

Science Agora 2016 (Annual Meeting) Guidelines for Exhibition and Session Proposal

【First Edition】



Science Agora



国立研究開発法人
科学技術振興機構
Japan Science and Technology Agency

Schedule of Science Agora 2016 leading up the Annual Meeting (Tentative)

Friday, April 22:

Orientation for proposers

Noon on Wednesday, June 1:

Application deadline

Mid-June:

Selection of applications

End of June:

Notification of selection results (informal decision)

Late July to the beginning of August:

Orientation for proposers (combining facility preview)

Distribution of the manual to proposers

Mid-August:

Submission of program contents and information for official website posting

Starting from Thursday, September 1:

Posting of program contents for Science Agora 2016 (Annual Meeting) on the official website

Thursday, November 3 (National Holiday) to Sunday, November 6:

Science Agora 2016 (Annual Meeting)

Science Agora 2016 (Annual Meeting)

Guidelines for Exhibition and Session Proposal

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Foreword

Starting from the first meeting held in 2006, Science Agora marked its 10th meeting in 2015. I would like to take this opportunity to express my deep appreciation to everyone who has supported Science Agora.

Five years have already passed since the Great Eastern Japan Earthquake in 2011. In disaster-stricken areas, many people have been making efforts day after day toward reconstruction and the creation of a new society. The disaster taught us that there are many issues triggered by natural threats that cannot be solved solely by the capacities of science and technology. While holding Science Agora in this year marking the turning point, we wish to provide an opportunity to sincerely face that reality and communicate with each other in consideration of the following issues: what we overcame through the disaster; what we were unable to solve; and, what the remaining challenges are.

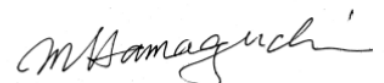
Science Agora invokes the vision, “Let’s build a society harmonized with science.” This vision expresses our expectation, “We hope to reform science for the sake of society with various people’s contributions and build a future society by satisfying society’s expectations through dialogue.” Various people play leading roles in reforming science and satisfying society’s expectations.

“Creating innovation for tomorrow’s world,” which is the goal of the Japan Science and Technology Agency, was developed based on a desire to realize a future society with the hope of converting scientific knowledge into social values. The cooperation of various individuals is essential for accomplishing that goal. Science Agora is a platform for people to think of science and society through dialogue and to create mutual understanding, trust, and cooperation. Aiming at creating innovation towards a future society, we wish to foster Science Agora together with those individuals more than ever before.

Let us cooperate with each other so that Science Agora will become a forum in which various people playing an active part both at home and abroad gather to think about the future of society and science, and discuss and work towards building the future society we envision.

Japan Science and Technology Agency

President



Michinari Hamaguchi

1. Outline

1.1 Concept of Science Agora

What is Science Agora?

Science Agora is a generic term for a place connecting science and society, which is open to everyone. It is a forum in which various people promote activities in each region independently by connecting parties involved in different fields, sectors, generations, and nationalities. People gathering in this forum will aim to realize “science harmonized with society” and a “society harmonized with science” through dialogue and collaboration while respecting a diversity of values.

The five requirements for the activities assembled in Science Agora are:

- (1) To co-exist with society, to exist for the sake of society;
- (2) To be related to science and technology;
- (3) To be voluntary;
- (4) To value connections with a diverse range of people; and,
- (5) To be open to the public.



Since its commencement in 2006, the Japan Science and Technology Agency has held Science Agora once a year for the past ten years. 2016 marks the 11th meeting. This year, for the purpose of developing Science Agora from “an annual event held by the Japan Science and Technology Agency” to “a forum in which everyone’s activities take place whenever and wherever possible,” we will take initiatives in forming networks with community action groups or individuals in various locales who make efforts with an awareness of the same issue. We would like to connect with community action groups or individuals who voluntarily take initiatives in solving domestic and global issues and in creating new social values, share each other’s activities, and learn from and help each other. We aim to build a society in which people voluntary take initiatives whenever possible, and where the circle of cooperation expands to wherever possible.

By positioning Science Agora which has been held annually so far as an “Annual Meeting” starting this year, we intend to create a forum in which the parties involved with Science Agora both at home and abroad gather, look back on each other’s activities in the year to take stock, and share new themes leading to further activities. Moreover, we hope that Science Agora will allow those

who intend to recruit fellows for each other’s activities to develop, in addition to fostering and engaging in further actions. We hope to create the Annual Meeting together with everyone by expanding the network of Science Agora.

Note: The term “science” is used herein as a generic term for intellectually inquiring activities by human beings and their outcomes including scientifically based technologies and technologically oriented science. It is thus synonymous with the term “science and technology” generally used.

Expectations for Science Agora 2016 (Annual Meeting)

Science Agora 2016 (Annual Meeting) will be held as the annual general meeting of Science Agora.

Science Agora 2016 (Annual Meeting) will henceforth function as a platform for promoting dialogue between science and society more than ever before. By providing an opportunity for multiple stakeholders to interact and collaborate with each other, Science Agora 2016 (Annual Meeting) will promote the use of outcomes such as those leading to policy-making, problem solving, and knowledge creation.

Science Agora’s “multiple stakeholders” have been categorized into five groups: “policymakers,” “scientists,” “business people,” “media,” and “general public” (Figure 1). Each group is expected to assume a different role and connect society and science from a particular standpoint (Table 1).

