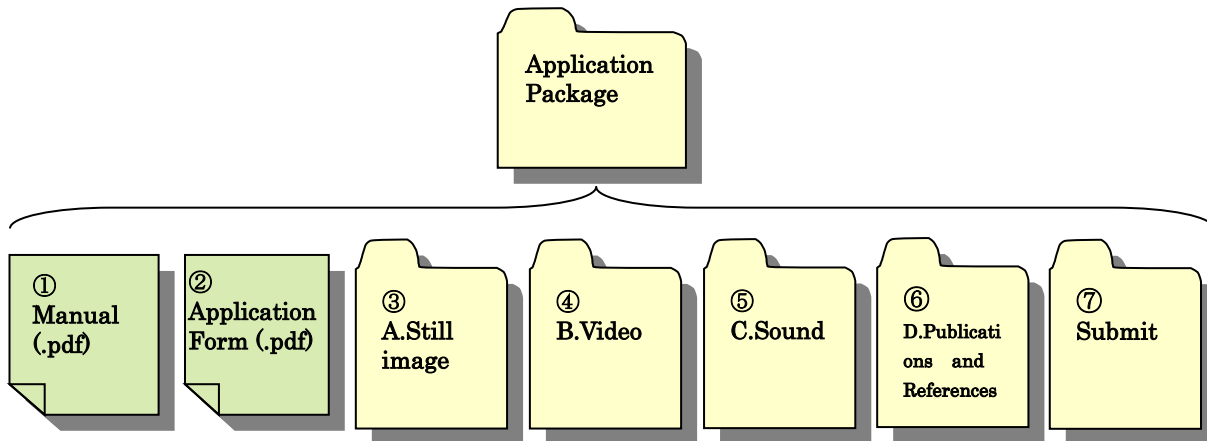


## How to make your application

- Structure of the Application Package



### 1. How to fill in the Application Form

- Please fill in ②Application Form(.pdf).
- Please make sure to use the software “Adobe Reader” when you fill in the application.  
\* For Mac users: Please do not use the software “Preview” to fill in the application, otherwise the data will not be displayed properly.
- Read through ①Manual(.pdf) carefully and fill in the form.
- Please make sure to rename the file with your name and save it in ⑦Submit folder.  
e.g.) Applicationform.pdf → Taro Tokyo.pdf

### 2. Important notes on saving support materials

- Please submit works which are related to your artistic activities or activity plans stated in 15. Artist Statement, Purpose of your residency and Activity Plan.
- Please save works listed in 16.List of works in the Application Form only.
- The file names must be alphanumeric only, and it should include the number and the title of the work listed in 16.List of works.

e.g.) 1.Tokyo Scenery Painting.jpg

#### A. Still image (Save in ③A.Still image folder.)

- Please submit 5 or less images in total.
- All files must be submitted in .jpeg file format, no larger than 1MB in size.
- Please indicate the city name and the exhibition title in Description if the image is installation view.



**B. Video (Save in ④B. Video folder.)**

- All files must be submitted in .mov, .mp4, or .wmv format.
- Each file must be within 5 minutes.
- If the videos are online (on Youtube or Vimeo, for example), you may just put those links.
- Please indicate the timing of the part of the video that are particularly important.
- Please describe how you are associated with the video in Description.  
e.g.) Director, Artistic Director, Performer, Dancer, Music, etc. If you perform in it, please describe how to identify you.

**C. Sound (Save in ⑤C. Sound folder.)**

- All files must be submitted in .wma, .wav, .acc, .aiff, or .mp3 format.
- Each file must be edited between 30 seconds and 2 minutes.
- If the sounds are online (on Youtube or Soundcloud, for example), you may just put those links.
- Please indicate the timing of the part of the video that are particularly important.
- Please describe how you are associated with the sound in Description.  
e.g.) Composer, Performer, Singer, etc.

**D. Publications and References (Save in ⑥D. Publications and References folder.)**

- All files must include a copyright page with publication data and pages proving your activities, authors and articles.
- Each file must be submitted in .pdf or .jpeg format.  
\*Please do not submit your academic dissertation.

**Letters of recommendation(Save in ⑦Submit folder.)**

- Please prepare two different referees from professionals specialized in the fields of art and culture. (Letters must be with signatures by those referees.)  
e.g.) Curator, Art critic, Professor of art university, Director of cultural institution
- Please scan the letters and submit in .pdf format.



● **How to apply**

1. Please make sure that ②Application Form(.pdf) and two PDF letters of recommendation are stored in ⑦Submit folder. Please compress ⑦Submit folder to the ZIP format and email them below.

【Email】 apply\_residency2020@tokyoartsandspace.jp

2. TOKAS will send you a confirmation and inform you of URL to upload support materials.
3. Please upload your Still image, Video, Sound and Publications/ References.

<Uploading process>

- (1) Delete unnecessary files and folders

- ①Manual (.pdf)
- ⑦Submit folder
- Any empty folders

- (2) Change the title of Application Package and compress it

Please rename the title of Application Package with your name and compress it to the ZIP format.

e.g.) Application Package→TaroTokyo

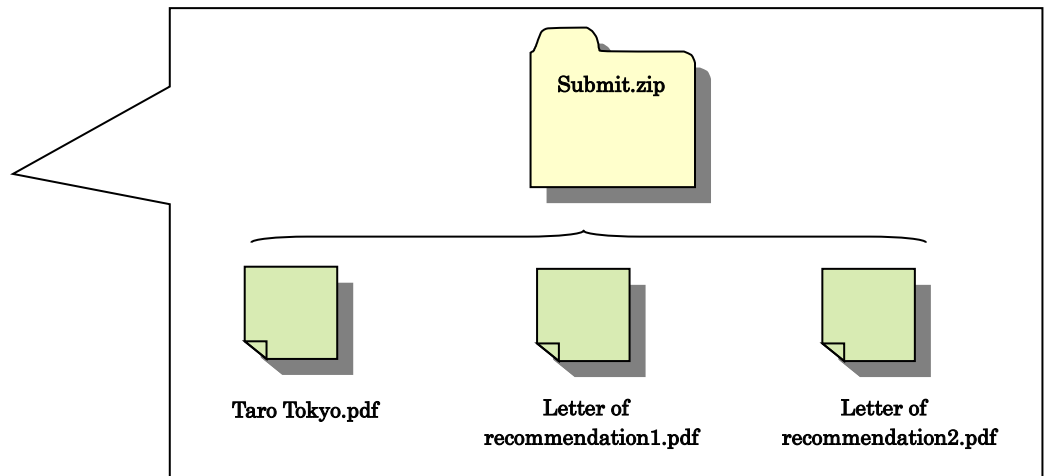
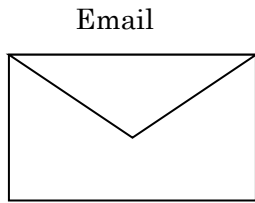
\* If the folder is bigger than 10 GB, please contact the following Email address.

【Email】 contact\_residency2019@tokyoartsandspace.jp

- (3) Upload a folder



1. Apply by email



2. Receive an email from TOKAS with URL to upload support materials

3. Upload a folder

