

# Call for Proposals for the 32nd (2017) Annual Conference of SIETAR Japan

## Theme: “Promoting Equity and Social Change: Acknowledging the Diversity Within”

### October 7 & October 8, 2017 at Sophia University Yotsuya Campus, Tokyo

SIETAR Japan will hold its Annual Conference on Saturday, October 7th and Sunday, October 8th, 2017 at Sophia University in Yotsuya, Tokyo. We are seeking proposals that are related to the field of intercultural communications and/or reflect the conference theme. We look forward to receiving your submissions.

Conference Director: Makiko Deguchi (Sophia University)

**Submission Guidelines (Proposals must be submitted via our website which requires you to input your 8-digit membership number indicated on your address label on envelopes from SIETAR.)** If you cannot locate your Membership Number, please contact [office@sietar-japan.org](mailto:office@sietar-japan.org).

1. The name of the first presenter (for group presentations, list the names of all the presenters in addition to the first presenter)
2. Affiliation (for group presentations, list the affiliations of all the presenters)
3. Contact address, telephone number, and e-mail address (for the first presenter only)
4. Title of presentation (the title should be in the language of presentation. Please note that the title cannot be changed after submission.)
5. Types of presentations
  - a. Research presentation (30 min.)  
Submissions are reviewed based on whether the topic is appropriate for the conference/theme, and whether the objective, rationale, methodology, and conclusion are clearly stated.
  - b. Report on practice and activities (30 min.)  
Submissions are reviewed based on whether practices and/or pedagogical activities related to intercultural communication and other topics.
  - c. Workshop (70 min.)  
Submissions are reviewed based on whether the workshop provides experiential learning for acquiring problem-solving and other intercultural skills. Presenters will be expected to play the role of facilitator.
  - d. Poster presentation (non-members eligible if recommended by a SIETAR member)  
Submissions are reviewed based on whether the research topic is related to intercultural communications and whether appropriately explained.

\*Please note that in addition to content, spelling and grammatical errors, sentences that lack clarity, coherence, or logic will also be subject to evaluation.

Note: (1) First presenters (for presentations a through d) can only present as first presenters once during the conference. (2) You may not request a specific time and day for your presentation. (3) We may ask you to change the type of your presentation (for example, from a to b) as a result of the review. Furthermore, we will not disclose reasons for acceptance or rejection of your submission.

6. Language to be used: English, Japanese, or both
7. Presentation proposal (English: 300 words, Japanese: 900 characters). Your proposal cannot be changed after submission as it will be published exactly as is.
8. Each presenter’s profile(s) (in the language to be used; English: 50 words per person, Japanese: 100 characters per person)
9. Equipment needed (availability will be confirmed later. Equipment will not be provided unless you submit a request at the time of application.) If you have further inquiries, please contact [sietarconference2017@gmail.com](mailto:sietarconference2017@gmail.com).

**Requirements:** First presenters (as indicated in Item 1) MUST be members of SIETAR Japan or another SIETAR organization (additional presenters need not be). All presenters are expected to pay the full conference fee.

**Membership:** You need to apply for Membership before May 10 (Wed), and the deadline for Membership payment is May 17 (Wed) to ensure that your membership information has been processed and that you have a Membership number (required for submission).

**Submission Period: May 1<sup>st</sup> (Mon) ~ May 31<sup>st</sup> (Wed), 2017**

\* Please note that no proposals will be accepted after the deadline of May 31st.

After submitting your proposal via the website, you will receive an email confirmation from us. If there is no confirmation in a week, please contact [sietarconference2017@gmail.com](mailto:sietarconference2017@gmail.com). You will be notified of the results of the review before July 31 (Mon). The Conference Program Committee may ask you to rewrite or modify the proposal if deemed necessary. If you cannot locate your Membership Number, please contact [office@sietar-japan.org](mailto:office@sietar-japan.org).