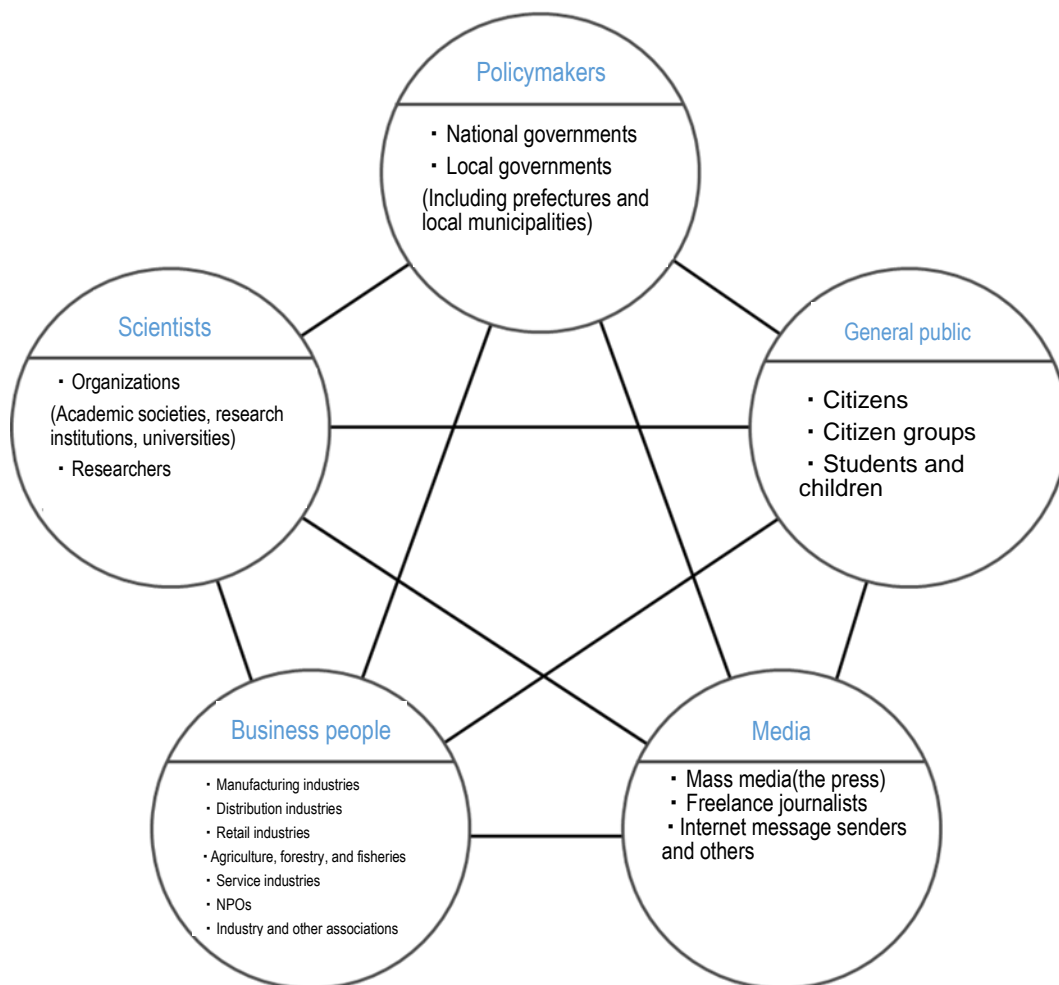


Figure 1: “Multiple stakeholders” participating in Science Agora

Table 1: Expected Motives of Proposers Participating from Different Sectors

Sector	Expected Motives for Participation
<p>Policymakers (Including prefectures and local municipalities)</p>	<ul style="list-style-type: none"> •Willing to form future policies together with scientists, business people, media, and general public through dialogue. •Willing to help scientists, business people, media, and general public understand what type of work they do through dialogue in order to obtain their trust. • Hope to explore their roles by ascertaining changes in circumstances at home and abroad through people’s activities in various fields.
<p>Scientists (Academic societies, research institutions, universities, researchers)</p>	<ul style="list-style-type: none"> •Willing to obtain an understanding of their own research by scientists in other fields and achieve new developments. •Hope to obtain an understanding of and support for their areas of expertise on the part of policymakers, scientists in other fields, business people, media, and general public. •Willing to foster scientists for the next generation and contribute to the development of science.
<p>Business people (Manufacturing industries, distribution industries, retail industries, agriculture, forestry, and fisheries, service industries, NPOs, and industry and other associations)</p>	<ul style="list-style-type: none"> •Willing to secure understanding and partnerships by presenting their visions to scientists, policymakers, media, and general public. •Seeking questions that policymakers, scientists, other business people, media, and general public might have regarding their business and hoping to answer them. •Seeking to develop new business ties.
<p>Media (Mass media, the press, freelance journalists, Internet message senders, and others)</p>	<ul style="list-style-type: none"> •Willing to explain the social values of their activities in detail. •Hope to introduce newly developed media tools to help others use them. •Seeking new human resources by presenting new technologies supporting media management to youth. •Hope to demonstrate how to utilize their own articles or programs as educational materials.
<p>General Public (Citizens, citizen groups, students and children)</p>	<ul style="list-style-type: none"> • Hope to hear the opinions of scientists regarding their own activities. •Hope to learn about science-related activities carried out by others and use such information in their own activities. •Willing to contribute to fostering the younger generation.

1.2 Vision of Science Agora

The following vision of Annual Meeting has been established as the ideal future of Science Agora since Science Agora 2015 (10th anniversary).

Let's build a society harmonized with science

Science strongly affects modern industries and people's lives and has increasingly become one of the important elements building our society, along with politics, economy, industry, the arts, and education. On the other hand, various social issues such as climate change, infectious diseases, the sustainability of natural resources and food supplies, economic disparities and the declining birth rate combined with aging populations have become more significant than ever, thereby resulting in a situation in which various demands from society largely affect the ideal state of science.

Science Agora has invoked the vision, "Let's build a society harmonized with science." Based on the awareness, "Science belongs to society," scientists and other stakeholders hope to endeavor to genuinely develop science and technology that faces the challenges presented by social issues and to create a society together with various individuals instead of merely changing the world of science.

Science Agora hopes to become a platform in which people sharing such a vision gather, in which people who take action become engaged with each other's activities, recruit fellows and expand their activities, and in which people who intend to take action take the first step.

1.3 Themes of Science Agora 2016 (Annual Meeting)

Toward the realization of the vision presented in 1.2, issues that everyone must share in the immediate future (assumed the next five years) are: (1) Transformation in society led by science; (2) Transformation in science led by society; and, (3) Harmonization with associated risks. These issues are based on a perception of the following three emerging circumstances in the coming era: advanced science causing significant changes in society; society also causing significant changes in the shape of science; and, the ever increasing importance of creating a culture and trend that can intelligently harmonize the risks and benefits associated with those changes.

■ Shared Issues Toward 2020 ■

1. Transformation in society led by science

The continuous transformation in society is led by science. The development of technologies such as ICT and biotechnology is about to significantly change social systems and cultures on a global basis. Sometimes dynamically and sometimes quietly, the destruction of old customs and the creation of a new culture have been progressing. The need for us to share benefits and threats regarding impacts brought by science has been increasing more than ever, compelling us to ask ourselves about, talk over, and create cooperation on the kind of world in which we want to live. Let us sow the seeds and cultivate constructive activities that will promote responsible participation in future society.

2. Transformation in science led by society

The transformation in science is led by society. The scale of the impact on scientific activities to be brought about by an increase in the highly uncertain social issues connected to the information

network that penetrates into every corner of society on a global basis is immeasurable. Moreover, science has been assimilated into various fields of society and has changed its form. The way to advance science must be changed accordingly. The key words here are “Open and Flat.” Upon including a wider range of participation by members of society in scientific activities that were traditionally available only to those of specific communities, and through activities developed by everyone together, the power to create new values will continue to grow. Let us sow the seeds and cultivate the type of activities that defy the boundaries separating regions and communities.

3. Harmonization with associated risks

Efforts to consider and overcome risks will become the driving force to open the path to a new society. When advanced science has a significant influence on future society, and when a society changes the field of advanced science, risks and benefits are of course to be expected. In order for the stakeholders involved in science to cooperate in the various positions and contexts, how should the expected risks and benefits be harmonized? Scientific thinking and a rich sensibility will be required for handling such an issue. Let us sow the seeds to cultivate such activities.

Based on the above issues, Science Agora 2016 (Annual Meeting) will focus on the following three themes. Proposers may propose different themes if it is considered to be as important as these themes are.

(1) Medical Care, Food, and Lifestyle

(Developments in medical care, food, and lifestyle brought about by advanced science)

How will improvements in the advanced ICT infrastructure (such as Japan’s national identification number system) affect our medical care, food, and lifestyle? Due to developments in the ICT base, we strongly feel the connections among various regions around the country as well as global connections in our everyday lives. This year, let us present new measures in science for the medical care, food, and lifestyle that form the basis of our lives and reflect on the future of our society.

(2) Education, Culture and Art, and Sports

(Collaboration between education, culture and art, sports, and science)

In looking forward to the Tokyo Olympic and Paralympic Games to be held in 2020, societal expectations for science have been increasing. To meet those expectations, how will science be transformed through collaborations with education, culture and art, and sports? Let us present initiatives implemented on the front line of collaboration and reflect on the future of our society.

(3) Five Years of Reconstruction Following the Disaster

(The future role of science learned from the five years of reconstruction following the Great Eastern Japan Earthquake in 2011)

Reconstruction following the Great Eastern Japan Earthquake has not yet been completed. What kind of cooperation and outcomes has science created with other stakeholders during the five years of reconstruction efforts? What have we learned from the disaster? What challenges have we overcome? What problems did we fail to solve? What issues remain for us? Let us convey the struggles made focusing on the Tohoku area and reflect on the future of our society.

