

## Call for Official Side Event Organizers during the 4th Asia-Pacific Water Summit (4th APWS) (Public Seminar and Symposium)

The 4th Asia-Pacific Water Summit (4th APWS) Secretariat (Japan Water Forum, Kumamoto city) is currently calling for organizations from all sectors interested in organizing an Official Side Event (Public Seminar and Symposium) held at Kumamoto-Jo Hall during the 4th APWS.

Depending on the status of the COVID-19, overseas participants may have to participate online, and there is a possibility that the number of domestic participants attending the venue will be reduced. Even in this case, we plan to conduct it as a hybrid using online as well.

**Submission of the Application Form to the 4th APWS Secretariat:**  
[4apws@waterforum.jp](mailto:4apws@waterforum.jp)

**Closing Time and Date: Noon on Monday, 31st January 2022 (JST)**

### 1. Purpose of the Official Side Events

The Asia-Pacific Water Summit (APWS) is an international conference that brings together the heads of state and government, and other leaders of the Asia-Pacific region to solve water issues. Recognizing water issues as one of the key policies for national development and encouraging concrete resource mobilization and action by heads of state and government. In addition, the Official Side Events help raise awareness among the public on water issues and provide them with an opportunity to exchange opinions and share information.

### 2. General Information

#### (1) Dates

Saturday, 23rd April and Sunday, 24th April 2022 (two days)

Up to 10 Official Side Events will be accommodated over the two days.

\*In addition to the on-site event, the speakers can participate online, and the event will be live-streamed.

#### (2) Venue and Rooms

([Kumamoto-jo Hall layout](#) )

Kumamoto-Jo Hall

\* The number of seats has been reduced due to countermeasures against COVID-19.

Seating assignments are subject to change depending on the status of the COVID-19.

##### (i) 1F Exhibition Hall A

690 m<sup>2</sup>, Room Capacity: 54 people (School seating)

##### (ii) 2F Civic Hall A+B

840 m<sup>2</sup> (Stage space: 240 m<sup>2</sup>, Floor space: 600 m<sup>2</sup>), Room Capacity: 56 people (School seating)

### (3) Criteria for Approval

- Events should relate to water issues.
- Events should be open to the public.
- Event organizers must be present for the duration of the event.
- Events must be non-profit and coincide with public interests.
- Events must be non-partisan, non-political, non-religious, and not against public order and morals.
- Events should not be a cultural event, such as a concert, performance, show, a reception that offers food or drink, nor a press conference
- Event organizers should consult with the 4th APWS Secretariat and respect their input and opinions.

### (4) Time Slots and Side Event Fees

Date	Time Slots (90 minutes each)	Rooms (1st and 2nd Fl. Kumamoto-jo Hall)	Seats (School seating)	Side Event Fees		Application Code
Sat., 23 April.	13:00~14:30	2F Civic Hall A+B	56	Incl. Simultaneous Interpretation	JPY 1,100,000	1A-I
				Without Interpretation	JPY 700,000	1A-N
		1F Exhibition Hall A	54	Incl. Simultaneous Interpretation	JPY 1,100,000	1B-I
				Without Interpretation	JPY 700,000	1B-N
	15:10-16:40	2F Civic Hall A+B	56	Incl. Simultaneous Interpretation	JPY 1,100,000	2A-I
				Without Interpretation	JPY 700,000	2A-N
		1F Exhibition Hall A	54	Incl. Simultaneous Interpretation	JPY 1,100,000	2B-I
				Without Interpretation	JPY 700,000	2B-N
	17:10-18:40	2F Civic Hall A+B	56	Incl. Simultaneous Interpretation	JPY 1,100,000	3A-I
				Without Interpretation	JPY 700,000	3A-N
		1F Exhibition Hall A	54	Incl. Simultaneous Interpretation	JPY 1,100,000	3B-I
				Without Interpretation	JPY 700,000	3B-N
Sun., 24 April.	11:00-12:30	2F Civic Hall A+B	56	Incl. Simultaneous Interpretation	JPY 1,100,000	4A-I
				Without Interpretation	JPY 700,000	4A-N
		1F Exhibition Hall A	54	Incl. Simultaneous Interpretation	JPY 1,100,000	4B-I
				Without Interpretation	JPY 700,000	4B-N
	14:00-15:30	2F Civic Hall A+B	56	Incl. Simultaneous Interpretation	JPY 1,100,000	5A-I
				Without Interpretation	JPY 700,000	5A-N
		1F Exhibition Hall A	54	Incl. Simultaneous Interpretation	JPY 1,100,000	5B-I
				Without Interpretation	JPY 700,000	5B-N

### 3. Important Notices when Applying

- (1) Please carefully read and understand the contents of this document before submitting an application form.
- (2) The event organizer is responsible for implementing the program of the event. If an event is organized by more than one organization, the organizers are kindly requested to appoint one main organizer at the time of the application.
- (3) In principle, one event can receive one slot (90 minutes including preparation and cleanup), and each organization should apply for a single time slot. One event can also receive two consecutive slots (180 minutes including preparation and cleanup). In that case, the side event fee shall be double the amount



of a single slot, and the organizers are kindly requested to consult with the 4th APWS Secretariat prior to the application.

