

## AY2026 Academic Conference Support (Facility Usage Fee Exemption) - Application Guidelines -

### 1. Objectives and Attributes of the Academic Conference Support (Facility Usage Fee Exemption)

This program is designed to support the hosting of academic conferences with the aim of revitalizing and advancing educational and research activities, as well as enhancing the University's profile. For conferences held at the University that meet specific eligibility criteria, facility usage fees (excluding cleaning fees) will be exempted.

### 2. Details of Application

Subject of the support	Facility usage fees shall be exempted for academic conferences meeting all of the following criteria: (1) Hosting the conference contributes to the revitalization and advancement of the University's research and educational activities and is particularly beneficial for teaching undergraduate and graduate students. (2) The necessity of the exemption must be objective and clearly defined. (3) The event must be held at facilities on the Suzaku Campus, Kinugasa Campus, Biwako-Kusatsu Campus, or Osaka-Ibaraki Campus.
Expenses to be covered by the support	Building facility usage fees, excluding cleaning fees (Cleaning fees must be borne by the relevant academic society.)
Applicable support period	This support applies to academic conferences held between April 1, 2026, and March 31, 2027.
Application deadline	Monday, March 1, 2027
Application requirements	All the following requirements must be met. (i) Applicants must be full-time faculty members of the University (including those appointed/employed for a fixed term).*1 (ii) Faculty or staff of the University must participate in the conference as the organizing secretariat.*2 <For domestic conferences> (iii) The academic society in question must be registered with the Science Council of Japan or equivalent.*3 (iv) The event must be the relevant society's national conference or general meeting, or a regional meeting (study groups, workshops, etc., are not eligible for support). <For international conferences> (v) The academic society must be one that the Dean or Associate Dean of the Division of Research deems eligible for funding.*3

\*1 The full-time faculty members shall be Ritsumeikan University Professor, Associate Professor, Sennin Lecturer, Ninkisei Kyoin (Professor/Associate Professor/Lecturer/Assistant Professor), Tokubetsu Ninyo Teaching Staff, Tokumei Teaching Staff, Tokunin Assistant Professor, Tokubetsu Keiyaku Kyoin (Professor, Associate Professor), Tokubetsu Shohei Kyoin (Professor/Associate Professor), Eminent Research Professor (Professor/Associate Professor), Research Professor (Professor/Associate Professor/Assistant Professor), and Research Staff (Senior Researcher/Researcher).

\*2 Applications are accepted only if "the University serves as the organizing institution" or "the applicant or a faculty or staff member of the University handles the duties of the secretariat for the relevant academic society." In all other cases, please specify the applicant's role within the relevant academic society on the smartDB application screen.

\*3 The decision will be made by the Dean or Associate Dean of the Division of Research during the screening process.

### 3. Exemption Decision

Applications will be screened in the order they are received, and decisions regarding exemptions will be made

accordingly. Applicants will be notified of the screening results.

#### 4. Points to Note

- The exemption applies to building facility usage fees, excluding cleaning fees (cleaning fees must be borne by the relevant academic society).
- Support for the same academic conference is limited to once during the applicable support period.
- Applications may be submitted even if the conference is held online, provided the organizing secretariat or similar entity uses the University's venue.
- Applicants must be willing to assist with research outreach activities at conference venues or similar locations upon request from the Division of Research. The Division of Research shall propose the details of such activities—including whether a request is made and the specific content of the outreach—based on the nature and scale of the conference, and shall coordinate these details with the applicant.
- Based on the network of researchers established through this program, please register overseas academics who are eligible to respond to the Global Academic Survey(\*) for the university rankings published by the UK-based university ranking agency Quacquarelli Symonds (QS) via the following URL:  
<https://secure.ritsumei.ac.jp/staff-all/research/member/rank/> (in Japanese/English)

\*The QS Global Academic Survey is an online questionnaire in which university faculty and researchers are asked to name universities (up to 10 domestic and 30 international institutions) that they consider to be conducting excellent research in their respective fields; the results of these responses are reflected in the rankings.

#### 5. Application Procedures

After submitting a usage request to each facility in advance, use smartDB via the URL below to apply for an exemption.

(Please note that the procedure for submitting a usage request varies depending on the campus where the facility is located; please refer to the information below.)

<https://sdb.ritsumei.ac.jp/hibiki/BRDDocument.do?func=insert&binderId=14275> (in Japanese/English)

##### **(1) When using Suzaku Campus facilities**

<Where to apply> Office of Campus Management and Security at Suzaku Campus (1st floor, Suzaku Campus)

Contact the Office of Campus Management and Security at Suzaku Campus, submit the facility usage application form (“Suzaku Campus Building Facility Usage Application Form”) to the Office of Campus Management and Security at Suzaku Campus, and obtain the “Ritsumeikan University Suzaku Campus Building Facility Usage Permit.”