■ Vision

Let's build a society harmonized with science

■ Shared issues toward 2020

Transformation in Society led by Science	Transformation in Science led by Society	Harmonization associated with risks
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■ Themes in 2016

Medical care, Food, and Lifestyle	Education, Culture and Art, and Sports	Five Years of Reconstruction Following the Disaster	One you provide
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Figure 2: Relation of Vision, Shared Issues and Themes of Science Agora 2016

1.4 Outline of the Annual Meeting

Date	Contents of the Program for Public Participation (marked by ⊙, "—" indicates Not Planned)							
	Opening Session	Closing Session	Keynote Sessions	General Sessions	Networking Program for Contributors	Booth Exhibits	Poster Exhibits	Networking Reception
November 3 (Thu.)	○	—	⊙	⊙	—	⊙	⊙	—
November 4 (Fri.)	—	—	—	⊙	⊙	⊙	⊙	—
November 5 (Sat.)	—	—	⊙	⊙	—	⊙	⊙	○
November 6 (Sun.)	—	○	⊙	⊙	—	⊙	⊙	—
Expected number	90					100	10	1

Timetable (tentative)

	Thu, 3 Nov.	Fri, 4 Nov.	Sat, 5 Nov.	Sun, 6 Nov.
10:00	Keynote Sessions	Booth exhibits Poster exhibits Sessions	Keynote Sessions	Keynote Sessions
12:00				
14:00	Opening Session	Networking Program for Contributors	Keynote Sessions	Keynote Sessions
16:00				
18:00			Networking Reception for Contributors	Closing Session
20:00				

* Science Agora 2016 (Annual Meeting) is held for four days from November 3rd (Thu.) to 6th (Sun.), 2016. Please note that the Secretariat may ask the applicants who have requested booth or poster exhibits for 3rd (Thu.) and 4th (Fri.) to move two days to the 5th (Sat.) or 6th (Sun.).

* Networking program of contributors is scheduled for November 4th (Fri.). Your participation is greatly appreciated. (Please provide your idea about the contents of the networking program when returning the questionnaire along with your application form.)

【Type of program】

- Sessions: lectures, symposia, science shows, etc.
- Keynote sessions: large sessions featuring 2016 (Annual Meeting)
- Booth exhibits: displays, experiments, workshops, etc.
- Poster exhibits: poster presentations
- Networking program for contributors: workshops or meetings designed for program proposers to mutually introduce and share their own activities
- Networking Reception: social gathering designed for contributors to engage in networking

Admission: No fee (Actual expenses such as material costs and travel costs will be incurred.)

Venues : Odaiba in Tokyo will be the venue. (Please refer to the map.)

Miraikan, AIST Tokyo Waterfront Main Building, Tokyo Metropolitan Industrial Technology Research Institute, Fuji Television Wangan Studio, Tokyo International Exchange Center, Symbol Promenade Park



2. Application Guidelines for Proposers

2.1 Qualifications of Applicants

No specific qualifications are required. Any individuals, groups or organizations (incorporated non-profit organizations, private organizations, research institutes, universities, etc.) are welcomed regardless of the possession of corporate status.

* When applying with the name of the group or organization to which the applicant belongs, the applicant must have the prior approval of the responsible persons of the group or organization.

* Also, please be advised that the application of the group or organization will be accepted rather than that of an individual when both the individual and the group or organization to which the individual belongs applies separately on the same topic with different contents.

2.2 Schedule

	Sessions	Booth Exhibits	Poster Exhibits
November 3rd (Thursday and National holiday)	Part 1: 10:00-12:30 (13:00-17:00 Opening session)	10:00-12:00 *1	10:00-12:00 *1
November 4th (Friday)	Part 1: 10:00-12:30 Part 2: 13:00-15:30	10:00-17:00 *1	10:00-17:00 *1
November 5th (Saturday)	Part 1: 10:00-12:30 Part 2: 13:00-15:30	10:00-17:00	10:00-17:00
November 6th (Sunday)	Part 1: 10:00-12:30 Part 2: 13:00-15:30 (16:00-18:00 Closing Session)	10:00-16:00	10:00-16:00

Note *1: Science Agora 2016 (Annual Meeting) is open for four days from November 3rd (Thu., a Japanese national holiday) to November 6th (Sun.). Please be advised that applicants for the booth and poster exhibits on November 3rd (Thu.) and 4th (Fri.) may be requested to move two days to November 5th (Sat.) or 6th (Sun.).

• Please see pages 17-23 for details on exhibit types.

• A closing session is scheduled for November 6th (Sun.) at 16:00. Presentations focusing on the goals and future activities of Science Agora and discussions on the subjects related to the presentation are planned. Please arrange your schedule to attend the closing session as much as feasible.

2.3 Venues and Facilities

It is our basic plan to use the same venues and facilities as we did last year.

Venues and facilities for Science Agora 2016 (Annual Meeting):

Miraikan (The National Museum of Emerging Science and Innovation); the National Institute of Advanced Industrial Science and Technology (AIST) Tokyo Waterfront; the Tokyo

Metropolitan Industrial Technology Research Institute; the Tokyo International Exchange Center; Symbol Promenade Park; and, Fuji Television Wangan Studio.

- * Requests for specific venues will not be accepted.
- * You will be informed of your exhibit venue together with notification of passing selection.

2.4 Facility Usage Fees

Exhibition facilities are provided at no charge. The following fees may apply depending on the contents of the program that the proposer plans to perform:

- * All expenses such as material costs, transportation fees, or accommodations must be paid by the proposer.
- * The facility's standard equipment can be used at no charge. Any other equipment or devices necessary for the performance will be prepared either by the Secretariat upon request at the proposer's expense or by the proposers themselves.
- * Any equipment the Secretariat prepares will be provided at proposer's expense upon prior request to the Secretariat.
- * A large amount of electricity consumption will also be at proposer's expense.
- * The provision of refreshment services and connection to Internet services must be reported to the Secretariat in advance. Please see pages 23–25 for details.

2.5 Methods of Applying to Become a Proposer

An application can be made using the Online Application Form.

Please follow the link below to visit the Science Agora 2016 (Annual Meeting) official website and enter necessary information on the "Application Form."

URL: <http://www.jst.go.jp/csc/scienceagora/en/>

Procedures after visiting the website

Step 1	Go to the Online Application Form web page.
Step 2	Register membership.
Step 3	Go through all numbered items to input relevant information. *Please see Reference 2 attached to these guidelines (Application Form).
Step 4	Please provide information as specifically as possible.
Step 5	Confirm all the information entered in the confirmation view and click the "Complete" button to send the form.

Notes for filling out the Online Application Form

- There is a unified writing format for a proposer's name and exhibit title. (Please see Reference 1 on page 29.)
- Please provide information on the contents of the exhibit program, as such information is important for the selection process as well as for exhibition floor planning.
- The information registered can be browsed and modified by the applicant through "My Page" on the official website during the application acceptance period.
- Input data will not be stored if "My Page" is closed during input operation.

2.6 Selection and Notification of Result

Applications considered irrelevant to Science Agora (e.g., those that relate to antisocial activities, religion, or activities defamatory to certain persons) will not be accepted.

To invite more proposers to the Annual Meeting than before, proposers may be asked to change the style of exhibit subjects to conform to the Secretariat's arrangement.

* In such a case, joint exhibits of proposers presenting related topics may be proposed.

Please be advised that topics that accord better with the main theme of the Science Agora Annual Meeting will be preferentially selected by the Secretariat in the event that the number of selected applications exceeds the capacity of planned venues and facilities. Applicants will be informed of the selection result by the Secretariat by email at the end of June. After the selection notification, a hearing will be held by the Secretariat for program details.

* If a significant difference is found between the program details heard during the hearing and the purpose or contents described in the original application, the Secretariat may request a change of plan on the part of the proposer.

