

Science Communication & Public Relations

Responsible for science communication and public relations at the DIJ is [Torsten Weber](#). Please discuss all matters / questions regarding these topics with him, in person or online. In particular:

- DIJ websites (e.g. profile pages, project pages, homepage)
- [DIJ Newsletter](#)
- DIJ social media (currently [Bluesky](#) and [LinkedIn](#): please follow, like and repost)
- Research posters (see hallway, 2nd floor and project websites)
- [DIJ brochure](#)
- Public relations work of the MWS (e.g. biannual magazine 'Weltweit vor Ort', MWS topic portal, MWS podcast etc.)

For all questions regarding Zoom and technical matters, please contact our IT department.

For conferences or workshops at the DIJ, I will be happy to arrange a conference folder (e.g. programme, advertising material) after consultation. Promotional material (e.g. clear file, notepad, brochure) is also available for visits/delegations at the secretariat.

Your start at the DIJ

In order to make you visible on our website and the DIJ Newsletter as quickly as possible, I need the following information. Please send everything by email and texts as a Word document:

- A portrait photo (with copyright information, if available)
- Name in Japanese
- A short introduction-text in English, German and Japanese. (The Japanese language version can also be submitted later if the proofreading should take more time.)
- [Researchers & PhD students only] Research discipline(s) in English, German and Japanese; it is advisable not to indicate specific topics (can be mentioned in the body text instead), but rather disciplines (e.g. sociology, political science, history)
- [Researchers & PhD students only] Project description in English, German, Japanese (The Japanese language version can also be submitted at a later date)
- [Researchers only] CV as PDF; list of publications as PDF (alternatively: both in one PDF); one language version is sufficient
- [Researchers] ORCID (if available)

For orientation, please also have a look at the personal pages of other researchers or PhD students. Please ask a native speaker to proofread at least the Japanese texts (introduction text of the profile page and project description) before you send them to me.

I recommend to sign up for our **DIJ Mailing List**; registration form available on the DIJ landing webpage and all event pages.

Your Events (Study Groups, Workshops etc) at the DIJ

Please discuss the relevant procedures for events in person at an early stage (at least 3 months in advance for symposia/workshops etc., at least 1 month in advance for DIJ Study Groups/DIJ Forum). Experience has shown that in the case of symposia/workshops, an initial joint preliminary discussion between the organizers and the secretariat, IT and PR is recommended at least 3 months before the event. If external contractors (e.g. poster design etc.), public relations staff from other participating institutions or DIJ interns are/will be involved in the public relations processes for events, please contact me in advance to clarify the processes.

More information on the general schedule for advertising events:

<https://wiki.dijtokyo.org/en/personal/event-workflow>

The events are advertised and announced via **Torsten** (social media, website, newsletter and, if applicable, press release) and the **secretariat** (DIJ mailing lists, J-Studien) Please let the **secretariat** know when the info should be sent out via the mailing lists. It is also helpful to inform your own networks.

DIJ Study Group (communication between Tantosha und Torsten)

- Please send a short announcement to Torsten via email, at least four weeks before the event. (who is speaking? who is tanto? when?) Send all the information listed below as well, at least 3 weeks before the event:
 - **poster announcing the DIJ Study Group** ([Template](#)); usually 1-2 correction loops follow
 - Ideally, please also send **1-2 photos from the research presentation topic** or the person presenting (including copyright information)
 - for hybrid/online events: please include a link to **the Zoom webinar registration**; please contact our IT department for all questions about Zoom
 - after the event, if possible please send me some presentation slides and photos from the session as well as some brief information (number of participants, keywords for the Q&A session), for follow-up on the event page and post-publication on social media

Note: For general communication about the Study Group (what requests are there? who can take over the organization? Etc.) there is a “DIJ Study Group Planning” Webex group in which all researchers are members

Your presentations, publications, and media outreach activities

I am happy to advertise **your public academic presentations** (e.g. conference participation) and **academic publications** as well as **outreach activities in the media** (quotes, interviews in newspapers, magazines, radio, etc.) on our website, in social media and, if applicable, in the Newsletter. For this I need:

For Presentations (at least 2 weeks in advance, as the advertisement is made BEFORE the presentation)

- abstract, title, name of conference, place and time of your presentation
- link to the event page
- if possible, one or more PPT slides or other visual elements from your presentation

Academic Publication (as soon as possible after publication)

- Copy of the publication (usually PDF of the article/chapter)
- Complete bibliographic information
- link to the publication
- in the case you are the editor or sole author of a book publication, the obligatory copy for the library will be displayed in the entrance area (2nd floor); further promotion of the publication will also take place via MWS formats (e.g. in “Weltweit vor Ort”, read me blog)

Media interviews (as soon as possible after publication)

- Please briefly contact me before you give a media interview and let me know which media will interview on which topic
- after publication:
 - link to the publication
 - feedback regarding the media contact (how did it go?)