##### **(2) When using Kinugasa Campus facilities**

<Where to apply> Creotech Inc. Kinugasa Office → Office of Regional Collaboration at Kinugasa Campus

Download the facility usage application (“Building Facility Usage Application Form”) from the URL below and submit it to the Creotech Inc. Kinugasa Office (1F Central, Shitokukan Hall, Office of Campus Management and Security at Kinugasa Campus). After approval by the Chief Administrative Officer at Kinugasa Campus, a “Usage Permit” shall be issued.

Form download: [https://www.ritsumei.ac.jp/community\\_affiliations/institution/kinugasa/](https://www.ritsumei.ac.jp/community_affiliations/institution/kinugasa/) (available in Japanese only)

##### **(3) When using Biwako-Kusatsu Campus facilities**

<Where to apply> Office of Regional Collaboration at Biwako-Kusatsu Campus (1F, BKC Core Station)

First, submit the facility usage application (“Building Facility Rental Approval Form”) to the Office of Regional Collaboration at Biwako-Kusatsu Campus and obtain the usage permit. If applying for a reduction or exemption of usage fees (excluding cleaning fees), enter the name of the responsible person in the designated field and affix their seal.

#### **(4) When using Osaka Ibaraki Campus facilities**

For OIC, the application form and the department in charge of reservations vary by facility.

Please contact the department responsible for reservations at each OIC facility and submit the facility usage application form (“Ritsumeikan Ibaraki Future Plaza, etc. Facility Usage Application Form” or “Ritsumeikan University Osaka Ibaraki Campus Building Facility Usage Application Form”). The department in charge of reservations for each facility will issue a “Details (Estimates) of Facility Usage Fees.”

##### ■ Facilities in Building B (Ritsumeikan Ibaraki Future Plaza)

1F: Conference Hall, Event Halls (1-3), Music Practice Rooms (1-9)
2F: Grand Hall, Learning Studios (3-4)
3F: Colloquium

Application form: “Ritsumeikan Ibaraki Future Plaza, etc. Facility Usage Application Form”

Reservation desk: 1F Hall Reception, Building B (Operated by: Actio Corporation)

##### ■ Other Facilities

Application form: “Ritsumeikan University Osaka Ibaraki Campus Building Facility Usage Application Form”

Reservation desk: 1F Hall Reception, Building B (Operated by: Creotech Inc., Office of Operations at Osaka Ibaraki Campus)

#### **Attach the following documents to your smartDB application.**

- (i) Overview of the academic society (including its purpose, membership numbers, etc.)
  - (ii) Activity Status (including information on conference organization and newsletter publication)
  - (iii) Financial report (most recent)
  - (iv) Campus Building Facility Usage Application Form or Request for Approval of Campus Building Facility Usage (varies by campus)
  - (v) (For Suzaku Campus) Ritsumeikan University Suzaku Campus Building Facility Usage Permit; (For OIC) Details (Estimates) of Facility Usage Fees
- <The following two items may also be described in the smartDB application screen>
- (vi) If the academic society is not registered with the Science Council of Japan, documentation explaining that it is an equivalent academic society (a written explanation on the smartDB application screen is also acceptable)
  - (vii) Documentation explaining that hosting the conference will contribute to the revitalization and advancement of the University’s research and educational activities, and that it will be particularly beneficial to undergraduate and graduate students in terms of education (a written explanation on the smartDB application screen is also acceptable)

6. Contacts (for exemption requests only)

\*For facility usage, please check with the administrative department of each facility listed in 5. above.

Campus	Office/Persons in Charge
Suzaku	Research Office at Kinugasa Campus: Nishimura (Mr.), Muramatsu (Ms.) 2nd floor of Shugakukan Hall TEL: 075-465-8237/Extension: 511-2738 E-mail: <a href="mailto:k-seido@st.ritsumei.ac.jp">k-seido@st.ritsumei.ac.jp</a>
Kinugasa	
Biwako-Kusatsu	Research Office at Biwako-Kusatsu Campus: <<Natural Sciences>> Yamamoto (Mr.), Goto (Ms.) 3rd floor of Research Center for Disaster Mitigation System TEL: 077-561-3488/Extension: 515-6522, 515-6521 E-mail: <a href="mailto:b-kodoka@st.ritsumei.ac.jp">b-kodoka@st.ritsumei.ac.jp</a> <<Social Sciences>> Yamamoto (Mr.), Miyake (Ms.) 5th floor of Across Wing TEL: 077-561-3945/Extension: 515-6522, 515-2501 E-mail: <a href="mailto:b-kodoka@st.ritsumei.ac.jp">b-kodoka@st.ritsumei.ac.jp</a>
Osaka Ibaraki	Research Office at Osaka Ibaraki Campus: Matsumoto (Mr.), Nagata (Ms.) 8th floor of Building A TEL: 072-665-2570/Extension: 513-2991, 513-3501 E-mail: <a href="mailto:oiacro-k@st.ritsumei.ac.jp">oiacro-k@st.ritsumei.ac.jp</a>