

APRSAF Side Event Guidelines

1. An “APRSAF Side Event” is a meeting, conference, contest, outdoor event, or other similar event, relating to the peaceful uses of outer space, proposed and performed by APRSAF participating organizations, such as a ministry, space agency, university, academic society, international organization and private company. This is distinct from an “APRSAF Activity,” which is a meeting, conference, contest, outdoor event, or other similar activity born in the plenary meeting, working groups or initiatives of APRSAF such as Initiative Workshop, Water Rocket Event, etc.
2. The proposed side event should be related to APRSAF goals and objectives, and be relevant to the theme of the APRSAF annual session in any way possible. As general guidelines, side events should:
 - i. Address the common interests of the Asia-Pacific region;
 - ii. Meet the societal needs of the region; and
 - iii. Be implemented through regional collaborative efforts, rather than bilateral efforts.
3. Side events may be held on any day during the APRSAF annual session, and are open to all participants of the APRSAF annual session but are independent from the APRSAF program.
4. If the proposed event is aimed for an exclusive audience (such as a closed conference), organizers are advised to consider alternative locations outside the APRSAF venue.
5. Organizations interested in hosting a side event should use the APRSAF Side Event Request Form to get approval from the co-organizers of APRSAF and the APRSAF Executive Committee. Upon receipt of the form, the co-organizers and the Committee will review the event purpose and description. As a result of the review by them, the APRSAF Secretariat might decline the request.
6. All side events will appear in APRSAF announcements, but publicizing the event is

the responsibility of the event organizers. Printed materials can be distributed during the APRSAF annual session but the APRSAF Secretariat will authorize removal of materials considered to be inappropriate.

7. Side event organizers should, on their own, directly request and arrange a meeting room and all equipment they need for the event to the venue's customer service representative. The APRSAF Secretariat will play no role in the arrangement of the venue, and all the cost of the events should be covered by the event organizers.
8. Side Event Request Form should be submitted via e-mail to the following address, about four months before APRSAF annual session. The specific submission deadline will appear in the Request Form. Requests received after the deadline will not be considered.

Asia-Pacific Regional Space Agency Forum (APRSAF) Secretariat

Tel: +81-50-3362-5880

Fax: +81-3-5209-3208

E-mail: secretariat@aprsaf.org

9. Side event organizers will receive written notification of the acceptance or rejection of their request after review from the co-organizers and the Executive Committee.
10. Side event organizers will report the results of their side event to the APRSAF Secretariat after completion of the event.

For further information, please contact:

APRSAF Secretariat

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Chiyoda-ku, Tokyo 101-8008 Japan

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