



## 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 including, but not limited, workshops held by initiatives and Water Rocket Event.
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 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 Application Form to obtain 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 application.
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 responsibility, arrange a meeting room and all equipment they need for the event. The APRSAF Secretariat will play no role in the arrangement of the venue, and all costs of the events shall be covered by the event organizers.
8. A Side Event Application Form should be submitted via e-mail to the address below, about four months before the APRSAF annual session. The specific submission deadline will appear in the Application Form. Applications received after the deadline will not be considered.

APRSAF Secretariat

Tel: +81-50-3362-5880 Fax: +81-3-5209-3205 E-mail: [secretariat@aprsaf.org](mailto:secretariat@aprsaf.org)

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

For further information, please contact:

APRSAF Secretariat

Ochanomizu Sola City, 4-6 Kandasurugadai,

Chiyoda-ku, Tokyo 101-8008 Japan

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