- (4) The language(s) used in an Official Side Event should be English and/or Japanese. Simultaneous interpretation will be provided for an event organizer who indicates their intention by selecting the relevant application code with simultaneous interpretation. Only simultaneous interpretation prepared by the 4th APWS Secretariat can be used.
- (5) The following equipment will be available. All equipment is subject to change. Applicants will be informed accordingly if there is any change.

**(i) Equipment**

- Presentation equipment set for PowerPoint (screen, projector, PC, and audio equipment)
- Discussion tables and chairs
  - 3 tables, 6 chairs (1F Exhibition Hall A)
  - 2 tables, 4 chairs (2F Civic Hall A+B)
- Chairs for participants
  - 54 chairs (1F Exhibition Hall A)
  - 56 chairs (2F Civic Hall A+B)
- 5 microphones (for the stage and the floor use)
- 1 podium
- Arrangement and cost of recording and distribution for online distribution
- Arrangement and cost of Internet connection for online distribution
- Operator arrangements and costs
- Infection control equipment: 4 acrylic panels for discussion, disinfectant
  - \*After the event, the staff will disinfect the chairs.
- During events, you can use the free Wi-Fi service at Kumamoto-Jo Hall.

**(ii) In addition to the equipment listed above, the following will be provided to event organizers that choose the “including simultaneous interpretation” option on their application.**

- Booths and equipment for simultaneous interpretation
  - Arrangement and cost of simultaneous interpreters (English and Japanese)
  - Arrangement and cost of simultaneous interpretation receivers (for the number of seats)
  - Operator arrangements and costs
- (6) The application form needs to be filled out in English. (It is possible to submit an application form in Japanese together with the English one.)
- (7) In the application form, \*marked information will be posted on the 4th APWS website and other relevant communication materials, upon approval, as a 4th APWS Official Side Event organizer.
- 1. Name of the Main Organizer, Name of Co-organizer(s) (If any)
  - 2. Name of the Event
  - 3. Outline of the Event (100 words)
- (8) Please note that the event application may not be accepted if the number of applications exceeds the number of time slots available.

#### 4. The Schedule of the Official Side Events (Tentative)

Tuesday, 30th Nov 2021	Call for 4th APWS Official Side Event organizers
Noon on Monday, 31st Jan 2022	Deadline for Official Side Event application forms
Around 7th February 2022	Results of the application will be communicated
	Allocated time slots and rooms, logos, invoice will be sent to the event organizers.
Up to one month after the invoice is issued	The due date for payment of the side event fee
Saturday, 23rd April 2022	4th APWS Official Side Event Day 1
Sunday, 24th April 2022	4th APWS Official Side Event Day 2
Tuesday, 31st May 2022	Submit your Official Side Event summary report

#### 5. Procedure of Application

- (1) The application form must be filled out completely and submitted to the 4th APWS Secretariat by e-mail ([4apws@waterforum.jp](mailto:4apws@waterforum.jp)). When submitting, please enter the subject of the e-mail as “4th APWS Side Event Application”. Applications will be accepted until **Noon on Monday, 31st January 2022 (JST)**.
- (2) The selection process for the Official Side Events will then be conducted by the 4th APWS Secretariat, according to the approval criteria. **On or around 7th February**, the result of the application process will be informed to all applicants individually. Allocated time slots and rooms will be communicated to the selected organizers of the Official Side Events.
- (3) An invoice for the side event fee will be sent to the Official Side Event organizers. Billed amounts must be transferred to the account indicated on the invoice no later than **up to one month after the invoice is issued**.

#### 6. Closing Time and Date for Application

Application forms must be received by the 4th APWS Secretariat by **noon on Monday, 31st January 2022 (JST)**

#### 7. Allocation of Rooms and Time Slots

- (1) The allocation of rooms and time slots will be determined and communicated by the 4th APWS Secretariat, considering the expected size of the event and the numbers of the application for the time slot. Please note that it may not be possible to accommodate the preferred room and time slot.
- (2) Changes to the room layout will not be accepted in principle. If the layout is changed due to the event organizer's needs, please consult with the 4th APWS Secretariat in advance, and the layout change and restoration will be performed under the responsibility of the event organizer and must not disrupt the preceding and subsequent events, or the events held at the adjacent rooms.
- (3) An event organizer cannot transfer or exchange all or part of their right to conduct the event, the assigned room, and the time slot.



