APRSAF-26 WATER ROCKET EVENT

APPLICATION PROCESS

Please read carefully this document to proceed your application for APRSAF-26 Water Rocket Event.

1. ENTRY CONDITION
   i. Student participants
      School students at age between 12 and 16 years old from countries in Asia Pacific region.
      (Date of Birth between 25 November 2002 and 24 November 2007)

   ii. Selection
      A participating country should hold its national water rocket competition to select student participants.
      (Notice: It is suggested that the student participants be selected based on not only their performance in making and launching water rockets but also their interest in space activities and in friendship and cultural exchange. The selected students should preferably have adequate English language proficiency.)

   iii. Teachers/Leaders
      The students shall be accompanied by teachers or leaders of youth activities to travel to Japan. The accompanying teachers or leaders must be interested in space and science education, willing to engage in the exchange of knowledge, experience and skills with water rocket and other educational activities with those from other countries and committed to promoting space and science education activities among young people in their home countries.

   iv. Number of participants
      Due to limited capacity of the venue and accommodation, each participating country should limit the number of students to 6 and accompanying teachers/leaders to 2 to participate.
v. Participation fee
The organizer will collect a **participation fee (15,000 JPY per person)** from each of **student participants and their teachers/leaders.** The organizer will issue an invoice based on the information from POCs of participating countries. The participation fee will be collected by online payment via credit card or bank transfer prior to the event. The deadline of participation fee payment is **November 10, 2019.** If you need further arrangement and assistance for the payment, please contact Ms. Kanako Fukuyama (ap26_wre@tobutoptours.co.jp)

vi. Observers
POC can make application for people other than participants as observers. Observers should pay observer fee to join the Water Rocket Event. **The Observer fee is 40,000 JPY for advanced payment and 45,000 JPY for on-site payment.** Advanced payment can be placed by online with credit card or by bank transfer. The deadline of advanced payment is **November 10, 2019.** Later than this date the observer fee should be collected with credit card or by cash on site. If you need further arrangement and assistance for the payment, please contact Ms. Kanako Fukuyama (ap26_wre@tobutoptours.co.jp)

2. APPLICATION TIMELINE AND PROCESS

**[Timeline]**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 1</td>
<td>POCs start to submit the expected number of participants/observers</td>
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<tr>
<td>June 30</td>
<td>Deadline for submitting the number of participants/observers</td>
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<tr>
<td>August 1</td>
<td>Start accepting application</td>
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<tr>
<td>September 30</td>
<td>Deadline for submitting final member list</td>
</tr>
<tr>
<td>November 10</td>
<td>Deadline for advance payment participants/observers</td>
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**[Process]**

i. Submitting the number of Participants/Observers
POC should submit the number of teachers, students, and observers to attend AP-26 WRE from your country by sending an email to **Tobu Top Tours**, the local organizer of this event ap26_wre@tobutoptours.co.jp as well as ap_wre_edu@ml.jaxa.jp. POC will receive a reminder of this report from **Tobu Top Tours** in June. The deadline is **June 30, 2019.** The organizer uses this information to arrange accommodation, meals, and transportation and to determine whether participation fee should be collected.

ii. Making Application to AP-26 WRE
POC should fill the Application form provided by **Tobu Top Tours** and send it to ap_wre_edu@ml.jaxa.jp and ap26_wre@tobutoptours.co.jp. The deadline is **September**
iii. Invoice

_Tobu Top Tours_ will issue invoice of observer fee towards the organization or individual observer according to request.

iv. Payment

We encourage observers to pay the fee in advance. Observers can place advanced payment online with their cash card as well as by bank transmission. The deadline of observer fee payment is **November 10, 2019**. Observer fee will be 45,000 JPY for payment on site with credit card or cash (*only accept Japanese Yen*). If you need further arrangement and assistance for the payment, please contact Ms. Kanako Fukuyama ([ap26_wre@tobutoptours.co.jp](mailto:ap26_wre@tobutoptours.co.jp))

v. Cancellation Policy

+ **POC** should immediately inform Tobu Top Tours and JAXA by email if any of participants and/or observers have to cancel their application. Full refund will be made for a cancellation until October 31st, 2019. If you cancel in November 2019, we refund excluding cancellation charges. Our cancellation charges are as follows:

- **From November 1st to November 14th, 2019** ---- 20%
- **From November 15th to November 20th, 2019** --- 30%
- **On November 21st** ---- 50%
- **On November 22nd and after** --- 100%

The deadline is set based on JP time zone and the cancellation date is judged when TOBU Top Tours receives your email notice.

APRSAF-26 WRE Local Organizer: Tobu Top Tours co Ltd
Contact point: Ms. Kanako Fukuyama / Mr. Kenichiro Saito
E-mail: ap26_wre@tobutoptours.co.jp
Tel: + 81 3 5348 3500 (Weekdays 9: 30-18: 30 in JP time)

JAXA Contact point: Ms. Ayako Uchida
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