

Call for Related Event Organizers of the 4th Asia-Pacific Water Summit (4th APWS)

The secretariat of the 4th Asia Pacific Water Summit (4th APWS) (Japan Water Forum, Kumamoto City) is inviting organizations that are willing to host water-related events to be held in various parts of the world in conjunction with the 4th APWS and recognizes them as related events as follows.

Submission of the Application Form to the 4th APWS Secretariat:
4apws@waterforum.jp
Closing Time and Date: Noon on Wednesday, 23rd March 2022 (JST)

1. Purpose of the Related 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. We are inviting organizations to organize events that aim to widely disseminate information on water and awareness at different venues before or after the 4th APWS and recognize them as related events.

2. General Information

(1) Eligible applicants for related events

Related event differs from an official side event in that it is intended for:

(i) Event period

From Saturday, 1st January 2022 until Tuesday, 24th May 2022.

(ii) Venue

Any location to be held separately from the summit.

*Those who are unable to attend the 4th APWS can participate in related events.

(2) Application deadline for related events

Noon on Wednesday, 23rd March 2022 (JST)

*The event organizer has until **Tuesday, 31st May** to submit the event summary report.

(3) Date of the 4th APWS

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

(4) Criteria for Approval

- Events should relate to water issues.
- Events should be open to the public.
- Events must be coincided with public interests.
- Events must be non-partisan, non-political, non-religious, and not against public order and morals.

- Events should not be a reception that offers food or drink.

(5) Fees and Costs

There is no registration fee for related events. However, please be aware of the following points

- (1) The organizer will be responsible for all costs associated with the event (venue rental, personnel, equipment, etc.).
- (2) Recognition of an event as a related event only grants permission for registration as a related event and use of the official logo and does not provide financial support for the event.

3. Important Notices when Applying

- (1) Please carefully read and understand the contents of this document before submitting an application form.
- (2) 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) 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.)
- (4) 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 Related 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)

4. The Schedule of the Related Events (Tentative)

Tuesday, 30th Nov 2021	Call for 4th APWS Related Event organizers
About one month after receipt	Results of the application will be communicated 4th APWS Logos will be sent to the event organizers
Noon on Wednesday, 23rd March 2022	Deadline for Related Event application forms
Saturday, 23rd April 2022	4th APWS Day 1
Sunday, 24th April 2022	4th APWS Day 2
Tuesday, 24th May 2022	End of the period for related events
Tuesday, 31st May 2022	Submit your Related 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). When submitting, please enter the subject of the e-mail as "4th APWS Related Event Application". Please submit your application via e-mail by **noon (JST) on Wednesday, 23rd March 2022**. Applications will be accepted at any time until the deadline (there is no upper limit to the number of applications).



- (2) The selection process for the Related Events will then be conducted by the 4th APWS Secretariat, according to the approval criteria. As soon as it is certified as a Related Event, the result of the application process will be informed to all applicants individually about one month after receipt.
- (3) The 4th APWS official logo and the logo guideline will be provided to the approved related event organizers.

6. Closing Time and Date for Application

Application forms must be received by the 4th APWS Secretariat by **noon on Wednesday, 23rd March 2022 (JST)**

7. Cancellation of the Related Events

The 4th APWS Secretariat may revoke a Related Event certification and privilege from the event organizer in the event that:

- (1) 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.
- (2) 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.

8. Other Notes

- (1) If an event organizer wishes to cancel its event, they must justify the circumstances in writing and obtain approval from the 4th APWS Secretariat.
- (2) In the event that the 4th APWS is canceled or postponed due to a natural disaster or other cases of force majeure (including COVID-19 situation), or if overseas participants cannot be expected to participate in the venue, or if domestic participants' participation in the venue decreases due to restrictions, 4th APWS Secretariat is not responsible for any damage caused by this change. Please note that the 4th APWS Secretariat will not cover the expenses required by the event organizer up to that point.
- (3) Please make sure that the event complies with the rules for countermeasures against COVID-19 as stipulated by the location of the event.
- (4) In case event organizers change the content of the event, they must inform the 4th APWS Secretariat immediately in writing.
- (5) Submitted application forms will not be returned. However, if it is necessary, the organizer is kindly requested to make copies in advance.
- (6) A certification of the Related Event does not mean granting a subsidy for holding an event.
- (7) If an accident occurs due to the actions performed at each related event, the event organizer shall resolve the dispute, and the 4th APWS Secretariat will not take any responsibility for this.
- (8) Each event organizer should select, invite, and coordinate the keynote speakers and panelists for their respective events.
- (9) The event organizer is responsible for the publicity of each event.
- (10) All costs associated with the event are the responsibility of the event organizer.



(11) 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. Contacts

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

4th APWS Secretariat (Japan Water Forum)

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