**Kyoto University Summer Design School 2017**

**Theme Proposal Form**

Before preparing your theme proposal, please be sure to carefully read the “Guide to Making a Theme Proposal” on page 5-6.

The information you supply below will be posted online for participant recruitment.

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| --- | --- | --- | --- | --- | --- | --- |
| Theme title (required) |  | | | | | |
| Language used (req.) | Select the option you prefer and delete the other options below. | | | | | |
| Japanese　・　English　・　Japanese (with assistance for English speakers) | | | | | |
| Facilitators (req.) | List the name, affiliation, specialty, and e-mail address of every facilitator for your project (maximum of five per group).   * Due to space constraint (two desks (45\*180cm) & 180cm-width whiteboard), please ovserve the facilitators number limit. * For affiliation, list not only the name of the institution (university, company, etc.), but also the name of the suborganization (graduate school, department, etc.). * For specialty, concisely state the person’s main field of research, job, etc. * For role, specify roles such as facilitator, adviser, expert, technical supporter, etc. * The same person can be assigned to work with multiple groups or themes, but take care not to overload anyone with too many assignments. * E-mail addresses will not be posted online. | | | | | |
| Name | Affiliation | Specialty | Role | Group | E-mail |
| (Representative) |  |  |  |  |  |
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| Summary (req.) | Describe the project’s background, aims, work plans, etc. in approx. 100 to 400 words. |
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| Educational goals (req.) | Describe the project’s educational goals, focusing on the things that the participants should clearly feel they learned from the project. |
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| Design theory and methods (req.) | Describe the design theory and methods that will be taught to the participants, and the details of how they will be instructed (e.g., who will give lectures, what literature will be presented, etc.) |
| Design theory  Design methods |

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| --- | --- |
| Schedule (req.) | List in detail the activities planned for the first two days of the workshop.   * There is no need to fill out the schedule for the third day since the afternoon is set aside for project presentations, and the morning will be used to prepare. As in previous years, the presentations will be done in poster format. * If any activities will be carried out away from the venue (KRP), indicate this in the schedule. * Activities for the beginning of the first day and the morning of the third day need to be held at KRP (these slots are reserved for the opening and poster presentation preparations) |
| **Day 1 / Sept. 13**  Morning:  Afternoon session I (lunch – coffee break):  Afternoon session II (coffee break – evening): |
| **Day 2 / Sept. 14**  Morning:  Afternoon session I (lunch – coffee break):  Afternoon session II (coffee break – evening): |
| **Day 3 / Sept. 15**  **Do not fill in (same for all projects)**  Morning:   * Presentation preparations (KRP)   Afternoon:   * Presentations (KRP) |
| Message to participants (req.) | Freely write what you want to tell prospective participants, your personal PR message, etc. Can be just a few words. |
|  |
| Project intro slide (req.) | Attach a slide introducing your project. Add photos, graphics, etc. to spark prospective participants’ interest. Use the template downloable from the following link:  http://www.design.kyoto-u.ac.jp/sds2017/theme-application/format/sds2017\_slide\_format\_en.ppt |

■ The following information will not be posted online.

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| Novelty / continuity (req.) | In order to support the further growth of the Summer Design School in the years ahead, it is important to strike a balance between new themes and themes carried over from previous years. If proposing a new theme, describe why it is important now. If the theme returns to a theme from past sessions, describe how the past experience will be used to design this year’s theme and improve the methods used. |
|  |
| Consent to “Guide to Making a Project Proposal” (req.) | Have you thoroughly read the “Guide to Making a Project Proposal” (page 5-6) and consent to the requirements listed in it? Select “Yes” or “No” and delete the other option below. |
| Yes　・　No |
| Consultation on project content | If there is anything you would like to consult with the Program Committee concerning your project, state it in the area below. We will address your concern as best as possible in our feedback, but please note that we may not always be able to do so. |
|  |
| Requests / notification | If there is anything you wish to request of or notify to the Program Committee and Coordinating Team, state it in the area below. Feel free to also share insights you gained from past Summer Design School sessions. Please note that we may not be able to respond to all requests/messages.   * Each project group will be supplied with a table, chairs, a white board, sticky notes, poster paper, and writing utensils. In general, all other supplies required for the project are to be furnished by the theme proposer. |
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**Guide to Making a Theme Proposal**

Please go over the following instructions and information before preparing your theme proposal.

