

# Instruction to use the template

Please put logo of your Local Chapter into the slide master.

- This template is to help you explore possibilities to organize UNISEC events in your region/country.
- Please describe your plan to organize the following events.
- Use TBD/TBA if you are not sure yet.
  - Nano-satellite Symposium
  - Mission Idea Contest or Pre-Workshop for Mission Idea Contest
  - UNISEC-Global Meeting
- Delete this page when you make a presentation at the 38<sup>th</sup> Virtual UNISEC-Global Meeting, on October 21, 2023. You will have 10 minutes including Q&A.
- If you wish to present but cannot attend the 38<sup>th</sup> UNISEC-Global Meeting, please contact UNISEC-Global secretariat and send a pre-recorded video (Up to 5 minutes).
- Get audience's interests and support.

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# Proposal for Hosting Nano-satellite Symposium, Mission Idea Contest, and UNISEC-Global Meeting

October 21, 2023

Presenter's name

Name of Local Chapter

# Contents

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- When
- Where
- Who
- Why
- What
- How
- How many, How much

# When

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- Which month? (usually sometime Oct-Dec, but changeable)
- Milestone
  - When will you start preparation?
  - Until when, will you do what? (how many months before the event)

# Where

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- Which city? (map would be helpful)
- Which place? (photos would be helpful)
  - A hall for plenary
  - Several small rooms (with projectors and screen)
  - Laboratory (university) tour
  - Lunch place
  - Party place
  - Gala dinner
  - Excursion (optional)
  - Accommodation (hotel, dormitory, etc.)

# Who

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- Local Organizing Committee (who are involved in?)
- Local Sponsors
- Conference staff (trained students?)
  - Registration, Badge distribution, VIP guide (registration desk)
  - Approach guide (entrance, etc)
  - Stand/exhibition setup and break timekeeper (exhibition area)
  - Presentation support, microphone runner, presentation file collection,
  - preparation for WEB, photos and SNS upload
- Issuer of an invitation letter (for visa application)

# Why

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- Describe why it is beneficial to organize the UNISEC events
  - For your organization
  - For your country/region
  - For UNISEC community
  - For the world

# What

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- What events will you organize?
  - Nano-satellite symposium
  - Mission Idea Contest
  - UNISEC-Global Meeting
- Side events?
- Training session before/after?
- Other attractive plan?



# How

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- The conference expenses will be covered by what?
  - Registration fees
  - Exhibition (sponsor) fees
  - Government support
  - Donation
  - Other resources
- The conference preparation and operation will be initiated by whom (or which organization)?

# How many, How much

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- How many participants do you expect?
  - International participants
  - local participants
- How much expenses do you expect to organize the events?
  - Conference hall, rooms
  - Meals, tea/coffee
  - Conference Staff
  - Transportation
  - Web creation and operation
  - Conference kits (bag, program, etc)
- How much expenses should participants expect to attend the events?
  - Accommodation
  - Transportation (from the airport, from hotel to the venue)
  - Daily expenses
  - Registration fees
  - (Airfare)

# Others (optional)

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- Possibility to collaborate with other conferences/events
- Attraction in your region
- Your desire and interest – special topics?
- Obstacles? Difficulties? Worries? – Solutions