

## Call for co-hosts of the networking reception for contributors in Science Agora 2016

### **Objective:**

We are happy to launch this call for co-hosts of the networking reception for contributors in Science Agora 2016 (3-6, November @Odaiba area, Tokyo).

We would like to develop Science Agora as an arena for people on the move to get together and exchange ideas, sympathies, and become partners for the development of each of their activities.

This networking reception for contributors is a great networking opportunity with Guest VIPs, Contributors of Science Agora 2016, many staffs of JP research institutes & funding agencies, S&T policy makers and many science communicators from wide range of sectors.

Foods and drinks are a common language for all participants! The hosts aim to share fun of a gathering and interacting with local and global flavours of foods and drinks at this networking reception. Please promote your local foods and drinks at Science Agora 2016 Networking Reception. Thank you.

**Date:** November 5th (Sat) 2016

**Time:** 18:00 -20:00

**Venue:** Observatory, 21st Floor, Telecom Center (Plan)

Outline of the call

- We plan to call for 8-10 booths (one booth for each organization)
- The size of each booth is 1,780mm(width) \* 900mm(depth)

### **Assumed organization of co-hosts:**

Organizations who share the vision of Science Agora, “Let’s build a society harmonized with science”.

e.g. Foreign Embassy in Japan, Local government, NPO / NGO, Private company ...

### **Attendees of the networking reception (in 2015):**

Around 250 people of Guest VIPs, Contributors of Science Agora 2015, many staffs of Japanese research institutes & funding agencies, S&T policy makers and many science communicators from wide range of sectors (Almost are adults).

### **Benefit for co-hosts:**

- We will put your name, logo, and explanations of provided snacks and/or beverages on both JST Science Agora 2016 Networking Reception website and handouts of the Networking Reception which JST distributes.
- We will put your names on the official program of Science Agora 2016 as the co-hosts of the networking reception. We will make a report of the reception, and

post it on the webpage of Science Agora 2016.

**How to join as co-hosts:**

- Please fill in the following information into the entry form “Details of co-hosts”, and send it to us by email.
  - Name of your organization, contact person, contact information, name of foods or drinks you will provide, how to serve, explanation of feature of your products within about 50 words.
- We would be grateful if your products would not have to be kept cool. If you provide beer, wine, etc. needed to be kept cool, please contact Secretariat (Please note you cannot use refrigerator for foods.)

**Criteria for co-hosts (including limitation of the venue)**

- Co-hosts need not cover charge for use of space in the venue (JST covers all).
- Co-hosts need to provide snacks and drinks for free.
  - Please ship them to us in advance and we will set them with a signage of your organization as well as provide them in the self-service manner. (It is better if you can provide your items in face-to-face manner.)
  - JST is not responsible for any damage while shipping your products.
  - Use of fire and cooking are prohibited.
  - Please serve individually packaged foods.
  - Serving raw foods (cheese, raw ham etc.) is prohibited from a hygiene perspective.
- JST will not cover travel expenses or shipping costs.
- Co-hosts need to provide product's photo and your organization's logo for our hand-out and webpage in advance.
- Please note in advance that co-host may be asked to discuss with the Secretariat about the limited use of the electric devices such as PCs and monitors, because Electric capacity at the venue is not so large.
- We apologize in advance that we may ask you to postpone participation in the reception in case that we would have too many applications or your proposal would defeat the purpose of our reception.

**Period of acceptance of applications (tentative):**

Friday 15<sup>th</sup> July ~ Wednesday 31<sup>th</sup> August

**Contacts:**

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