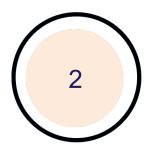
How to establish a local chapter

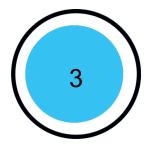




Becoming a Point Of Contact (POC)



Application process



Approval and acknowledgment



Becoming a Point of Contact | Individual

Interested Individual

POC should be an individual with a (tenure) position at a university

Application

Fill out and submit the application form to UNISEC-Global Secretariat

Evaluation & Approval

UNISEC-Global approves the application in cases where it meets the terms

Profile photo & Bio submission

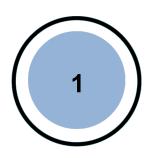
Submit the profile photo and biography with email address to UNISEC Global secretariat

Acknowledgment

[Become a UNISEC-Global Representative in your region as a POC]

http://www.unisec-global.org/pointofcontact.html





Point of Contact application form

	UNISEC-Global Office			
Application Date:		Country / Region:	c/o UNISEC	
Personal Informatio	n		1,000	Central Yayoi 2F, 2-3-2, Yayoi, Bunkyo, Tokyo 113-0032, Japan
Name :		Given name	Middle name	Tel: +81-3-5800-6645 Fax: +81-3-3868-2208 email: secretariat@unisec-global
Date of Birth:	Gende	er: Male	www.unisec-global.org	
Profession or occupation:				
Name and address of organ	nization to which	applicant belong	s:	
Zip-code:	Country		email:	
Work Phone:		Fax:		
Education				
Highest space engineering relevan	t education			
Collage/university name:			Department:	
Month and year of graduation	on: Month 🔻	/ Year	→ Degree:	
Profile Information				
Professional interest in spa	ce engineering:			
(Indicate at least three major areas	s of professional inte	rest in space enginee	ering, e.g. space education,	communication systems, deployable structure,
Native Language:		Do you particip	ate in previous UNISE	EC-Global activities: Yes No
How did you learn about UI	NISEC-Global?			
Space Engineering Activitie	s (write about yo	our current and fu	ture space engineerin	g activities in less than 200 words):
UNISEC-Global Expectation	n (write about yo	ur expectations f	rom UNISEC-Global i	n less than 200 words):



Local Chapter Application Process

Seek

POC seeks member universities (Conduct events or seminars, etc.)



Collect

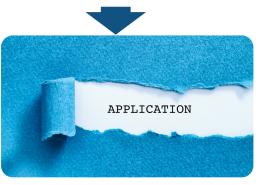
Collect member university information (in excel sheets) from two or more universities



Apply

Fill out the LC application form reflecting the collected information

Submit the application form to UNISEC - Global Secretariat



Send to: secretariat@unisec-global.org



Excel sheets for Member University information

	Applic	cation Form for Member University
		n form to Paint of Contact in your region. For your information, you can check Points of unisec-global org/paintofcontact.html//unction).
Application Date : DD/	MM/YYYY	
1. Basic Information		N.B. Please give full details about the name of university, department, and major.
University	Name	(in original language) (in English)
	Website Name	
Professor in Charge	Address	Category (Please choose the address category on the combo box) - Zip Code
-	Telephone	
	E-mail	
-	Name	Category (Please choose the address category on the combo box)
Student Representative	Address	Zip Cade
	Telephone	
<u>la 1</u>	E-mail	
3. Piease describe yo	our group's u	pcoming activities related satellites and rockets.
		pecialized fields or strengths. on for UNISEC Local Chapter or UNISEC-Global?
6. How can your grou	up contribute	to UNISEC Local Chapter or UNISEC-Global?

Local Chapter Application form

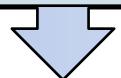
Appli	cation Forn	UNISEC GLOBAL		
Application Date:	0			UNISEC-Global Office c/o UNISEC
Name and Co	ontacts			Central Yayoi 2F, 2-3-2, Yayoi,
Name of Local Ch	apter: UNISEC -	Bunkyo, Tokyo 113-0032, Japan Tel: +81-3-5800-6645 Fax: +81-3-3868-2208 email: secretariat@unisec-global.org www.unisec-global.org		
Existing or Expect	ed URL			
Point of Contact	No. of Contract of			
Name	Surname	Given name	Middle name	
Profession or occu	pation			
Name and addres	s of organization t	o which POC belong:	5	
Zip-code	Co	ountry	email	
Work Phone		Fax		
Student Represe				
Name	Surname	Given name	Middle name	
Name and addres	s of organization t	o which student belor	ngs	
Zip-code	Co	ountry	email	
Work Phone:		Fax:		
Member Univ	ersities / Inst	itutes		
Number of Membe	r Universities 1			
University				
	Surname	Given name	Middle name	
POC	20000		email	
Student Representative	Sumame	Giren name	Middle name email	
			nd Possible Contributi	



Approval and Acknowledgement

Evaluation & Approval

UNISEC-Global approves the application in case it meets the terms



Local Chapter logo & Website creation

LC submits a logo and website(Facebook) URL to UNISEC Global secretariat



Acknowledgment of LC Acceptance

[Valid for two years]

http://www.unisec-global.org/localchapters.html





Maintaining a Local Chapter | Post-Acknowledgment

Point Of Contact

POC maintains effective communication between a local chapter and UNISEC Global secretariat

[POC is not necessarily the head or the chairperson of the Local Chapter]

Reporting and Updating

 LC should report their activities annually and provide an updated members' list to the UNISEC-Global Secretariat

Local Chapter activities

 LCs shall independently run space related activities and independently raise funds to run their activities

❖ Participation in UNISEC-Global Meeting

• LCs should **attend** a Virtual UNISEC Global meeting in order to learn from other local chapters, or host Virtual UNISEC Global meeting in order to share their activities with other local chapters.

❖ Local Chapter Empowerment Program

 There are several UNISEC Global programs, initiatives, events and training for empowering local chapters. Local chapters are encouraged to join.

Join us!



UNISEC-Global Secretariat

Central Yayoi 2F, 2-3-2 Yayoi, Bunkyo-ku,

Tokyo 113-0032, Japan

TEL: +81-3-5800-6645

Email: secretariat@unisec-global.org

www.unisec-global.org