2.7 Criteria for Selection

Accepted applications are evaluated in accordance with the following criteria:

[Contents of exhibits]

(1) To co-exist with society and to exist for society

The topic must be pertinent to science and technology existing in present-day society and the exhibit designed to build a better society.

The topic must have a specific and readily apparent connection to society.

(2) To be related to science and technology

The topic must encompass contents related to the development and utilization of science and technology.

The topic must have broader and greater effects and reflect the demands of present-day society.

(3) To be voluntary

The topic must be voluntarily studied by the proposer and related groups of people.

The agenda that the topic deals with must be specific and the activities within the agenda must be legitimate.

* Topics that have to be worked on regardless of the existence of Science Agora.

(4) To value connections with diverse groups of people

The topic must stress the building of human networks.

The intended scope of the network must be broad in terms of the scientific area, generations, sectors, and nationalities.

(5) To be open to the public

The topic and studies on it will be disseminated through a variety of media.

Because of this, the topic must be publishable.

More precisely, part of the topic or studies on it can remain confidential as long as the gist of the topic is made public.

[Feasibility of the exhibit program]

The readiness for conducting the exhibit program must have been established together with the necessary framework of the organization and the allocation of resources. Careful consideration must be given on safe exhibition performance. The explanation of the topic and the studies on it must be concrete and specific.

The setup and dismantling of the exhibit must be performed by the proposer.

2.8 Timetable from Application to the Annual Meeting

Period of acceptance of applications

Application Deadline	Wednesday 12:00 (Noon) June 1, 2016
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- * Applications cannot be accepted after the above deadline.
- * Please try to send in an application early enough before the deadline to avoid congestion of the communication line in the period approaching the deadline.

Announcement of selection result

Result Notification	End of June 2016 (tentative)
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Please note that the proposals that accord better with the main theme of the Science Agora Annual Meeting will be preferentially selected by the Secretariat in the event that the number of accepted applications exceeds the capacity of planned venues and facilities.

- * The Secretariat designs the Annual Meeting floor layout based on the selected topics.
- * In the layout design, the Secretariat may consult with proposers about possible changes in program contents.

Flow of the process from application, selection to the Annual Meeting (tentative schedule)










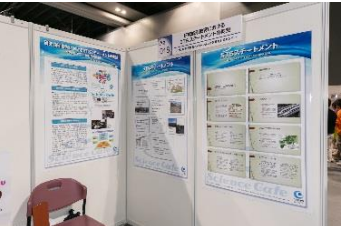
Month		Event
April	Latter part	April 22 (Fri.): Briefing for proposers 15:00–16:30 for general entry (briefing in Japanese) 17:00–18:30 for foreign entry (briefing in English) Venue: Hall on the 1st floor of Tokyo Headquarters Annex (K's Gobancho: 7, Gobancho, Chiyoda-ku, Tokyo)
June	Earlier part	June 1 (Wed.) 12:00 (noon): Application deadline
	Middle part	Selection and program design

	Latter part	Notification of selection result *Results are conveyed via email.
July	Late part	Briefing for selected proposers (combined with facility preview)
August	Earlier part	Distribution of proposers' manuals
	Middle part	Submission of the program plan and information for posting on the official website Submission of order forms for items such as equipment, electricity, and so on to be provided at proposer's expense.
September	Earlier part	Posting program details of sessions and exhibitions on the official Science Agora 2016 (Annual Meeting) website.
November	Earlier part	November 3rd (Thu. & National holiday) to November 6th (Sun.); Science Agora 2016 (Annual Meeting)

2.9 Types of Applications

There are three application types depending on the format of the program chosen: “Session,” “Booth exhibit,” or “Poster exhibit.”

- * Please choose the format best suited to the contents of the topic, provided, however, that the Secretariat may ask proposers to change the exhibit format to allow more exhibitors to have an opportunity to present their topics than did previous Annual Meetings.
- * The exhibit format in no way restricts exhibit contents.

Exhibit format	Location	Outline and recommended events
(1) Session	Hall, Conference room, Special stage	This is an event format in which a hall or conference room is used. It is suitable for the performance of lecture presentations, symposia, and science shows.
Photo images <div style="display: flex; justify-content: space-around; margin-top: 10px;">     </div>		
(2) Booth exhibit	Floor, Outdoor	This is an exhibition format in which a partitioned space is used. It is suitable for the performance of displays, experiments, and workshops.
Photo images <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div>		
(3) Poster exhibit	Floor	This is an exhibition format in which typically A0 size (84.1 cm x 118.9 cm) posters or graphic charts are posted on panels. It is suitable for casual communications with visitors.
Photo images <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div>		

Application Type 1: for Sessions

Outline and recommended events

This is a format using a hall or conference room. It is suitable for the performance of lecture presentations, symposiums, science shows, and film presentations.

Available time slot

Two and half (2.5) hours per slot that includes 30 minutes for setup and reception, 90 minutes for the program performance and 30 minutes for dismantlement. (A maximum of two slots can be allotted.)

- * Available time slot: part 1, 10:30–12:00; part 2, 13:30–15:00, part 1 only on November 3 (Thu. & National holiday)
- * Time schedule for the program performance: part 1, 10:00–12:30; part 2, 13:00–15:30

Facility information

Facility	Size/Capacity/Standard equipment
Halls	Suitable for large-scale events Capacity: 200–300, standard equipment: projector, audio, lighting
	Suitable for middle-scale events Capacity: 100–200, standard equipment: projector, audio, lighting
Conference rooms	Suitable for large-scale events Capacity: 100–150, standard equipment: projector, audio
	Suitable for middle-scale events Capacity: 50–100, standard equipment: projector, audio
	Suitable for small-scale events Capacity: 20–50, standard equipment: projector, audio
Special stage	Suitable for small-scale events Capacity: 20–50, standard equipment: projector, audio

Expected number of programs

Sessions	<p>About 90 sessions</p> <ul style="list-style-type: none"> * 2.5 hours per slot * Includes Opening session, Closing session, and Keynote Sessions.
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Notes

- * The standard equipment of the facility can be used at no charge. Any other equipment and devices necessary for exhibit are prepared either by the Secretariat at proposer's expense upon request or by the proposers themselves.
- * Any equipment the Secretariat prepares will be provided at proposer's expense upon prior request to the Secretariat.
- * A large amount of electricity consumption will be at proposer's expense as well.
- * Prior reporting is necessary for the provision of food or drink and connection to the Internet. Please see pages 23–26 for details.

- * Simultaneous interpretation can be provided only at limited facilities. (Equipment for simultaneous interpretation is provided at proposer's expense at Miraikan and at no charge at the Tokyo International Exchange Center. Equipment operators are available at both facilities at proposer's expense. The use of simultaneous interpreters must be arranged by the proposer.)

[Call for Proposals of Keynote Sessions] Special session format program

About Keynote Sessions

Keynote Sessions are symbolic events of Science Agora 2016 (Annual Meeting) that embody its vision. Topics that are expected to be presented in the Keynote Sessions are those supported by the strong will of appealing to the outcome of the studies and activities and, for this purpose, attract the broad interest of those from various fields and locations coming to Science Agora and give rise to active discussions among visitors.

Outline

Science Agora 2016 (Annual Meeting) publicly put out a call for topics that can be presented in the Keynote Sessions held on November 3rd (Thu. & National holiday), 5th(Sat.) and 6th (Sun.). A maximum of 10 topics are invited.

Science Agora aims to broaden the base of **the dialogues and cooperation that are taking place everywhere in Japan and many other countries to help “strengthening the bond between the science and society,”** and thereby achieve a future that self-sustainedly deepens the relationship between science and society. The Secretariat looks forward to the active proposal of appealing topics that meet the five requirements that constitute the philosophy of Science Agora (see page 4) and embody the vision of the Science Agora (see page 7).