**⬩ Theme**

* Design a theme suitable for problem identification and resolution driven by collaboration among participants representing diverse disciplines and cultures.
* Many workshops in the past few years have incorporated the word “design” in their title, which sometimes makes it hard to tell themes apart from one another. Try your best to avoid using this word in your title.
* Last year’s participants and theme proposers have provided the following pointers through questionnaires and other feedback. Take these into consideration when developing your theme.
* Target problems have tended to be too ambiguous or defy feasible resolution in the real world.
* Workshop workloads have often been too heavy to handle in the three-day timeframe of the workshop (e.g., including too much fieldwork or requiring too much output).
* Themes are sometimes so specialized that it’s hard for people from diverse disciplines to actively participate.
* The results of analysis of last year’s theme work are available as a reference for development of this year’s theme proposals. Refer to this information when planning your workshop.
* The themes of past years are posted online, so refer to them to develop your theme so that it is distinctive from them in terms of aim, approach, etc.

**⬩ Workshop Implementation**

* The Summer Design School Program Committee will provide you with feedback on your theme proposal to help you design the theme so that the participants can make the most out of their time at the workshop. The committee may suggest some changes, so please modify your plan as needed.
* If the number of theme proposals received exceeds the venue capacity, the Program Committee may exclude some themes. Also, some themes may be cancelled if the number of participants signed up for them is too low.
* As a general rule, each group should be sized from four to six participants.

**⬩ Presentations**

* The afternoon of the third day will be used for making 30-second oral presentations and poster presentations on the results of your work. Please have your presentations ready before then. Also, since the work process is one of the items assessed in the theme evaluation, include information on your work process in the presentations.

**⬩ Expenses**

* The organizers do not bear the theme proposers’ and participants’ travel expenses, honoraria, supply costs, or other expenses. Any expenditures specially required for a workshop are to be borne by the relevant theme proposer’s institution.
* Members of the universities with which the organizing/co-hosting organizations are affiliated and members of the organizations affiliated with Design Innovation Consortium (http://designinnovation.jp/) are given priority in workshop implementation and are waived the implementation fee. Non-members are charged \100,000 as the implementation fee for their themes. Please understand that this fee is necessary because the Summer Design School is a self-sustained program that incurs an operating cost of around \100,000 per theme.
* To help sustain this program, participants are also charged a participation fee. This fee is \1,000 for students, faculty and administrative staff members of universities with which the organizing/co-hosting organizations are affiliated, and members of the organizations affiliated with Design Innovation Consortium. Students affiliated with universities other than the above will be charged \3,000. All other participants will be charged \10,000.

**⬩ Intellectual Property**

* All novel ideas arising from Summer Design School themes shall be considered part of the public domain, freely usable by anyone, unless already under application for industrial property rights. Here, “ideas” refers to ideas that are patentable inventions or are registrable as utility model rights, and to the elements of such ideas, but excluding the creation of designs that are registrable as design rights.
* The right to register a novel design created in a workshop shall be equally shared by all participants in that workshop. This right shall not be held by the participants’ institutions, the theme proposers, or the theme proposers’ institutions.
* In cases where implementation of a workshop requires knowledge of the theme proposer’s existing intellectual property, research results, data, or other such information resources, the theme proposer shall present those resources to the workshop’s participants prior to the workshop. Please do not require the participants to sign a non-disclosure agreement concerning said resources.
* Please do not use any confidential information in the theme. The organizers are not liable for any problems or damages resulting from the leaking of confidential information.

**⬩ Personal Information**

* If you wish to contact Summer Design School participants using the contact information supplied by the organizers, for a purpose not pertaining to implementation of your workshop for the relevant academic year, obtain the participants’ consent before doing so. In addition, the organizers assume no liability in regard to events not directly pertaining to implementation of your workshop for the relevant academic year (such as meetings to further refine an idea from the workshop). If you plan to hold such events, please pre-notify the participants regarding who is responsible for the event (name of organizer, etc.).

**⬩ Publication of workshop Results**

* In addition to the presentations at the Summer Design School and exhibition at the Kyoto University ICT Innovation, the results of all Summer Design School themes will also be publicly shared through the organizers’ and co-hosts’ websites, newsletters, exhibitions, and other channels.

**⬩ Other Considerations**

* Your group may conduct an interview or a questionnaire in a fieldwork. Although it is allowed to conduct such activities under the name of Kyoto University Summer Design School, the organizers are not liable for any troubles caused by such activities.