Workshop 2025/06/07

Links: Webpage 申込

To-do list (June 4, 2025):

1. In the morning of June 7, buy Ajyarimochi as souvenir for 5 guest speakers (1,410 Yen x 5 = 7, 050 Yen → Li-Yang)

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~~ (5/28 done)
2. ~~Disseminate the posters~~(85 A4-sized pcs finished, and 1 big poster at the back entrance of GSAIS Building)
3. Request the key for Room 113 on June 6 (LIYANG)
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 (LIYANG)
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 (LIYANG)
9. Arrange the seats (LIYANG)
10. Invite participants (at least 15 Japanese)
11. ~~Invite Haraguchi lab, Du lab, students of Well-being Lecture, AFLSP students and alumni, L-INSIGHT Prof. Nakano (Prof. Zhao)~~ (5/28 & 5/29 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 (LIYANG)

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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