Outline and recommended events

Keynote Sessions are held at either Miraikan or Tokyo International Exchange Center. The setting of these facilities is suitable for the performance of lecture presentations, symposia, science shows, and film presentations.

Available time slot

Two and half (2.5) hours per slot including the time for setup, program performance, and dismantlement. A maximum of two slots can be allotted for a single topic.

- * Available time slot: part 1, 10:30–12:00; part 2, 13:30–15:00, part 1 only on November 3rd (Thu. & National holiday)
- * Time schedule for the program performance: part 1, 10:00–12:30; part 2, 13:00–15:30

Facility information

Facility	Size/Capacity/Standard equipment
Hall	Suitable for large-scale events Capacity: 200–300, standard equipment: projector, audio, lighting

Benefits of hosting a Keynote Session

- A large hall (with a capacity of 200) is preferentially assigned.
- The topic is introduced in the preliminary announcements and feature articles posted on the JST official website and in the printed materials (flyers and programs) on a priority basis.
It is also highlighted in the summary report that will be published on the website following the Annual Meeting.
- If the host calls on speakers from overseas, the cost incurred for simultaneous interpretation (equipment, operator, and interpreter) is provided by JST.
- A waiting room and/or meeting room for the preparation are provided in the facility on a priority basis during the Annual Meeting gratis.
- The event will be videotaped by the Secretariat and posted on the website at a later date.
- The host and guest speakers will be invited to the networking reception hosted by JST on the evening of November 5th (Sat.) and held as an opportunity for proposers to engage in networking.

Conditions and method of application

- (1) A topic must be one that embodies the vision of Science Agora, which is “co-creation through dialogues and cooperation.” (The topic must accord with the five requirements described on page 4.)

Note: “Dialogue” means the interaction that takes place between or among a diverse range of people through their own words. “Cooperation” means the cooperative actions which that diverse range of people take to determine their own behavior, establish policymaking, resolve problems, and create a future society based on mutual respect.

- (2) The host of the Keynote Session must be a session format proposer in Science Agora 2016 (Annual Meeting).
- (3) The topic must be related to the three themes of the 2016 Annual Meeting or to other themes that can be regarded as equally important as those three. (Please see page 7-8 for details.)
- (4) The session for the topic must be joined by diverse speakers or panelists and attract visitors from a broad range of areas (such as different technical fields, social sectors, nationalities, or gender or age-groups).

* Recommended examples

- Areas of specialization: includes the natural and social sciences.
- Type of organization: incorporates a well-balanced selection from academia, business, non-profit-organization, government, and media sources.
- Gender: includes a well-balanced gender ratio.
- Nationality: preferably includes speakers from overseas.
- Age-group: includes not only seniors but also younger speakers and panelists (in their 30's).

- (5) A topic's having the potential to draw an audience of around 200 people is a rough requirement for Keynote Session. Also, PR activities can be conducted to attract visitors.
- (6) Information about the topic (scripts, photographic materials, etc.) can be provided by the due date set by the Secretariat so that the Secretariat can deliver relevant information in preliminary announcements on the JST website or printed materials.
- (7) Preliminary meetings with the Secretariat or contractors of exhibit setup and operation can be held prior to the date of the Annual Meeting.

(8) The proposer must be able to manage various tasks necessary to perform the session, such as the reception of visitors and attending speakers/panelists on the date of session.

(9) The video of the session can be published through websites.

(The session is videotaped by the Secretariat. Assistance in editing the video such as checking contents or processing images may be requested.)

(10) A report of the session (of about 3,000 Japanese characters with photos) can be submitted by the due date set by the Secretariat following the Annual Meeting.

* After the topic has been selected for the Keynote Session, the Secretariat may ask the proposer to discuss the date and theme of the session.

Having fully understood the above conditions, please fill out the application form with the necessary information and send it to the Secretariat.

JST looks forward to receiving a large number of applications.

Application Type 2: for Booth Exhibits

Outline and recommended events

This is a style of exhibition using a partitioned space.

It is suitable for the performance of displays, experiments, and workshops.

Date and time of exhibition

The basic schedule is the two consecutive days of November 5th (Sat.) and 6th (Sun.), which can be extended to a maximum of four full days upon request.

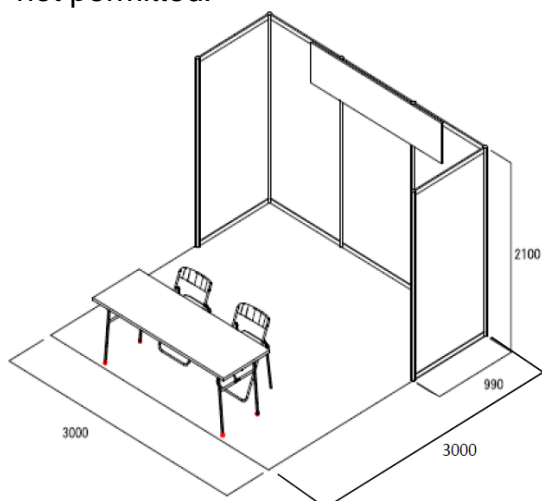
* Please refer to the information on page 10 for the time schedule of each day.

Information about the exhibit booths

Booth dimensions: 3 m (width) x 3 m (depth) x 2.1 m (height)

Specifications: Exhibit panels on the back and both sides, sign board for the exhibit title and the name of the proposer

Please note that the use of a ceiling board (to create a darkroom, for example) is not permitted.



Equipment	Specifications	Quantity
Panel	Back and sides	1 set
Sign board	Panel	1 set
Table	1.8 m x 0.45 m	1
Chair	Folding chair	2
Electrical outlet	Capacity 1.5 kW	2

Expected number of exhibits

Booth exhibits	About 100 exhibits * Based on 3 m (width) × 3 m (depth) booths laid out on the facilities' floors and outdoor spaces.
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Notes

- * The facility's standard equipment can be used at no charge. Any other equipment or devices necessary for the exhibit are prepared either by the Secretariat at the proposer's expense upon request or by the proposers themselves.
- * Any equipment the Secretariat prepares will be provided at proposer's expense upon prior request to the Secretariat.
- * A large amount of electricity consumption is also at proposer's expense.
- * Prior reporting is necessary for the provision of food or drink and connection to the Internet. Please see pages 23-25.

Application type 3: for Poster Exhibits

Outline and recommended events

This is a style of exhibition posting typically A0 size (84.1 cm x 118.9 cm) posters and graphic charts. It is suitable for casual communications with visitors.

Date and time of exhibition

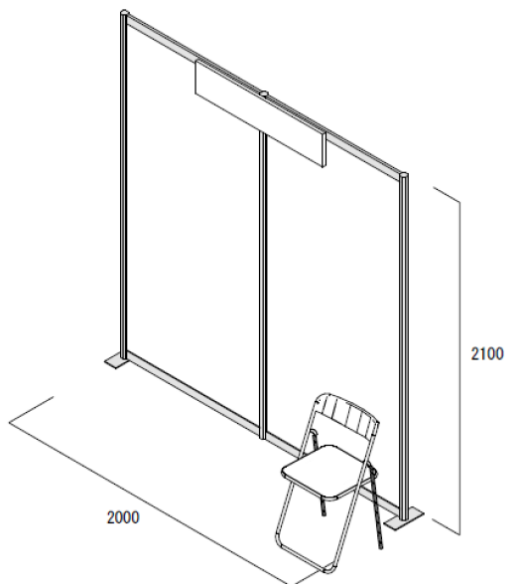
The basic schedule is the two consecutive days of November 5th (Sat.) and 6th (Sun.), which can be extended to a maximum of four full days upon request.