- (4) Objections to the result of Official Side Event approval and change of allocated time slots and rooms of the side event will not be accepted by the 4th APWS Secretariat.
- (5) After notification, the contact point within the PCO will be informed to the event organizer for coordination and various inquiries regarding the setup of the Official Side Event.
- (6) The 4th APWS official logo and the logo guideline will be provided to the approved event organizers.
- (7) Information on the 4th APWS Official Side Events will be posted on the 4th APWS website and other relevant communication materials.
- (8) The Official Side Event Organizer's Manual will be sent to the event organizer with details on carrying-in/out procedures, equipment list, etc., in due course.
- (9) The 4th APWS Secretariat will start accepting registrations for participants to the Official Side Events from early March through a participation registration system.
- (10) Event officials, including the event organizer and speakers, are kindly requested to register to participate in the 4th APWS Official Side Events through a participation registration system stated above in 7(9).

## 8. Cancellation of the Official Side Events

The 4th APWS Secretariat may revoke an Official Side Event approval and privilege from the event organizer in the event that:

- (1) All or part of the allocated room and time slot is transferred or lent to a third party.
- (2) It becomes clear that the content of the application form does not conform to the conditions for approval, such as false descriptions or violations of criteria for application.
- (3) The 4th APWS Secretariat becomes aware that an event organizer is a crime group, its affiliate, or other anti-social forces, or that they use anti-social forces.
- (4) The side event fee has not been paid by **up to one month after the invoice is issued**.
- (5) If you do not follow the COVID-19 infection control guidelines of the 4th APWS Secretariat.
- (6) There is an act that violates the rules for holding the event, such as the rules for using Kumamoto-jo Hall.

## 9. Other Notes

- (1) If an event organizer wishes to cancel its event after the room allocation has been already decided, they must justify the circumstances in writing and obtain approval from the 4th APWS Secretariat. To cancel the event, a cancellation fee will be charged based on the following conditions.

Written notices of cancellation received:

- On or before **Monday, 28th February** 2022: 50% of the side event fee
- After **Tuesday, 1st March** 2022: 100% of the side event fee

- (2) In the event that the 4th APWS is cancelled or postponed due to a natural disaster or other force majeure (including COVID-19 situation), or in the event that overseas participants cannot be expected to participate in the venue, or in the event that domestic participants' participation in the venue decreases due to restrictions, the 4th APWS Secretariat shall not be liable for any damage caused by this change. In case of cancellation or postponement, the side event fee will be refunded, but some of the 4th APWS



Secretariat expenses (within the scope of the hosting fee) required up to that time may be shared by the event organizers. No refunds will be made if overseas participants are not expected to attend the venue, or if the number of domestic participants attending the venue decreases. Please note that the 4th APWS Secretariat will not cover the expenses required by the event organizer up to that point.

- (3) The event organizer is responsible for implementing the program of the event.
- (4) Please hold your event in compliance with the “COVID-19 infection control guidelines” to be sent to the event organizer.
- (5) An event organizer is requested to transfer the side event fee to the designated bank account and raise a summary report by the due dates.
- (6) In case event organizers change the content of the event, they must inform the 4th APWS Secretariat immediately in writing.
- (7) Submitted application forms will not be returned. However, if it is necessary, the organizer is kindly requested to make copies in advance.
- (8) An approval of the Official Side Event does not mean granting a subsidy for holding an event. No financial or physical support, other than the support stated in 3(5) above will be available.
- (9) The event organizer is responsible for equipment management at each side event, and the 4th APWS Secretariat does not take any responsibility for theft, loss, or damages of the equipment; hence no compensation will be paid.
- (10) If an accident occurs due to the actions performed at each side event, the event organizer shall resolve the dispute, and the 4th APWS Secretariat will not take any responsibility for this.
- (11) The 4th APWS Secretariat is not responsible for any equipment provided nor equipment brought by the event organizer. It is recommended that event organizers take out insurances as necessary to cover the liability for accidental losses, damages, or injuries.
- (12) Each event organizer should select, invite, and coordinate the keynote speakers and panelists for their respective events.
- (13) The event organizer is responsible for the publicity of each event.
- (14) Related events are also to be organized.
- (15) The following costs are NOT included in the side event fee.
  - Costs of additional arrangement and options including additional electric power supply, equipment
  - Costs related to delivery, setup, clear-up, display
  - Transportation, food, and drink expenses
  - Venue decoration and printing, such as banners, signboards, nameplates displayed on the table for chairperson or speakers, flyers, etc.

If event organizers need those services, please apply the supplementary fee-based options. Following the side event, the PCO will invoice any supplementary costs directly to the event organizer prior to the side event.

- (16) Event organizers are kindly requested to send a summary report of the event in English by **Tuesday, 31st May 2022**, by e-mail to the 4th APWS Secretariat. (The report written in Japanese together with the English one will also be accepted.)



## 10. Countermeasures against COVID-19

On the day of the event, thorough countermeasures against COVID-19.

For details, please refer to the “COVID-19 infection control guidelines” sent to event organizers.

As a measure against COVID-19, the organizers plan to set up disinfectant near the entrance on the day of the event. Temperature checks will be conducted at the entrance to Kumamoto-Jo Hall. Please prepare any other necessary items for infection control by the event organizer.

## 11. Contacts

For any inquiries, please contact the 4th APWS Secretariat (Japan Water Forum)

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