Side Event Guidelines for APRSAF-26

1. The “APRSAF-26 Side Event” is held on the occasion of the APRSAF-26 annual meeting and can be proposed and organized by APRSAF-participating organizations.

2. The “APRSAF-26 Side Event” is independent of the APRSAF-26 annual meeting. Side event organizers are solely responsible for the preparation of the side events including the arrangement of the venue and equipment, and each organizer is to bear its own expenses. The APRSAF Secretariat will play no role in the arrangement of the venue nor bear any expenses related to the side events.

3. Side events should be relevant to APRSAF-26 goals, objectives, and the theme of the APRSAF-26 annual session in any way possible. If the concept of the events is considered incompatible with the APRSAF-26, the APRSAF Secretariat may advise the event organizers to revise the concept. The general guidelines of the side events are:
   
   i. Address the common interests of the Asia-Pacific region;
   ii. Meet the societal needs of the region; and
   iii. Implementation through regional collaborative efforts, rather than bilateral efforts.

4. Side events may be held on any day during the APRSAF-26 annual session, and may take the form of a meeting, conference, contest, outdoor event, or any other similar event, be related to the APRSAF goals, objectives, and the theme of the APRSAF-26 annual session.

5. Side events should be open to all participants of the APRSAF-26 annual session and should not be designed for a particular group or audience. Otherwise, the APRSAF Secretariat may advise the event organizers to hold their events at alternative locations outside of the APRSAF venue.
6. Organizations interested in hosting a side event should fill out and submit the APRSAF-26 Side Event Request Form to the APRSAF Secretariat. Upon receipt of the form, the co-organizers and the Executive Committee will review the event purpose and description.

7. All side events will appear in the APRSAF announcements and publications, but the APRSAF Secretariat will not be responsible for the advertisement of the events. Printed materials can be prepared and distributed by the event organizers during the APRSAF-26 annual session but may be removed if they are considered inappropriate.

8. The Side Event Request Form should be submitted via e-mail to the following email address approximately four months before the APRSAF-26 annual session. The deadline for the submission will be posted on the APRSAF website. All applications must be submitted no later than the deadline.

Asia-Pacific Regional Space Agency Forum (APRSAF) Secretariat
Tel: +81-50-3362-5880
Fax: +81-3-5209-3205
E-mail: secretariat@aprsaf.org

9. Side event organizers will receive written notifications of acceptance or rejection of their application after all the applications are carefully reviewed by the co-organizers and the Executive Committee.

10. After the side events are over, the organizers are to report the results of their event to the APRSAF Secretariat.

For further information, please contact:

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