

**Call for Proposals for the 24th Annual Conference of SIETAR Japan**  
**Theme: “Intercultural Communication: Past, Present, and Future”**  
**(September 26 & 27, 2009 at Reitaku University, Kashiwa, Chiba)**

SIETAR Japan will hold its 24th Annual Conference on Saturday, September 26th and Sunday, September 27th, 2009 at Reitaku University in Kashiwa, Chiba. This year is the 50th since the term “intercultural communication” first appeared in *The Silent Language*. Proposals which discuss or focus on a significant practice, approach and theory in the past and the present, as well as those that explore future directions in the field, are especially welcome.

Please follow the guidelines given below and be sure to submit your proposal by the deadline. We look forward to hearing from you.

Conference Co-Directors: Eriko Machi & Kyoko Yashiro (Reitaku University)

**Instructions for Proposals (10 items):**

1. Presenter’s name(s) (List surname first; please include kanji with *furigana* if applicable. List all the names of the presenters if the proposal is a group presentation.)
2. Professional affiliation
3. Contact address, telephone/fax numbers, e-mail address
4. Title of presentation (Do so in the language to be used. The title cannot be changed.)
5. Type: Presentation (30 min.), Workshop (70 min.) or Panel discussion (90-120 min.)
6. Language to be used (English or Japanese)
7. Presentation proposal (in the language to be used; English: 300 words, Japanese: 900 characters)
8. Presentation keywords (3 keywords other than *intercultural*)
9. Presenter’s profile(s) (in the language to be used; English: 50 words for each person, Japanese: 100 characters)
10. Equipment needed (Equipment will not be available unless you specify a request at the time of application. Please also specify if you need flexible furniture. The equipment *actually* available will be confirmed later.)

**Deadline: Monday, June 15, 2009**

(Please note that the deadline will be strictly adhered to.)

Proposals must be typed using 12-point font size (A4-size paper, Japanese: MS Mincho, English: Century, MS Word document). Please send the proposals preferably by e-mail (subject: Proposal), or send a CD (MS Word or text file) by regular mail. Incomplete proposals will not be considered. Please check to be sure you have all 10 items above included in your proposal. The Conference Program Committee may ask you to rewrite or modify the proposal if deemed necessary. Those who submit by email will receive a reply within 2 to 3 days confirming that the proposal has been received. If you do not receive such an email within a week, then please contact us again.

**Attention:** Those wishing to propose a presentation for the conference must be a member of SIETAR Japan or another SIETAR organization. Presenters are also expected to pay the full conference fee.

**Proposal submissions should be sent to:**

E-mail: [conference2009@sietar-japan.org](mailto:conference2009@sietar-japan.org)

Subject: **Proposal**

Regular mail: Eriko Machi

Reitaku University, 2-1-1 Hikarigaoka, Kashiwa, Chiba

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