- * Please refer to the information on page 10 for the time schedule of each day.

Information about the exhibit booth

Booth dimensions: 3 m (width) x 3 m (depth) x 2.1 m (height)

Specifications: Exhibit panels on the back, sign board for the exhibit title and the name of the proposer



Equipment	Specifications	Quantity
Panel	Back	1 set
Sign board	Panel	1 set
Chair	Folding chair	1

Expected number of exhibits

Poster exhibits	About 10 exhibits * Based on 2 m (width) × 1.5 m (depth) booth dimensions
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Notes:

- * In principle, anything other than posters or graphic charts cannot be displayed.
- * Electrical outlets are not available.

2.10 Restrictions and Prior Reporting

An exhibitor who plans an exhibit that involves the following activities or issues must clearly describe the details of such activities in the application form for prior approval.

- * Depending on materials and conditions, the exhibit may not be approved.
- * The performance of certain activities may require proposers to report to fire departments on their own.

List of issues requiring prior reporting

Different issues require different forms to be submitted.

	Issue	Sessions	Booth exhibits	Poster exhibits
1	Use of fire, heat sources, damaging or hazardous substances (including liquid nitrogen), or large volumes of water	Reporting required	Reporting required	—
2	Use of large amounts of electricity	Reporting required	Reporting required	—
3	Bringing in of live animals	Reporting required	Reporting required	—
4	Collection of participation fees from visitors	Reporting required	Reporting required	Reporting required
5	Provision of food or drink	Reporting required	Reporting required	—
6	Sales of merchandise	Reporting required	Reporting required	Reporting required
7	Emissions of noise, light, or odors	Reporting required	Reporting required	—

8	Connection to the Internet	Reporting required	Reporting required	Reporting required
9	Simultaneous interpretation	Reporting required	—	—
10	Use of additional equipment or devices	After passing selection	After passing selection	After passing selection (discussions needed)

Detailed requirements for prior reporting

	Issue	Details	Required actions
1	Use of fire, heat sources, damaging or hazardous substances (including liquid nitrogen), or large volumes of water	<p>The use of high-voltage electricity, high-pressure gas, fire, or large volumes of water or chemicals that could cause facility floors to become wet in the performance of experiments or demonstrations (including hands-on exhibits) is not permitted.</p> <p>* If exhibits cannot be carried out without the use of the above, clearly describe the details of their use (reason, materials, volume/amount of use, etc.). * Please consult with the Secretariat in advance. * The proposers may need to report to the local fire department on their own.</p>	<p>Prior consultation,</p> <p>Submission of order</p> <p>Reporting in advance</p>
2	Use of large amounts of electricity	<p>The expected amount of the use of electrical power that could exceed 100 V/1000 W must be reported on the application form.</p> <p>* Standard power supply: two outlets, up to 1.5 kW * Use of electricity exceeding the standard capacity is provided at proposer's expense.</p>	<p>Submission of order</p> <p>Payment of costs</p>
3	Bringing in of live animals	<p>Plans to bring live animals into the facility must be discussed with the Secretariat in advance and the details (such as the species and number of animals) must be clearly described clearly on the application form.</p> <p>* Note that animals cannot stay in the facility overnight.</p>	<p>Prior consultation</p> <p>Submission of approval request</p>

4	Collection of participation fees from visitors	<p>The collection of participation fees from visitors is permissible unless the amount exceeds the actual performance cost of the program.</p> <p>The plan of collecting fees must be clearly described in detail on the application form.</p>	Submission of approval request
5	Provision of food or drink	<p>A plan of providing food or drink must be clearly described in detail (type of food and drink, quantity and manner of serving, etc.) on the application form.</p> <p>* The proposer may need to report to the local healthcare center on their own depending on the type of services provided.</p>	<p>Submission of approval request</p> <p>Reporting</p>
6	Sales of goods	<p>Sales of goods are permissible unless intended for profit-making.</p> <p>Please provide detailed information (goods, quantity and expected number of sales) on the application form.</p> <p>* Sales activities in conference rooms and exhibit booths are not permitted.</p> <p>* Sales activities are strictly limited to the designated area and time slot.</p>	Submission of approval request
7	Emission of noise, light, or odors	<p>If the performance of the program potentially causes the emission of noise, light, or odors, the details of possible conditions (such as the type and volume of emissions) must be described on the application form.</p> <p>* Permission may not be given depending on the type of emission.</p>	Submission of approval request
8	Connection to the Internet	<p>If an Internet connection is needed, please provide detailed information (such as connection method) on the application form.</p> <p>* Arrangements for and costs of the connection must be taken care of by proposers.</p>	<p>Submission of approval request</p> <p>Connection arrangement</p> <p>Payment of costs</p>

9	Simultaneous interpretation	<p>If simultaneous interpretation equipment is needed, please request it on the application form.</p> <p>* Use of a simultaneous interpreter must be arranged and paid for by proposers.</p>	<p>Submission of approval request</p> <p>Payment of the cost</p>
10	Installation of additional equipment or devices	<p>If the proposer requests the Secretariat to prepare additional equipment and devices, a separate request must be made.</p>	<p>After passing the selection</p> <p>Payment of costs</p>

2.11 Important Notes for the Submission of Applications

(1) Safety control

While demonstrating or showcasing the topic, the proposer must pay attention to safety at all times as a safety controller and exercise precautions for the prevention of accidents. At least one staff member must be present in each exhibition space at all times to ensure the safety of both exhibitors and visitors.

* The party administering the facility does not assume any responsibility for accidents.

(2) Setup and dismantlement

Sessions

All processes from setup and performance of the program to dismantlement must be carried out within the predetermined time slot.

Booth exhibits and poster exhibits

Setup: 9:00–10:00. Dismantlement: 17:00–18:00.

* On November 6th (Sun.) only, dismantlement must be carried out within an hour from the end of the Closing Session.

(3) Prior registration of exhibit program participants

Participants in each exhibit program can be registered in advance, provided, however, that room for those visitors who register on Annual Meeting days or any extra space for spectators is factored in.

(4) Cooperation with documentation

During the Annual Meeting, the Secretariat may take actions of documentation (videotaping or photographing) for the purpose of publication through the Internet and magazines or live broadcasting (images and texts).

* Proposers are asked to inform speakers or other collaborators of the possibility of their being videotaped or photographed and to obtain their permission regarding relevant copyrights and portrait rights.

(5) Cooperation with surveys

Proposers are asked to cooperate with the Secretariat in conducting surveys (questionnaires and follow-up surveys).

The Secretariat plans to prepare the annual Special Visitor-Voting Award. Proposers are asked to encourage visitor's votes.

(6) Cooperation with design and arrangement of the entire Annual Meeting program

Proposers may be asked to discuss with the Secretariat any collaborative exhibits with other proposers of related topics or changes in the contents or format, or both, of their exhibits to coordinate a well-balanced and fulfilling exhibition.

- * Changes in the exhibit plan will not be accepted after passing the selection.
- * The Annual Meeting floor layout is determined by the Secretariat based on the theme, contents, and characteristics of each proposed topic. Please be advised that requests for specific locations or facilities will not be accepted.

(7) Cancellation of selection

Any applications found to correspond to any of following items will be canceled even after having passed selection:

- (1) Exhibits for profit-making
- (2) Exhibits solely for the purpose of political campaigning or missionary activity
- (3) Exhibits intended only for constituent members of a specific social group
- (4) Exhibits on a topic that cannot be practically made into reality
- (5) Exhibits that the Secretariat deems inappropriate.

(8) Other

Proposers are encouraged to actively publicize their topics and exhibit plans to attract more visitors to the Annual Meeting.

