

## 1<sup>st</sup> Asia-Pacific Water Summit (APWS) “2<sup>nd</sup>” Application Procedure to Host an Open Event

If you wish to apply to host an Open Event at the 1<sup>st</sup> Asia-Pacific Water Summit, please read the following instructions carefully.

### 1. Application for Open Events

#### 1.1 Application Procedure

Please fill out and submit the “1<sup>st</sup> Asia-Pacific Water Summit Open Event Application Form” (Form 1) to the 1<sup>st</sup> APWS Open Event Secretariat via e-mail ([openevent@waterforum.jp](mailto:openevent@waterforum.jp)) or fax (+81-3-3263-8693). The form can be downloaded from: <http://www.apwf.org/>.

#### 1.2 Outline of Open Events

■ Dates: December 1 (Sat.) to 5 (Wed.), 2007

Please note that the 1<sup>st</sup> APWS is to be held from December 3 (Mon.) to 4 (Tue.), 2007.

■ Venue: Throughout Japan

■ Event Formats:

- Conventions such as symposium, seminar, workshop
- Exhibitions
- Excursions
- Concerts
- Other

#### 1.3 Eligibility

Open Events should be in line with the character and purpose of the 1<sup>st</sup> APWS. The 1<sup>st</sup> APWS Open Event Secretariat reserves the right to reject any Open Event application that does not meet the criteria of the 1<sup>st</sup> APWS Open Event. For details, please refer to the “Rules and Procedures for Approval of the 1<sup>st</sup> Asia-Pacific Water Summit Open Events Applications.”

#### 1.4 Deadline for 2<sup>nd</sup> Application

September 14 (Fri.), 2007

#### 1.5 Provisional Schedule of the 2<sup>nd</sup> Application

September 14, 2007 Deadline for 2<sup>nd</sup> application

September 31, 2007 Announcement of Open Event approvals

October 2007 Web launch of the list of Open Events

October 2007 Further details on hosting Open Events will be announced



- “Open Events” are as follows:
- 1) Open Events will be held from December 1 (Sat.) to 5 (Wed.), 2007.
  - 2) The outcomes of the Open Events that are held from December 1 (Sat.) to 3 (Mon.) can be distributed at the 1<sup>st</sup> APWS through the 1<sup>st</sup> APWS Open Event Secretariat and included in the official report of the 1<sup>st</sup> APWS that is to be published after the Summit. The outcome of an Open Event should be typed in English on a single A4-size page.
  - 3) The outcomes of the Open Events that are held on December 4 (Tue.) and 5 (Wed.) cannot be distributed at the 1<sup>st</sup> APWS, but can be included in the official report of the 1<sup>st</sup> APWS that is to be published after the Summit.
- Should you need any logistical assistance from the 1<sup>st</sup> APWS Open Event Secretariat, please read section 2: “Application for Logistical Assistance”

## 2. Application for Logistical Assistance

The 1<sup>st</sup> APWS Open Event Secretariat will provide logistical assistance, such as event venue arrangements and interpretation services, as described in 2.2 and 2.3, to the Open Event organizers who need the assistance and meet the conditions of the 1<sup>st</sup> APWS Open Event Secretariat.

### 2.1 Application Procedure

Please fill out and submit the “1<sup>st</sup> Asia-Pacific Water Summit Open Event Logistical Assistance Application Form” (Form 2) to the 1<sup>st</sup> APWS Open Event Secretariat via e-mail ([openevent@waterforum.jp](mailto:openevent@waterforum.jp)) or fax (+81-3-3263-8693), together with the “1<sup>st</sup> Asia-Pacific Water Summit Open Event Application Form” (Form 1). The form can be downloaded from: <http://www.apwf.org/>

### 2.2 Conditions for Venue Arrangements

Applicants who need assistance in venue arrangements are required to meet all the conditions below.

- Event format must be of one of the following: 1) Convention, such as a symposium, seminar, or workshop; 2) Exhibition
- The event must be held in Beppu city.
- The event must be held between December 1 and 4.

For the venue options, please refer to the list of venues.

### 2.3 Conditions for Interpretation Services

Applicants who need interpretation services are required to meet all the conditions below.

- The event must be held in Beppu city.
- The event must be held between December 1 and 5.



### 3. Costs of Open Event

Open Event organizers must cover all costs associated with hosting an Open Event. Please refer to the following list of estimated costs.

- Lease of venue
- Usage of venue facilities
  - Podiums, desks, chairs, etc.
  - Banners, signs, nameplates, decorations, etc.
  - Digital presentation tools such as screens and projectors
  - Audio tools such as microphones, simultaneous interpretation systems, and recording equipment
- Transportation of staff and participants in the city
- Labour charges and travel costs
- Others

Details on the facilities of each venue will be announced after the approvals of the Open Events are made.

### 4. Payment of Logistical Assistance

The 1<sup>st</sup> APWS Open Event Secretariat will issue an invoice after the venue is determined or the interpreters are confirmed. Deadline for payment is November 30, 2007.

[Application forms and any inquiries regarding Open Events should be sent to:]

The 1<sup>st</sup> APWS Open Event Secretariat

c/o Convention Linkage, Inc.

