**Interactive Evening Lounge AY2017, revised**

**What is the IEL?**

Interactive Evening Lounge (IEL) provides both students and faculty members a casual and relaxed setting for interdisciplinary information sharing, exchange of ideas, mutual learning and networking activities.

IELs in AY2017 typically fall into the following three categories.

1. **Regular IELs**

* **International Project Completion Report** (to be held twice in each semester): Students returning from their international projects will share their achievements and life experiences with others.
* **Book Club** (normally, to be held once a month)

1. **IELs in Support of SIP** (Student Initiative Project)

* SIP teams could use IELs as a platform for information sharing, exchange of ideas or dissemination, or as a sounding board.

1. **Proposal-based IELs**

* Students or/and faculty members could propose to organize an IEL, such as lecture by invited speakers, information sharing, exchange of ideas, dissemination, networking or workshop.

Students are encouraged to propose and participate in IELs. Please be reminded that students' contribution and participation to IELs throughout the academic year is one of the most important inputs in evaluating each student’s performance at QE, RDW, and the Final Exam.

**How to organize an IEL?**

In order to facilitate student participation, official meeting announcement of each IEL should be made **in principle at least three weeks before the meeting**.

Regular IELs are normally organized as the faculty member's initiative in consultation with students. To both IELs in Support of SIP and Proposal-based IELs, the following steps should apply.

* Proposal should be submitted to the secretariat (GSDM SE Office: [office@gsdm.t.u-tokyo.ac.jp](mailto:office@gsdm.t.u-tokyo.ac.jp) and [iel-faculty@gsdm.t.u-tokyo.ac.jp](mailto:iel-faculty@gsdm.t.u-tokyo.ac.jp)) by using the attached form in principle **at least one month prior to the event**. The official announcement of IELs will be posted on GSDM Home Page by the secretariat.
* For IELs in Support of SIP, financial support will not be provided.
* If IEL proponents other than those of IELs in Support of SIP need financial support in organizing the IEL, they should consult with one of the faculty members before the submission of the proposal.
* After the event, the proponent should submit a report and attendance sheet to the secretariat using the attached form and template. The attendance sheet should be endorsed by the responsible faculty member before the submission. The report will be uploaded on the GSDM Home Page and Facebook Page. Photos should be included in the report for dissemination purposes.