

STRATEGIC PLANNING DEPARTMENT



Chair
UENO, Naoto

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| Associate Professor | KODAMA, Ryuji |
| Assistant Professor
(Specially appointed) | KURATA, Tomoko |
| NIBB Research Fellow | KURATA, Tomoko* |
| Technical Assistants | MUKOHDA, Yasuyo
OTA, Misaki
MAEDA, Sanae
TANAKA, Megumi
OTA, Kyoko
EMDE, Jason R. |

The Strategic Planning Department was founded in April 2005 as a central office for the efficient management of cooperational activities with other organizations, the distribution of scientific information to the public, planning and managing conferences, workshops and other extramural activities. The department also assists the director-general in preparing for NIBB's evaluation procedure and in planning a long-range strategy for the institute.

The main activities of the Department in 2008

- 1) *Supporting international conferences*
 On-line registration, web page construction, brochure editing, hotel reservation, meal and party arrangement, photographic recording, etc., for international conferences held at NIBB (Table 1)
- 2) *Management of education-related programs*
 Internship Program 2008
 The Second and Third International Practical Course (Mar. and June, 2008)
- 3) *Press Release*
 News on scientific achievements are sent to newspaper and magazine reporters via leaflets, e-mails and password protected web pages. For some of the releases, we arranged a press conference.
- 4) *Editing of publications*
 Bulletin of NIBB 2008 (in Japanese, in preparation)
 Annual Report of NIBB 2008 (in English, with proof reading)
- 5) *Production of posters and leaflets*
 Design and distribution of posters for international conferences and advertisements for the graduate school's entrance examination (Figure 1)
- 6) *Updating and maintenance of NIBB web page*
- 7) *Publication of "NIBB News"*
 (Intra-institutional newsletter in Japanese)
- 8) *Maintenance of the achievement archives of NIBB*
- 9) *Assisting visitors (in collaboration with Technical Division)*

Name	Date	Title	Organizer
54th NIBB Conference	February 28-29	New Frontiers for the Medaka Model -Genome, Bioresources and Biology-	M. Tanaka
55th NIBB Conference	September 13-15	Frontiers of Plant Science in the 21st Century	K. Okada
8th NIBB-EMBL Joint Meeting	November 21-22	Evolution: Genomes, Cell Types and Shapes	D. Arendt M. Hasebe S. Kuratani N. Ueno

Table 1. International conferences managed by Strategic Planning Department in 2008

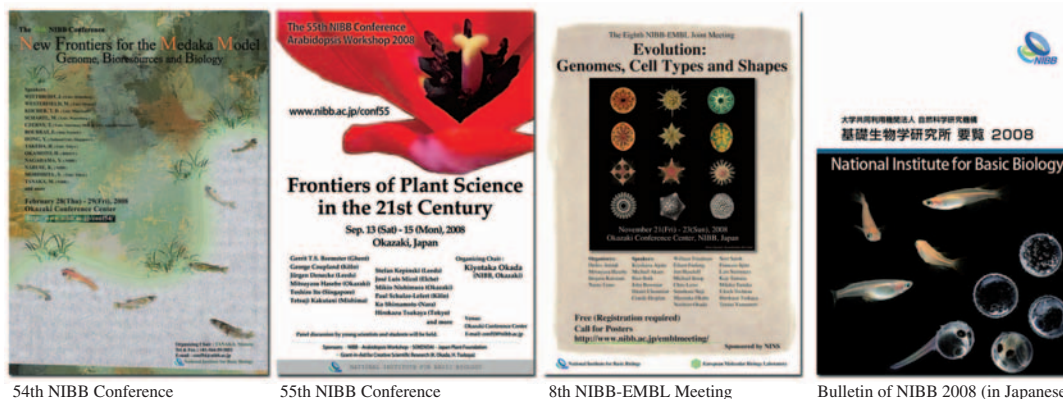


Figure 1. Examples of posters, pamphlets and abstract books produced by the Strategic Planning Department in 2008

Note: Those members appearing in the above list twice under different titles are members whose title changed during 2008. The former title is indicated by an asterisk (*)