Virtual Side Event Guidelines for APRSAF Online 2020

1. An “APRSAF Online 2020 Virtual Side Event” is an online event, and a link to a virtual side event can be updated on the APRSAF website and can be proposed and organized by APRSAF-participating organizations.

2. An “APRSAF Online 2020 Virtual Side Event” is independent of APRSAF Online 2020. Virtual side event organizers are solely responsible for the preparation of virtual side events including the arrangement of the venue, online tools, 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 side events.

3. Virtual side events should be relevant to APRSAF Online 2020 goals, objectives, and the theme of the APRSAF Online 2020 in all ways. If the concept of the events is considered incompatible with APRSAF Online 2020, 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. Virtual side events may be held before APRSAF Online 2020 or within one month after APRSAF Online 2020, and may take the form of an online meeting, online conference, online contest, or any other similar online event, and must be related to the APRSAF goals, objectives, and the theme of APRSAF Online 2020.

5. Virtual side events should be open to all participants of the APRSAF community and should not be designed for a particular group or audience. If they do not meet these requirements, the APRSAF Secretariat may advise the event organizers to hold their events at an alternative opportunity.
6. Organizations interested in hosting a side event should fill out and submit the APRSAF Online 2020 Virtual 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 virtual side events will appear in the APRSAF Online 2020 announcements and publications including the APRSAF website, and there will be a potential announcement during the APRSAF Online 2020 program (this depends on the program), that said, the APRSAF Secretariat will not be responsible for the advertisements of the online events. The information may be removed if it is considered inappropriate.

8. The Virtual Side Event Request Form should be submitted via e-mail to the following email address approximately six weeks before APRSAF Online 2020. The deadline for submissions 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
   E-mail: aprsafonline2020@aprsaf.org

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

10. After the online 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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