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Call for Posters

ICOM-ASPAC Conference in Tokyo 2009/09/18

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We are happy to announce that we call for posters of Introduction of Museums to further enhance the richness in content and representativity of ASPAC members for ICOM-ASPAC Conference in Tokyo 2009. Throughout the three days of the conference (December 7th to the 9th), submitted posters will be exhibited along with posters regarding session themes.

For those who wish to contribute a poster, please refer to the below.

Application for session posters is already closed and we do not accept any more submission except for those of previously confirmed.

1. Submission Requirement

    (1) Qualification

    In principle, poster contributors who reside in Japan need to be also a participant to the conference. (For those who reside outside Japan, it is not mandatory to participate in the conference but can simply send a poster)

    (2) Numbers

    One submission per person or a group

    (3) Content

    Mission, Overview, Exhibition, Programmes, and other special/particular points etc about the museum of which the applicant belongs to.

    (Attachments of (a) photo(s) and/or any visual aids are strongly encouraged.)

    Poster which aims to simply introduce a floor map and/or general gallery information must be consulted with us.

    (4) Poster Size

    A poster needs to fit into a panel size of H1830mm×W1220mm.

    When displayed, a poster will be stuck on a panel with thumbtacks on four corners. No other materials, such as adhesive tapes will be acceptable.

2. Submission Procedure

    ➢ Everyone must apply (send format to <museumintrofuction@kahaku.go.jp>) and receive identification number. Last day of application is October 31st and identification numbers will be notified by November 16th.

    Any posters that did not receive an identification number will not be exhibited.

    Depending on the number, we may not be able to accept all applications. We may close the application before the due date if the application reaches to its limit.

    ➢ There are two different ways for a poster submission that are to 1) send us the data (PDF file) by designated date or 2) bring it on the first day of the conference.

    1) Sending the poster data

As long as the poster satisfies aforementioned points, we will print it out with below listed conditions and put it up on a panel.

Print out Size: H1190mm×W840mm
Page: 1
Format: PDF (no larger than 3MB)
Quality: Both Black-and-White and Multiple colors are available
Sending method: Name it [Poster_XXXX (your name in capital letters).pdf] and send it to museumintroduction@kahaku.go.jp.
Deadline: Saturday, October 31st 2009

· Layout, Font and Color etc might get slightly changed or modified when printing out.
· No modification of contents is possible after November 1st.
· Secretariat office may contact the applicant for any necessary inquiry with regard to design and the contents.

2) Brining the poster with you
Any poster contributors except for those who sent their data before Oct 31st are to bring their posters and put it up on a panel that bears the same identification number by themselves on the first day of the conference.

3. Display and Removal
   (1) Contributors of Procedure 2-1)
       · Secretariat office will print out and display on his/her behalf on the day before the first day of the conference.
   (2) Contributors of Procedure 2-2)
       · Display date: Monday, December 7th. Register in at reception desk and receive thumbtacks. Then put the posters up on a panel in poster exhibition room.
       · Method: Find a panel with your identification number and put the poster by using thumbtacks only.
   (3) Everyone
       · Removal: Removal of posters must be done by each contributor after the conference closure on Wednesday, December 9th
       · Poster exhibition room is a public space inside the museum and there is no free space for anyone to use it in order to produce a poster.