete applications will be returned without review.

- Applications will be evaluated according to the scientific merits of the proposed Academic Event and the costs and benefits to the University of hosting it.
  - A budget must be provided in accordance with the recommendations of the Workshop Committee.
  - If *additional external funding* support is being requested or has been received for an Academic Event, this fact must be stated in the original application.
  - Funding awarded by the Workshop Committee can be supplemented from the budgets of Research Units following the approval by Provost and the Dean of Research.
- Criteria for student participation, selection and financial support should be detailed.
- Applicants must provide an indicative list of names and affiliations of the proposed speakers.
- The Workshop Committee will review applications submitted outside the closing dates at its next meeting.

19.3.2.1.2   Academic events must be coordinated between the Unit that proposes the event (and its program, content, speakers) and with the University's Conference and Workshop Section in the Office of the Dean of Research, which is responsible for the logistics. Questions about the details of the application process may be referred to the Conference and Workshop Section.

19.3.2.1.3   Logistical support for travel, accommodation and facilities, websites, etc. will be provided by the University's Conference and Workshop Section. Preparation and distribution of meeting materials, programs, proceedings, advertising, entertainment, etc. is the responsibility of the organizers.

19.3.2.1.4   Disbursements associated with the organization and running of Academic Events (including travel for guests and other hospitality) must be approved by the office of the Vice President for Financial Management.

19.3.2.2   University Non-Academic Events

Events such as Open Campus, Inaugurations, Public Lectures, Concerts, and Exhibitions are organized with guidance from the office of the Vice President for Communication and Public Relations.

19.3.2.2.1   The Colloquium Committee is responsible for establishing an annual program of colloquia that would normally be scientific in nature but not necessarily directly relevant to the research activities of the University.

19.3.2.2.2   The Culture Committee is responsible for establishing an annual program of cultural events, exhibitions, concerts, and public talks.

19.3.2.3   Externally Funded/Organized Non-Academic Events
(NOTE: Externally funded *Academic Events* must be referred to the Conference and Workshop Section of the Office of the Dean of Research) Conference facilities and other venues of the University may be used for Events organized and/or funded by groups external to the University (External Events), including non-profit organizations and commercial enterprises. Although External Events need not be directly relevant to the scientific or educational programs of the University, they should be consistent with the University's goals of fostering outstanding international research in science and technology, encouraging multidisciplinary research, training students and young scientists, or fostering self-sustaining development in Okinawa. Additional details may be obtained through the Conference and Workshop Section of the Office of the Dean of Research.

19.3.2.3.1   Applications for use of University facilities must be submitted to the Workshop Committee.

19.3.2.3.2   University-sponsored Events in general will take precedence over External Events in scheduling and use of facilities and resources.

19.3.2.3.3   All External Events must be open to members of the University community.

19.3.2.3.4   Unless by unusual exception, no fee for the use of the University facilities for externally organized and/or funded Events will be charged; however, the Events must be cost neutral to the University.

19.3.2.4   Public Use of University "Common Spaces"
Members of the public are encouraged to visit the University campus. Access is open to the entrance gallery, center court, cafeteria, restaurant space, and the village zone. Access to laboratory buildings, however, is restricted to authorized University personnel. The general public can also use the University facilities for meetings and certain other events. Please see Chapter 21 for the details of reservation.

19.3.3   Catering and Other Special Services
Any disbursements associated with catering and running of Conferences, Workshops and Courses (including travel for guests and other hospitality) must contact either

the Procurement and Supplies Section or Travel Expense Team in the office of the Vice President for Financial Management, depending on the contents.

19.3.3.1   Catering
The University will enter into an annual contract based on cost per meal with an outside caterer to supply food and beverage during Events. This contract however is not exclusive and conference organizers are free to choose different caterers.

19.3.3.2   Accommodations
An annual contract based on cost per room will be entered into with a local hotel to provide accommodation during Events. This contract however is not exclusive and conference organizers are free to choose different hotels.

19.4   Responsibilities
Persons wishing to organize Academic Events must notify the Conference and Workshop Section and contact the Workshop Committee Secretariat.

Persons wishing to reserve a room for non-academic purposes must use the University's online Exchange *room reservation system*.

Persons wishing to schedule a venue for an externally funded/sponsored *academic event* must contact the Office of the Dean of Research.

Persons wishing to schedule a venue for an externally organized/funded event must contact the Office of the Dean of Research.

Persons, including the public, seeking to use University Buildings, Facilities, Grounds must make reservations and obtain any other approvals.

Personnel responsible for making reservations must contact the Community Relations Section to assure that the space is available for the time sought and that its use will not conflict with any other University activities.

The Workshop Committee Secretariat must coordinate with the office of the Vice President for Financial Management (if special expenses are involved), with the office of the Vice President for Buildings and Facilities Management (availability of venues – conflict with construction or similar activity – security issues), and with the Office of the Dean of Research.

The Vice President for University Community, Child & Youth Services is authorized to determine, on a case-by-case basis, whether requested use of areas other than Common Spaces for a non-University purpose may be permitted.

19.5   Procedures

19.5.1 Proposals for academic conferences, workshops and courses are called for in January each year for events starting after April of the following year. Contact the Workshop Committee; details of how to submit an application to the Workshop Committee may be obtained from the Conference and Workshop Section.

19.5.2 For logistical support for travel, accommodation, facilities, and websites associated with conferences, contact the University Conference and Workshop Section.

19.5.3 Expenditures and disbursements related to the Event, including those for travel and hospitality, must be processed through either the Procurement and Supplies Section or Travel Expense Team in the office of the Vice President for Financial Management, depending on the contents.

19.5.4 Events such as Open Campus, Inaugurations, Groundbreaking Ceremonies, Public Lectures, Concerts, and Exhibitions are organized with guidance from the office of the Vice President for Communication and Public Relations.

19.5.5 Proposals for externally organized Events must be submitted to the Workshop Committee.

19.7 Contacts
19.7.1 Policy Owners
Vice President for Communication and Public Relations
Dean of Research

19.7.2 Other Contacts
Community Relations Section Leader (community-relations@oist.jp)
Conference and Workshop Section (workshop@oist.jp)

19.8 Definitions