# Workshop 2025/06/07

Links: Webpage 申込

To-do list (May 28, 2025):

1. LIYANG should share the info of registered participants & “アンケート調査” with Prof. and WEN
2. Disseminate the posters (85 A4-sized pcs finished, and 1 big poster at the back entrance of GSAIS)
3. Request the key for Room 113 on June 6
4. ~~Zoom setting~~ (Prof. Zhao, 5/28 done) https://kyoto-u-edu.zoom.us/j/86250187814?pwd=a5UFX6VyrcctV1NVpd9gvzE9xQRwdg.1 or Meeting ID: 862 5018 7814, Passcode: 469453
5. Explain the core concepts of the workshop to the guests
6. Confirm the topics of the panel discussion with 濱田　太陽 (LIYANG)
7. Consider the topics and activities for 自由懇談
8. Prepare the name cards for the guests
9. Arrange the seats
10. Invite participants (at least 15 Japanese)
11. ~~Invite Haraguchi lab & Du lab (Prof. Zhao)~~ (5/28 done)
12. Make a guideline of the access to GSAIS for the guests (from Kyoto Station to GSAIS and back to Kyoto Station at 20:30)
13. Dinner (Prof. Zhao)
14. Prepare for some Name tags & printed lecture summary

To-do list (May 22, 2025):

1. Poster, offline and online, where, how
2. Applications, especially, Japanese participants
3. Photo taking: when, where, who, how
4. Pre-meeting with all speakers: topics, especially panel discussion, free discussion
5. Presentation related issues (connector, audio, PC & laptop), including collecting slides one day before.
6. Venue: who is responsible for that? Gate/Door opening/closing, welcoming speakers, cooler, light, seats arrangement, presentation support (connector, PC trouble, etc), etc
7. Registration: who is responsible for that? List, name tags (speakers & participants), etc
8. Time keeper
9. Food and drinks (What date?)
10. Instructions to speakers about the clothing
11. Transportation between Kyoto Station and the venue: maybe taxi is needed
12. Questionnaire related issue

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