KS Building, 2 Sanbancho, Chiyoda-ku,

Tokyo 102-0075 Japan

Attn: Ms. Rokugawa and Ms. Sakata

TEL : +81-(0)3-3263-8695

FAX : +81-(0)3-3263-8693

E-mail: [openevent@waterforum.jp](mailto:openevent@waterforum.jp)

List of Open Event Venues

Venue No	Venue	Floor	Room	Distance from B-con Plaza (venue of the Summit)	m <sup>2</sup>	Layout	Capacity (seats)	Permanent/Temporary venue	Location Fee (JPY)	Notes	URL
A-1	B-con Plaza (Beppu International Convention Center)	B1F	Meeting Room 1	-	35	Square	20	Permanent	9am - 12pm JPY4,725 1pm - 5pm JPY6,930	3 hours either in the morning or in the afternoon on Dec. 1	<a href="http://www.b-conplaza.jp/">http://www.b-conplaza.jp/</a>
A-2		B1F	Meeting Room 2	-	44	Square	20	Permanent	9am - 12pm JPY4,725 1pm - 5pm JPY6,930		
A-3		1F	Temporary Meeting Room 1	-		Theater	100	Temporary	9am - 12pm JPY 105,930 1pm - 5pm JPY110,088	3 hours either in the morning or in the afternoon however, the morning of Dec. 3 can't be used 20% premium on Dec. 1 and 2	
A-4		1F	Temporary Meeting Room 2	-		Theater	100	Temporary	9am - 12pm JPY 105,930 1pm - 5pm JPY110,088		
A-5		1F	Temporary Meeting Room 3	-		Theater	100	Temporary	9am - 12pm JPY 105,930 1pm - 5pm JPY110,088		
B-1	Oita New Life Plaza (Oita Life Long Education Center)	2F	Auditorium	1 min. walk	324	Theater	300	Permanent	Organizations related to social education and youth: JPY1,770/hour Others: JPY2,970/hour	20% premium of location fee is required for heating.	<a href="http://www.oitall.jp/ldc/">http://www.oitall.jp/ldc/</a>
B-2		2F	Audio-Visual Room		151	Fixed	100	Permanent	JPY 1,190/hour		
B-3		2F	Training Room		133	Theater	100	Permanent	Organizations related to social education and youth: JPY630/hour Others: JPY990/hour		
C	Beppu City Social Welfare Center		Auditorium	3 min. by car			102	Permanent	JPY 1,050/hour	50% premium of location fee is required for heating.	<a href="http://www.city.beppu.oita.jp/06sisetu/anna/08fukusi/08-01fukusikaika.html">http://www.city.beppu.oita.jp/06sisetu/anna/08fukusi/08-01fukusikaika.html</a>
D	Beppu Municipal Community Center		Auditorium	7 min. by car		Japanese style	300	Permanent	Mon. - Fri.: JPY1,050/hour Sat., Sun., and holidays: JPY 1,260/hour	50% premium of location fee is required for heating.	<a href="http://www.city.beppu.oita.jp/06sisetu/anna/09community/09-07community.html">http://www.city.beppu.oita.jp/06sisetu/anna/09community/09-07community.html</a>
E-1	Beppu Municipal Central Public Hall		Lecture Room	7 min. by car	343		120	Permanent	9am - 12pm JPY840 12pm - 5pm JPY1,050 5pm - 10pm JPY1,260 9am - 10pm JPY2,625	30% premium of location fee is required for nonresidents in Beppu city. Grand Hall is available only on Dec. 3 and 4.	<a href="http://www.city.beppu.oita.jp/06sisetu/anna/05kouminkan/05-01tyuou.html">http://www.city.beppu.oita.jp/06sisetu/anna/05kouminkan/05-01tyuou.html</a>
E-2			Grand Hall		1,187	Fixed	700	Permanent	Mon. - Sat.: 9am - 12pm JPY3,150 12pm - 5pm JPY4,200 5pm - 10pm JPY5,250 9am - 10pm JPY10,500 Sun. and holidays: 9am - 12pm JPY4,200 12pm - 5pm JPY5,250 5pm - 10pm JPY6,300 9am - 10pm JPY13,650		
F-1	Public Plaza / Southern Cross		Audio-Visual Room	10 min. by car	308		200	Permanent	Mon. - Sat.: JPY525/hour Sun. and holidays: JPY630/hour	Available only between Dec. 2 and 4. 30% premium of location fee is required for heating.	<a href="http://www.city.beppu.oita.jp/06sisetu/anna/09community/09-06sazan.html">http://www.city.beppu.oita.jp/06sisetu/anna/09community/09-06sazan.html</a>
F-2			Conference Room 2		134		90	Permanent	JPY315/hour		
G	Oita International House		Hall	12 min. by car	295		200	Permanent	JPY2,000/hour		<a href="http://www.iasso.go.jp/s_oita/02_sisetu.html">http://www.iasso.go.jp/s_oita/02_sisetu.html</a>
H-1	Suginoi Hotel		Suginoi Hall "Hikari"	7 min. by car			500	Permanent	JPY 1,016,400 for 6 hours	Additional time charged at a rate of JPY46,200 per 30 min.	<a href="http://www.suginoi-hotel.com/">http://www.suginoi-hotel.com/</a>
H-2		2F	Pearl Room		713		200	Permanent	JPY531,300 for 6 hours	Additional time charged at a rate of JPY23,100 per 30 min.	
I-1	Ritsumeikan Asia Pacific University		Millennium Hall	30 min. by car	644	Theater	730	Permanent	9am - 1pm JPY36,750 1pm - 5pm JPY52,500 5pm - 10pm JPY63,000	Dec. 1 and 2 can be used from 13:00	<a href="http://www.apu.ac.jp/home/">http://www.apu.ac.jp/home/</a>
I-2			Room 1: F II 120		316	Fixed	300	Permanent	9am - 1pm JPY15,750 1pm - 5pm JPY18,900 5pm - 10pm JPY21,000		
I-3			Room 2: F II 121		316	Fixed	300	Permanent	9am - 1pm JPY15,750 1pm - 5pm JPY18,900 5pm - 10pm JPY21,000		
I-4			Room 3: F II 122		316	Fixed	300	Permanent	9am - 1pm JPY15,750 1pm - 5pm JPY18,900 5pm - 10pm JPY21,000		