Application Guidelines for Grants for Attendees at International Conferences
(**1st half of Fiscal 2024**)

1. Grant Overview

  This grant is intended to provide travel expenses for graduate students at a university in Japan attending the international conferences to be held abroad, regarding C&C technology fields.

  C&C technology fields include information processing technology, communication technology, electronic device technology, and ICT technology fields that integrate these technologies. Also included are technologies like data science, artificial intelligence (AI), sensing, recognition, robotics, automatic control, information security, and virtual reality that have been developed based on the aforementioned technologies and support the framework for smart society and other smart solutions.

2. Grant Applicant Qualifications

(1) The applicant must be a graduate student engaging in research of C&C technology at a university in Japan or enrolled in an equivalent educational institution when presenting at an international conference and has been recommended by the academic advisor in the institution to which the applicant belongs. The applicant should not be older than 40 years old when presenting at the conference. Undergraduate applicant also can be recommended if the applicant becomes a graduate student when presenting at the conference.

(2) In principle, the applicant's peer-reviewed paper or submitted application must have been officially selected for presentation at an international conference held outside Japan. You can apply for the grant before your paper or application has been officially selected. However, the grant will be suspended until the paper presentation is subsequently officially selected. Eligibility is forfeited if the conference application is officially rejected.

(3) The applicant must be both the first author and the presenter.

(4) In principle, the conferences are organized/sponsored by academic societies.

(5) Economic necessity will be considered in the screening process.

3. Contents of Grant

(1) Amount of each grant (150,000yen to 300,000Yen)

  Depending on the venue and other conditions. The grant can be appropriated to flight-fare, registration-fee, accommodation-fee, or related expenses.

(2) Only equivalent to registration-fee raised in the units of 10,000 yen should be paid when the conference is held online or becomes a virtual event.

(3) Grant payment method

  In principle, the grant will be transferred to the grant recipient's bank account.

4. Application period

(1) Application period: <u>between January 15 and February 29, 2024</u>

(2) Applicable international conferences

The international conferences held outside Japan <u>between April 15, 2024, and October 31, 2024</u>. Conference date including the period shown above is also acceptable.

  * Call for the application for the grant should be made twice a year (first half and second half of fiscal year). Please apply according to the time of the international conference you join.

(3) Number of applicant recommendations from one recommender or laboratory

  One applicant each from the doctoral course and master's(including undergraduate) course at the end of application period.

(4) Projected number of grant recipients: around <u>25</u>

5. Recommendation Procedures

(1) Documents to be submitted

  (i) Recommendation form Excel format

Download the latest version of recommendation form from our website. Please paste applicant's photo of jpeg file on the cell for photo in the Excel format. In principle, old versions or incomplete recommendation forms will not be accepted.

https://www.candc.or.jp/jyosei/jyosei_kokusai.html

  (ii) PDF of selection notice when the paper is officially selected for conference attendance

In case of the email notice only, please send the PDF of full text of the email including header information.

  (iv) PDF of paper summary

PDF of the presented paper or equivalent (Attach PDF of an abstract if the paper is not yet written.)

(2) Notes on filling out recommendation form

  (i) Please submit one recommendation form per person.

  (ii) Please fill out all the required items accurately. Inaccurate forms are not accepted.

  (iii) Recommender should be the academic adviser of the grant applicant.

  (iv) Please fill in the correct address and the contactable phone number and email. Especially, please be very careful if the email is correct.

  (v) Please write recommendation reasons, paper summary and contributions to C&C technologies and the society concisely in a simple style.

(3) Submission of recommendation documents

Be sure to send the above documents from the recommender only by email to kokuron(at)candc.jp.nec.com   *Please replace (at) with @.

Please put your applicant on CC. Documents sent by postal will not be accepted. Please check the confirmation email sent form the foundation after receiving the above

documents. If you do not receive the confirmation email by the next day after submitting the documents, please contact us.
(4) Application deadline

No later than Thursday, February 29, 2024.

* We would appreciate it if you could apply earlier than deadline.

6. Screening process

(1) Our awards committee draws up a short list based on the submitted documents.

(2) The recommenders and grant applicants will be emailed the result by early April 2024. The grant will be suspended until the paper presentation is subsequently officially selected. Eligibility is forfeited if the conference application is officially rejected.

7. Documents grant recipients must submit

Please submit the below documents by email within 10 days after returning home.

(1) Presented paper (PDF)

Please send the final version even if it is not the same as when you applied.

(2) Presentation materials (PDF)

Please send the presentation materials presented at the conference.

(3) Free format report on the conference* (PDF)* If recipients can find, please include paper acceptance rate and number of presentations and participants of the conference, impressions of the conference and your presentation, noteworthy papers and your ambition, etc. in your report on the conference.

(4) Financial report (Word)

The financial report will be used as a reference for determining future garant amounts. Please report not only the usage of the grant, but also the entire cost related to participating in the international conference.

(5) Questionnaire (Word)

The format of the financial report(4) and questionnaire(5) should be downloaded from the below website.

https://www.candc.or.jp/jyosei/jyosei_kokusai.html

8. Miscellaneous

(1) Even if applicants receive grants from other organizations to participate in this international conference, they can apply for our grant.

(2) Eligibility is forfeited if the grant recipient changes application details such as the international conference that they will attend or the paper that they will present. (Slight modification of the paper as a result in review process, can be allowed.)

(3) The following information on grant recipients will be published in our annual report: recipient's name, department and year of study when applied, nationality, paper title,

name, period and venue of attended international conference, portrait photograph.
Contact us if this might cause any problem for you.

9. Email address to send the recommendation documents

Email: kokuron(at)candc.jp.nec.com   *Please replace (at) with @

The NEC C&C Foundation

Takashi Miyazaki, Executive Director

10. Contact

The NEC C&C Foundation, Secretariat

Email: kokuron(at)candc.jp.nec.com   *Please replace (at) with @