Guidelines for Posting Announcements
and Reports on the University Website and SNS Sites

Content that can be posted

・Announcements of general meetings, lectures, and events held by Kyoto University alumni associations

・Reports of such meetings and events.

Available sites

・Kyoto University webpage   https://www.kyoto-u.ac.jp/ja

・Kyoto University Alumni webpage   https://hp.alumni.kyoto-u.ac.jp/

・Kyoto University Alumni Facebook page   https://www.facebook.com/KyodaiAlumni/

・KUON/Kyoto University Alumni Service   https://www.alumni.kyoto-u.ac.jp/static/
  (advance permission required)

Place of submission

Kyoto University Alumni Secretariat

Email: alumni@www.adm.kyoto-u.ac.jp

Submission procedures

Items to be posted should be submitted to the email address above as a Word file containing the manuscript and photo data (if any). Photo data must be 400 pixels (W) × 300 pixel (H) or larger. If the size of the data exceeds 2MB, please submit using a large data transfer service.

Submission deadline

Note: if the submission deadline falls on Saturday, Sunday, or holiday, the deadline will be the previous day thereof.

Media	Announcements		Reports on completed meetings or events
	Meetings or events for which preliminary registration is required.	Meetings or events for which preliminary registration is NOT required.	
Kyoto University webpage	Twenty-one days before the day of the event (the day of the event is not counted) AND 10 days before the application deadline	Twenty-one days before the day before the day of the event (the day of the event is not counted)	Within 20 days after the event

KUON/Kyoto University Alumni Service	Must be arranged in advance	Must be arranged in advance	
Kyoto University Alumni webpage	One week before the event (the day of event is not counted)		Within 40 days after the event
Kyoto University Alumni Facebook page			

Instructions for preparing the manuscript

・The title must be less than 26 words. The body text should be approx. 600 words.

・Use formal titles when referring to individuals.

　　Example:　Full name, Name of the company, Chairman and Representative Director

　　　　　　　Full Name, Name of the organization, President

・Write the accurate year of graduation (e.g. Undergraduate: Graduated from XX Department in YYYY; Graduate School: Completed the Master (Doctoral) Course in YYYY).

・If you will receive the Kyoto University Alumni subsidy for venue rental fees, please include a statement that the general meeting is co-organized by the XXXX (name of your organization) and the Kyoto University Alumni.

Photos used in reports of meetings or events

*Some types of photo cannot be posted.

・Use horizontally oriented photos. (See the illustration below.)

・Submit photo data in jpg or png format.

・Submit unprocessed photos that are not trimmed (400 pixel W × 300 pixel H or larger).

・Do not use too many photos (ideally up to 5 photos).

・Do not use two or more photos of similar composition or content.

・Submit photos that capture the atmosphere of the meeting or event.

・Some photos that are not directly related to the event, for example, those showing only the venue (without participants), building, or signboard may not be permitted to be posted.

・When you take photos at a social gathering, do not capture alcoholic drinks (e.g. bottles and glasses), brand names of goods, drinks, and foods (e.g. logos, labels), or copyrighted works.

・Send a caption for each photo (if a caption is too long, we will shorten it.)

・If you use photos with identifiable people on a webpage, be sure to obtain their approval to post the photos.

・If it is necessary to include a copyright description (e.g. copyright symbol, source of the photo), indicate such requirements in the application form or the manuscript.

Acceptable 　　　　Not Acceptable

　　　Horizontally oriented　　　　　　　　　Vertically oriented

[Orientation of Photos]

Preferred photo subjects:
・Lecturer (preferably upper body)
・Scene of lecture including projector screen (photos taken from too far away are unacceptable).
・Scene in the venue (a photo that captures the overall atmosphere)
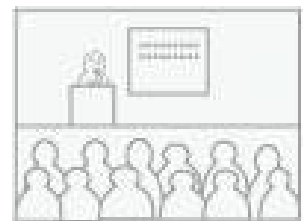・Group photo
・Scene of activities, etc.


