



asia pacific center for
theoretical physics

APCTP GUIDELINES for PROGRAM ORGANIZER

July, 2024

Asia Pacific Center for Theoretical Physics (APCTP) supports scientific activities taking place in member countries and jointly with partner institutes.

GENERAL PRINCIPLES

1. A designated organizer holds rights and responsibilities for administering APCTP grant and submitting required documentation in accordance with the APCTP regulations in the 'APCTP Guidelines for Program Organizer'.

2. The grant is provided only to cover expenses pertaining to the designated program on a per-person basis. Each person is called 'beneficiary'.

WHO CAN BE A BENEFICIARY?

A participant of the designated program who holds the nationality of APCTP Member Countries can be a beneficiary.

*Exceptionally, a participant affiliated with APCTP Partner Institutes can be a beneficiary upon approval of APCTP program coordinators. However, no more than 30% of total grant can be allocated.

Please refer to Appendix for detailed list of APCTP Member Countries and Partner Institutes.

The beneficiaries pay the airfare and accommodation fee by individual and the APCTP administrative team directly transfers the amount to the beneficiaries after the event if all necessary documents are submitted.

Expense categories are restricted to following items:

1. (Offline Event) Airfare:

- Economy/couch class round-trip ticket between home institute and the conference venue
- The flight schedule can be supported up to 1day before and after the event period.
- Required documents:
 - 1) A copy of passport ID page, Entry stamp/card
 - 2) Ticket payment receipt
 - 3) Itinerary/E-ticket (schedule, amount included)
 - 4) A copy of boarding pass (all round trip support)

2. (Offline Event) Accommodation:

- Participants can be supported up to 150,000KRW/1person/1night
- Required documents:
 - 1) Accommodation payment receipt
 - 2) Invoice (guest name, accommodation schedule, amount included)

3. (Online/Offline Event) Honorarium:

- (Less than 30 mins.) up to 200,000 KRW / (Less than 60 mins.) up to 300,000 KRW
- Apart from the honorarium, an overseas remittance fee of 8,000 KRW per transfer will be charged, so please refer to it when you make a budget plan.

4. (Offline Event) Venue:

- Rental fee is limited to 100,000 KRW per participant
- Invoice (guest name, rental schedule, amount included)
- Rental fee payment receipt

Please make sure to fill out the budget details and the information of beneficiaries in the Working scheme*. (*Please refer to Page 4.)

Please check 'WHAT ARE DOCUMENTS TO BE SUBMITTED AFTER AN EVENT?' section for supporting documentations.

WHAT EXPENSES ARE COVERED?

HOW AND WHEN CAN I RECEIVE THE GRANT?

A payment of total amount of funds will be made via wire transfer to the account specified on 'Bank Account Information' form within 14 days of completion of requirements. After an end of the program, the organizer will submit related financial supporting documents.

WHAT ARE REQUIREMENTS **FOR PAYMENT?**

No.	Category	Description	Submission
1	Working Scheme	[Submission] Can be submitted through APCTP website as follows: - Log in → My page → Call for Program application → 'WORKING SCHEME' button at the bottom of the page	Online (Website)
		[Budget details] It is important to fill out 'budget details' section. The transfer CANNOT be made until we have the bottom information. - Item: Expense categories (Airfare/Accommodation/Honorarium) - Remarks: Beneficiary's name, affiliation, position, nationality and Email address	
2	Program schedule	A program schedule may include a detailed time table, session names and speakers' names.	Online (Email, Free form)
3	The official letter (Remittance request)	It is required to contain information about the program, budget and budget items for which the fund will be used	
4	Acknowledgment of the APCTP sponsorship	It is required to indicate APCTP sponsorship using the full name or logo in all verbal, written communication and materials such as posters, press releases, website, and handbook.	
		[Official Name] Asia Pacific Center for Theoretical Physics	
		[Logo] Horizontal type and Landscape type - Attachment #2-3: images	

WHAT ARE THE DOCUMENTS TO BE SUBMITTED **AFTER AN EVENT?**

No.	Category	Description	Certified (Signed) by	Submission
1	Final report	[Submission] - a report outlines activities and outcomes of the program and expectations/suggestions for the future program - Can be submitted through APCTP website as follows: - Log in → My page → Working Scheme application → 'FINAL REPORT' button at the bottom of the page	-	Online (Website)
2	Questionnaire	[Questionnaire] - Please fill out the survey to help us improve our programs.		Online (Email)
3	Pictures	- Pictures of the workshop via email or upload to the final report - Pictures of each speaker presenting their research at the workshop	-	Online (Email)
4	List of participants	It requires the total number of participants and a list of participants with information in accordance with the APCTP requirements - Name, Nationality, Affiliation, Position, Email address *Please fill out <u>all categories</u>	Organizer	Online (Email)