Proposers may be asked to accept the visits of guests or the requests for interviews by the media.

To carry out the Annual Meeting safely and smoothly, proposers are requested to follow the instructions of the Secretariat and provide assistance to them in the event any trouble arises.

Garbage and waste produced by the exhibit must be removed by the proposers.

The Secretariat takes out event accident insurance covering all visitors and proposers.

3. Other

3.1 Handling of Personal Information

(1) Personal information such as the contact name provided on the application form is used solely for the purpose of administrative communications and the distribution of information concerning Science Agora and is in no way provided to a third party, except for the following purposes subject to the consent of the applicant at the point of application:

- i. Sending mailings of event invitations concerning JST's science communication projects
- ii. Forwarding information on events concerning the science communication activities distributed by related organizations
- iii. Making use of the research and development of JST's science communication projects
- iv. Provision of contact information to the media

With regard to other practices, the Secretariat ensures the proper handling of the personal information in accordance with the private policy of the Japan Science and Technology Agency (JST), a national research and development agency.

- * Please follow the link below to view details of JST's private policy:

<http://www.jst.go.jp/privacy.html>

(2) The registration of the application is processed through the service of the external system, "Event information administration system." The link below guides you to the website showing the privacy policy of the service provider. Please read through the privacy policy and accept it before proceeding on to registration.

- * The privacy policy of the Science Agora event information administration system:

<http://www.shanon.co.jp/privacy/>

- * The terms of service of the Science Agora event information administration system:

http://www.shanon.co.jp/support/downloadDocument/SMP_TermsOfUse.pdf

3.2 Inquiries

(1) If you have any questions after reading this guide and viewing the Science Agora official website, please send an email to the following address: agora@jst.go.jp.

(2) If you need urgent assistance, please call us at +81-3-5214-7493.

[Contact]

Science Agora Secretariat

Contact persons: Ms. Kuroda, Ms. Kobayashi, Ms. Suzuki, Ms. Imada

Science Communication Center, Japan Science and Technology Agency (JST)

Reference 1

Reference 1: Unified Format for Program Title and Proposer's Name

The following rules of unified format apply when writing or typing matters concerning the administration of Science Agora. Please be advised that items that do not conform to the rules may be corrected by the Secretariat as needed.

Rule 1

Corporate status (national university corporation, company limited, incorporated non-profit organization, etc.) is always omitted.

Rule 2

Insert a half-width space between the name of the corporation or organization and the name of its divisions

- * When multiple names of hierarchical organization are serially combined, use half-width spaces between them to facilitate readability.

Rule 3

All Japanese *katakana* characters and alphanumeric characters must be typed in half-width.

- * Spaces must also be half-width.

Symbols must be typed in full-width.

- * parentheses (), angle brackets 「 」, centered dots ・, Japanese periods 。, Japanese commas 、, exclamation marks !, question marks ?, tildes ~, and other symbols.

Rule 4

When a program title has a main title and subtitle

- * [Main title][half-width space][~][subtitle] [~]

Example: Color of Light ~Flame Reaction, Visually Enjoyable Phenomenon~

Rule 5

- i. Angled brackets that encompass the whole title must be removed.
- ii. Use of double parentheses without a single parenthesis must be changed to a single parenthesis.
- iii. When multiple proposers' names are listed on a single line, each of them must be separated by commas.
- iv. In principle, exclamation marks and question marks must be followed by a half-width space.

Reference 2

Reference 2: Proposer Application Form

- The information provided in the online application form shall include sufficient detail since it will serve as a useful reference for the floor planning in the event site.
- For all mandatory fields, please refer to the online application form provided at our Event information administration system.
- The information provided in the application form submitted via the online can be browsed and modified from “My Page” up to the closing date for applications but not after the closing date. Applicants themselves are responsible for management of provided information.
- Please do not close the page before the completion of data input, as this may clear all information provided up to that point.
- An application form will be drawn up for each application. Separate applications need to be submitted for each individual application, regardless of whether the applications are submitted by the same individual.

[1] Applicant Information

NO	Item	Detail	Type	Selection
1	Name of Applicant	Enter the name of the applicant. The name will be appeared in a future publication.	Text	
2	Type of Applicant	Select either of individual or group/organization.	Radio Button	<input type="radio"/> Individual <input type="radio"/> Group/Organization
3	Affiliation Type	Select one affiliation type applicable. Otherwise, select "Others," and enter the details.	Radio Button	<input type="radio"/> Researchers, Universities and Other institutes <input type="radio"/> Policy makers, Government, Local public entities, and Administrative organs <input type="radio"/> Museums <input type="radio"/> Private sectors and Profit organizations <input type="radio"/> School officials, Schools, and the board of education <input type="radio"/> Media Personnel

				<input type="radio"/> NPO, Volunteers (Individual/Organization) <input type="radio"/> Others
4	Name of Representative	Enter the name of the project representative. The representatives will be contacted by Science Agora Secretariat for such as notification of success/failure in the application.	Text	
5	Affiliation Type	Enter the affiliation of the representative. Enter the official name of corporate (including legal personality)	Text	
6	Job Title	Enter the job title of the representative.	Text	
7	Achievement	If previously participated in Science Agora, check year of participation.	Checkbox	<input type="checkbox"/> 2006 <input type="checkbox"/> 2007 <input type="checkbox"/> 2008 <input type="checkbox"/> 2009 <input type="checkbox"/> 2010 <input type="checkbox"/> 2011 <input type="checkbox"/> 2012 <input type="checkbox"/> 2013 <input type="checkbox"/> 2014 <input type="checkbox"/> 2015
8	Contributions	Enter the details of the contribution to the science communication field on a routine basis as well as its frequency	Text	

[2] Descriptions of Project

NO	Item	Detail	Type	Selection
9	Purpose of Application	Select the most important purpose of the participation in Science Agora 2016 Annual Meeting.	Radio Button	<input type="radio"/> To inform <input type="radio"/> To learn <input type="radio"/> To create

10	Motivation behind Application	Describe the motivation behind participation in Science Agora 2016 Annual Meeting	Text	
11	Goal to achieve through provision of the topic	Describe the goal you intend to achieve (expected increase of value) through provision of the topic to the Annual Meeting. It is the hope of Science Agora that the outcome obtained in the Annual Meeting will contribute to year-round activities. Describe the target to be achieved (not only the short-term effects during the period of the Annual Meeting but also the effects extended to daily activities).	Text	
12	Relevance to Our Theme	Applicant shall set the topics for participation in Science Agora 2016 Annual Meeting. There are three important topics prescribed. Select one, which is relevant. Otherwise, enter the self-declared theme considered to be as important as the prescribed three topics, and its reasons in item 13.	Radio Button	<ul style="list-style-type: none"> ○Food, Medical care, and Lifestyle ○Education, Culture, Art, and Sport ○Five years of reconstruction Following the Disaster ○Self-declared ()
13	Applicant's Own Theme	Explain why you think that the self-declared theme is considered to be as important as the prescribed three topics	Text	
14	Project Title	Enter the project title (brief title will be appreciated.). The program title shall be appeared in a future publication. The excessive characters may be deleted for publication.	Text	
15	Project Descriptions	Clearly describe the program	Text	
16	Primarily Target	Select one primarily target of the program.	Radio Button	<ul style="list-style-type: none"> ○Elementary/Junior high school students ○High school/ university/College students ○Graduate student ○Administrative officer ○Researchers,

				Professionals ○Business people ○Media Personnel ○Others
17	Realizability	Enter the required group, staff assignments, roles.	Text	
18	Related Organization	Enter the program related organization, administrative organs (Co-host, sponsor, supporting organization, and partner)	Text	
19	Reference Websites	Provide reference web address for the program applied if you have.	Text	

