



Application Procedure for Events

22 December 2016

The 130th Anniversary of Japan-Thailand Diplomatic Relations Steering Committee (Japanese side: Embassy of Japan in Thailand, Thai side: Royal Thai Embassy in Japan) invite applications from organisers whose events commemorate the 130th Anniversary of Japan-Thailand Diplomatic Relations for the entitlement to use the title “The 130th Anniversary of Japan-Thailand Diplomatic Relations” with the official logo mark on the PR materials of their events. The details of the approval criteria and the application process are as follows.

1. Scopes of Event

The event field is broad, such as politic, economic, social, education, sports, science, culture and arts, academic and tourism.

2. Eligible Organisation

The eligible organisations are not limited to the governmental bodies but targeted to various institutions such as government, local autonomy, private company, cultural organisation, think-tank, educational institution and Non-Governmental Organization.

3. Period & Location

The event should be held in Japan or Thailand within the period from 1st January to 31st December 2017.

4. Approval Criteria

(1) The activities of the event for the 130th Anniversary of Japan-Thailand Diplomatic Relations (hereafter “Anniversary Event”) are considered to contribute to the promotion of exchange between Japan and Thailand, encouraging mutual understanding and strengthening friendly relations.

- (2) Even though the event name includes the private company name, those social contributing activities and research events which satisfy the above (1) could be the target of the scope. However in case that the same activities are carried out regularly, the organizers are encouraged to include the additional elements which are relevant to 'Anniversary Event' as much as possible.
- (3) The event should refrain from promoting specific ideology on religion, and it should not infringe the public order or decent customs.
- (4) The execution of the event including expense should be responsible entirely by the organizers.
- (5) The organiser of the event should observe the laws and regulations of the location without infringing the right of other parties (Including copyright issues).
- (6) The event should have a clear purpose and detail with high feasibility of execution. The organisers must not have been involved in infringing the relationship between Japan and Thailand in the past.

5. Privilege of Certification

The approved events are allowed to state '130th Anniversary of Japan-Thailand Diplomatic Relations' and apply logo mark on PR media (posters, brochures, websites) as a privilege.

Approved events may be displayed on the websites of the Embassy of Japan in Thailand and the Royal Thai Embassy in Japan.

6. Application Procedures

- (1) The organisers who wish to apply for the "Anniversary Event" will need to submit the documents strictly one month prior to the commencement date of the event to the 130th Anniversary of Japan-Thailand Diplomatic Relations Steering Committee (the Embassy of Japan in Thailand or Consulate-General of Japan in Chiang Mai or the Royal Thai Embassy in Japan or Royal Thai Consulate-General in Osaka** depend on organiser's residence – please see 7.) by post or e-mail.

- Letter of request (Word / PDF)
- Event Application Form (Word /PDF)
- Letter of Undertaking (Word / PDF)
(Full completion with official signature)
- Financial Planning Statement (Excel)
- Organisation Profile

Regulations, Rules, Articles of Incorporation, Act of Donation, List of Directors, Organisation History, Operation Tracks etc. (The organisers who are ministry, consulate, local government, public foundation under the Ministry of Foreign Affairs are requested to contact us in advance for the minimum requirement of documents)

(2) After receiving the application documents, the 130th Anniversary of Japan-Thailand Diplomatic Relations Steering Committee will evaluate the event with the approval criteria stated above from 1 to 4.

(3) The 130th Anniversary of Japan-Thailand Diplomatic Relations Steering Committee will notify the outcome of the evaluation in writing. The electronic data of the logo mark will be directly sent to the applicant.

(Note) The event with public grant sponsored or supported by The Japan Foundation or Agency for Cultural Affairs are permitted to use “130th Anniversary of Japan-Thailand Diplomatic Relations” with the official logo mark on their PR materials by simply submitting the “Event Summary” by attaching certification(s) issued by the Japan Foundation or Agency for Cultural Affairs.

7. Contacts & Enquiries

In principle, please approach the contact in the country of your residence.

(For those who reside in Japan)

Royal Thai Embassy, Tokyo 3-14-6 Kamiosaki, Shinagawa – ku, Tokyo 141 -0021

Tel. 035 789 2433 ext. 415/ 471/ 475 Email: infosect@thaiembassy.jp

Royal Thai Consulate-General, Osaka 4th Floor, Bangkok Bank Bldg., 1-9-16

Kyutaro-machi, Chuo-ku, Osaka 541-0056

Tel. 066 262 9226 – 7 ext. 408 Email: thaitelxosa@jupiter.plala.or.jp

(For those who reside in Thailand)

Embassy of Japan in Thailand (For events held in Thailand excluding 9 provinces, which Consulate-General of Japan in Chiang Mai is responsible.)

177 Witthayu Road, Lumpini, Pathum Wan, Bangkok 10330 Thailand

Tel. 02-696-3090 Email: jpth130@bg.mofa.go.jp

Consulate-General of Japan in Chiang Mai, (For events held in Chiang Mai, Lamphun, Lampang, Chiang Rai, Mae Hong Son, Phayao, Phrae, Nan, and Uttaradit)

Airport Business Park, 90 Mahidol Rd., T.Haiya, A.Muang, Chiang Mai 50100, Thailand

Tel. 053-203367 Email: culture@tm.mofa.go.jp

8. Important Notice

- (1) Please make the copy of submitted documents in advance as the application document will not be returned.
- (2) Enquiries on the actual evaluation will not be entertained.
- (3) Please inform us immediately in writing if there is any change or cancellation on the approved event.
- (4) The approval shall be withdrawn if the approved event has been cancelled or the activities are judged to be inappropriate from approval criteria.
- (5) The organisers are fully responsible for the execution of the event even after the approval of the event as the “Anniversary Event”. The approval itself does not mean that the 130th Anniversary of Japan-Thailand Diplomatic Relations Steering Committee will assume any responsibility or duty including the financial aspect. The use of the logo is meant to identify with the commemoration only, and does not imply official endorsement of any event, product, service or substances of the event.
- (6) It is strictly prohibited to use the logo for other event or for other organiser besides the one applied.
- (7) Within one month after the event completion, the report which summarizes the activities of the event and the outcome with statement of account must be submitted to the 130th Anniversary of Japan-Thailand Diplomatic Relations Steering Committee. Please take note that the contents of the report may be shown on the homepage of the Embassy of Japan in Thailand and the Royal Thai Embassy in Japan.