[Appendix] List of APCTP Member Countries/Regions

· As of July 2024, listed in alphabetical order

MEMBER COUNTRIES/REGIONS (19)

No.	Countries/Regions	Institutes
1	Australia	Australian and New Zealand Association of Mathematical Physics (ANZAMP)
		Mathematical Research Institute (MATRIX)
		Australian Institute of Physics (AIP)
2	Beijing	Chinese Physical Society (CPS)
3	Cambodia	Royal University of Phnom Penh (RUPP)
4	Canada	Canadian Association of Physicists (CAP)
5	India	India Association for the Cultivation of Science (IACS)
5	Indonesia	National Research and Innovation Agency (BRIN)
6		University of Indonesia (UI)
7	Japan	Institute of Particle and Nuclear Studies, High Energy Accelerator Research Organization (IPNS/KEK)
8	Kazakhstan	National Academy of Science of Republic of Kazakhstan (NAS RK)
9	Korea	National Research Foundation of Korea (NRF)
10	Kyrgyzstan	The National Academy of Science of the Kyrgyz Republic (NAS KR)
11	Lao PDR	Research Institute of Science, Science and Technology and Environment Agency (RIS-STEa)
12	Malaysia	Malaysia Institute of Physics (MIP)
13	Mongolia	Mongolia Academy of Science (MAS)
14	Philippines	National Research Council of the Philippines (NRCP)
		National Institute of Physics, University of The Philippines (NIP)
15	Singapore	Institute of Advanced Studies (IAS)
16	Taipei	Academia Sinica (AS)
17	Thailand	National Research Council of Thailand (NRCT)
		Suranaree University of Technology (SUT)
18	Uzbekistan	Uzbekistan Academy of Science and Technology (UAS)
19	Vietnam	Vietnam Academy of Science and Technology (VAST)

PARTNER INSTITUTES (35)

1. ICTP (International Center for Theoretical Physics), Italy
2. NCTS (National Center for Theoretical Science), Taipei
3. PIMS (Pacific Institute for the Mathematical Sciences), Canada
4. ECT* (European Centre for Theoretical Studies in Nuclear Physics and Related Areas), Italy
5. ITP/CAS (Institute of Theoretical Physics, Chinese Academy of Sciences), Beijing
6. MPI-PKS (Max Planck Institute for the Physics of Complex Systems), Germany
7. JINR (Joint Institute for Nuclear Research), Russia
8. IPNS/KEK (Institute of Particle and Nuclear Studies of High Energy Accelerator Research Organization), Japan
9. YITP (Yukawa Institute for Theoretical Physics, Kyoto University), Japan
10. IOP/CAS (Institute of Physics, the Chinese Academy of Sciences), Beijing
11. ISSP (Institute for Solid State Physics of the University of Tokyo), Japan
12. KPS (Korean Physical Society), Korea
13. AAPPS (Association of Asia Pacific Physical Societies)
14. IOP/VAST (Institute of Physics, Vietnam Academy of Science and Technology), Vietnam
15. ThEP (Thailand Center of Excellence in Physics), Thailand
16. IBS (Institute for Basic Science), Korea
17. IUPAP (International Union of Pure and Applied Physics)
18. INP RK (Institute of Nuclear Physics), Kazakhstan
19. IETP (Scientific Research Institute of Experimental and Theoretical Physics), Kazakhstan
20. RCNP (Research Center for Nuclear Physics), Japan
21. NUUZ (National University of Uzbekistan named after Mirzo Ulugbek), Uzbekistan
22. SCS (State Committee of Science, Ministry of Education and Science), Republic of Armenia
23. IPM (Institute for Research in Fundamental Sciences), Iran
24. KITS (Kavli Institute for Theoretical Sciences), Beijing
25. CTP (Center for Theoretical Physics Seoul National University), Korea
26. NAS KR-IOP (Academician J. Jeenbaev Institute of Physics of the National Academy of Science of the Kyrgyz Republic), Kyrgyzstan
27. NORDITA (The Nordic Institute for Theoretical Physics), Sweden
28. INP (The Institute for Nonperturbative Physics, Nanjing University), Beijing
29. INPP (Institute of Nuclear & Particle Physics of the National Centre for Scientific Research (NCSR) "Demokritos"), Greece
30. NBIA (Niels Bohr International Academy), Denmark
31. IPS (Indonesian Physical Society), Indonesia
32. NUL (National University of Laos), Laos
33. MPS (Myanmar Physical Society), Myanmar
34. MPS (Mongolian Physical Society), Mongolia
35. VPS (Vietnamese Physical Society), Vietnam