| Lecturer | Scene of lecture | Group photo | Overall atmosphere |

Please submit photos that:
・Are clear images with high resolution.
  (Submit unprocessed image data taken by a digital camera that have not been cropped.)
・Are not out of focus.
・Are not blurred because of camera-shake.
・Do not have a photograph date stamped on them.
・Are not too dark or too bright.
・Have not been processed (photos taken by a camera application are unacceptable.).
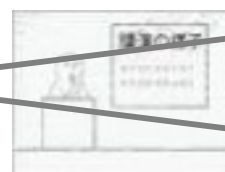・Do not have the date of the event printed in them (in the bottom right or other area).
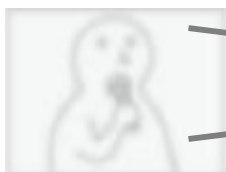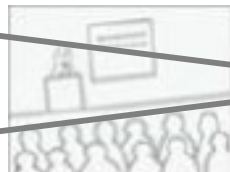
| Out of focus | Tilted | Blurry | Low quality | Blown out highlights |

Other Information

・The Alumni Secretariat will send an email to inform you when your item has been accepted and posted.
・If the Alumni Secretariat does not contact you within 2 weeks of sending your application, please contact us .

・English manuscripts will be reviewed to determine whether they will be useful for persons overseas and international students/researchers at Kyoto University, and posted on appropriate platforms if deemed appropriate.

・ In principle, manuscripts cannot be modified once they are posted on the Kyoto University website, except in cases of factual inaccuracies, such as an incorrect name or title. Please send finalized manuscripts and photos only. No additional text or photos will be accepted after posting.

Sample announcement

・Any format can be used.

・The Alumni Secretariat can provide a Word template upon request.

・Refer to the following webpage when creating your announcement:
  http://hp.alumni.kyoto-u.ac.jp/
  (Kyoto University Alumni webpage > Top Page > Alumni Events & News)

*Required information

Title*	The XXth General Meeting of Kyoto University XXX (region name) Alumni
Summary*	This alumni association is organized by Kyoto University graduates and others who have a relationship with the university, and who live in XX prefecture. At the XXth General Meeting, Professor XX, a graduate of the Kyoto University School of XX will give a lecture titled "XXXXX." The lecture is open to the public. We look forward to your participation.
Date of event*	December 20, 2017 (Sat)
Time of event*	Lecture: 16:30–17:30 Social gathering: 18:00–20:00
Venue*	Kyoto University Clock Tower Centennial Hall (Main Venue) etc. Main Campus / West Campus Map [3] http://www.kyoto-u.ac.jp/ja/access/campus/yoshida/map6r_y/
Eligibility for participation*	Lecture: Open to the public Social gathering: Open to members of the Kyoto University XX Alumni only
Maximum limit of participants	Social gathering: 200 participants
Details	Lecturer: XXXX Outline of the lecture: XXXXXXXXXXX....
Registration fee	Lecture: Free of charge Social gathering: 5,000 yen

Preliminary registration (deadline)*	Required
Registration procedures (if registration is necessary)	Please visit the following URL for registration: http://XXXX
Registration deadline (if registration is necessary)	November 30, 2017 (Fri.)
Contact*	XX Alumni Office Email: XXXXXXX (Replace "*" with "@".)
Links, other information	Webpage of the XX Alumni htttp:// XXXX
PDF files of posters or other materials	Attach if any.

Sample event report

・Include photos and photo captions in the manuscript.

・Also send the photo data used in the manuscript separately.

・Please refer to the following webpage when creating your report:

(Kyoto University Alumni webpage > Top Page > Alumni Events & News)

http://hp.alumni.kyoto-u.ac.jp/

The XXth General Meeting of the Kyoto University XXX (region name) Alumni was held on December 20, 2017

The XXth General Meeting of the Kyoto University XXX (region name) Alumni was held at the XX Hotel in XX City. The meeting was attended by approximately 170 graduates of Kyoto University who live, work, or have previously worked in XX prefecture. The event was co-sponsored by the Kyoto University Alumni.

During the lecture session, Professor XX of Kyoto University's Graduate School of XXXX gave a lecture about XXXX, titled XXXX, following the opening address by Mr./Ms. XXXX, President of XXX Alumni (graduate of the Department of XXXX in YEAR).

At the social gathering, the banquet began with a toast led by Mr./Ms. XXXX (graduate of the Department of XXXX in YEAR). In a lively atmosphere, all participants sang "Biwako Shuko No Uta," and the gathering was closed with three cheers by Mr./Ms. XXXX, Deputy President of XXX Alumni (graduate of the Department of XXXX in YEAR).

President XX's greeting

Lecture by Prof. XX

Group photo

Issued by: The Kyoto University Alumni Secretariat

Tel: 📞 075−753-2029,5563

Email ✉ alumni@www.adm.kyoto-u.ac.jp