[3] Desirable Schedule and Style of Presentation

20	Schedule	Select desirable date (between 3–6). * Multiple selections allowed. * Schedule adjustment may be required.	Checkbox	<input type="checkbox"/> Thursday, Nov. 3 <input type="checkbox"/> Friday, Nov. 4 <input type="checkbox"/> Saturday, Nov. 5 <input type="checkbox"/> Sunday, Nov. 6
21	Application type of Presentation	Select the application type of the presentation	Radio Button	○Session ○Booth exhibit ○Poster exhibit

[3]-1 Inquiries for session program : If “Session” is selected

NO	Item	Detail	Type	Selection
22	Type & Scale	Select the type and scale. * If space is required for such as display, select the scale necessary. *No place other than the stage available in the hall. *Space adjustment may be required.	Radio Button	○Hall for largescale program (Capacity: 200-300) ○Hall for Mid-scale program(Capacity: 100-200) ○Conference Room for large scale program (Capacity: 100-150) ○Conference Room for

				<p>Mid-scale program (Capacity: 50-100)</p> <ul style="list-style-type: none"> ○ Conference Room for Small scale program (Capacity: 20-50) ○ Stage for Small scale project (Capacity: 20-50)
23	Time slot of the program	<p>Choose the time slot in which you plan to perform your program.</p> <ul style="list-style-type: none"> * The duration of the standard time frame is 2.5 hours. (setup & reception: 30 min., performance: 90 min., dismantlement: 30 min.) * The Secretariat may request adjustment of the time schedule. * Provide the reason in column 24 when requesting multiple slots. 	Radio button	<ul style="list-style-type: none"> ○ 10:00–12:30 ○ 13:00–15:30 ○ Flexible ○ Requesting multiple slots
24	Reason for Requesting Multiple Time slot	<p>Basically, the duration for one session program is 90 minutes. Provide reasons for exceeding time slot.</p>	Text	
25	Highlight	<p>Select the highlight of program</p> <p>*If “Other” is selected, enter the specific description.</p>	Radio Button	<ul style="list-style-type: none"> ○ Symposium ○ Talk session ○ Science show ○ Workshop ○ Science Cafe ○ Movies ○ Others ()
26	Aiming for Keynote Session	<p>Science Agora 2016 (Annual Meeting) publicly invites topics that can be presented in the Keynote Sessions. An applicant who wishes to present a topic in the Keynote Sessions are invited to try to become nominated.</p> <ul style="list-style-type: none"> * Please refer to page 19-21 of the guidelines for the benefits of hosting Keynote Session and the outline of application. * The date, time, and theme of the Keynote Sessions may be changed. * The topic needs to be related to the three themes of the 2016 Annual Meeting or to other themes that can be regarded as equally important as those three in order to be nominated. * The topic must have the potential of drawing an audience of about 200 people, which is a rough requirement of Keynote Session. * The organizer of the session must be able to carry out the planning and performance of the presentation and PR activities on his or her own. 	Checkbox	<input type="checkbox"/> Aiming for Keynote Session

[3]-2 Inquiries for booth exhibition : If “Booth” is selected

No	Item	Detail	Type	Selection
27	Booth size	As a standard arrangement, 1 booth (3 m wide x 3 m deep x 2.1 m high) is assigned per application. * Space adjustment may be required.. * Provide the reason in column 28 when requesting two or more booths.	Radio button	<input type="radio"/> 1 booth (standard) <input type="radio"/> 2 booths or more
28	Booth size	Provide the number of booths you are requesting and the reason for the need of multiple booths. * Space adjustment may be required..	Text	
29	Program Descriptions	Select the key aspect of program. *If “Others” is selected, enter the details. *If requesting outdoor booth, enter in parenthesis after “Others.” Schedule adjustment may be required.	Checkbox Text	<input type="checkbox"/> Performance/ Display <input type="checkbox"/> Display/Experiment/ Lecture <input type="checkbox"/> Experiment/ Workshop <input type="checkbox"/> Workshop <input type="checkbox"/> Science Cafe <input type="checkbox"/> Others ()

[3]-3 Inquiries for poster exhibition : If “Poster” is selected

No	Item	Detail	Type	Selection
30	Contents of exhibit	Describe the contents of posters and graphic charts. * As a standard arrangement, 1 booth (3 m wide x 3 m deep x 2.1 m high) is assigned per application. Space adjustment may be required.	Text	

[4]Matter of special instruction

No	Item	Detail	Type	Selection
31	Matters of special instruction	If the performance of the program involves any issue that requires advance reporting, check the box of the relevant issue(s) in the right column and describe the details in column 32. * For any issues other than those listed in the right column, mark “misc.” and provide a description.	Checkbox	<input type="checkbox"/> Fire <input type="checkbox"/> Heat source <input type="checkbox"/> Damaging substance <input type="checkbox"/> Liquid nitrogen <input type="checkbox"/> Large volumes of water <input type="checkbox"/> Large amounts of electricity <input type="checkbox"/> Live animals

				<input type="checkbox"/> Participation fees <input type="checkbox"/> Food/drink <input type="checkbox"/> Sales of goods <input type="checkbox"/> Noise <input type="checkbox"/> Light <input type="checkbox"/> Odors <input type="checkbox"/> Network connection <input type="checkbox"/> Simultaneous interpretation <input type="checkbox"/> Misc. (Please specify:)
32	<p>Details of the matters of special instruction, other remarks on what is to be reported</p>	<p>If any of the listed issues are checked in right column 31, provide details of the issues. (Type of Fire, heat source or damaging substance, expected consumption of water and/or electricity, reason for the fee collection and planned amount, kind and number of live animals, food/drink and goods to sell, type of noise, light, or odor, etc.)</p> <p>If you have anything that needs to be reported to the Secretariat of the Science Agora at the time of application, please describe it here.</p>	Text	

[5]Inviting for Ideas for Networking Event for contributors

No	Item	Detail	Type	Selection
33	<p>Question 1 on participation in the Networking program for contributors</p>	<p>The networking program for contributors is planned during the daytime hours of November 4 (Fri.). Please select your plans for participation.</p>	Radio button	<input type="radio"/> Participate if the event meets my interest <input type="radio"/> I can't participate in any event of the Annual Meeting on November 4 (Fri.).
34	<p>Question 2 on participation in the Networking program for contributors</p>	<p>Please select your purpose in participating in the networking program in the right column if you plan to participate. * For any issues other than those listed in the right column, mark "misc." and provide a description.</p>	Checkbox	<input type="checkbox"/> Information exchange <input type="checkbox"/> Find partners/fellows/mentors <input type="checkbox"/> Find co-researchers/collaborators <input type="checkbox"/> Networking <input type="checkbox"/> Misc. (Please specify:)

[6] Personal Information Policy

No	Item	Detail	Type	Selection
35	Information from JST	Wish to receive the information from JST program through the registered contact address?	Radio Button	<input type="radio"/> YES <input type="radio"/> NO
36	Information from Relevant organizations	Wish to receive the information, relating to the science communication, provided by JST's relevant organizations through the registered contact address?	Radio Button	<input type="radio"/> YES <input type="radio"/> NO
37	Use for Research Purpose	Agree to allow us to use the personal information registered at the time of application for survey and research purpose in JST science communication program?	Radio Button	<input type="radio"/> YES <input type="radio"/> NO
38	Press Release	If the program is selected, agree to allow us to disclose the personal information registered at the time of application and the program content in response to news media inquiries?	Radio Button	<input type="radio"/> YES <input type="radio"/> NO
39	Confirmation	After reading the application guidelines (requirements and description), check "YES" to accept the agreement and proceed with application.	Radio Button	<input type="radio"/> YES