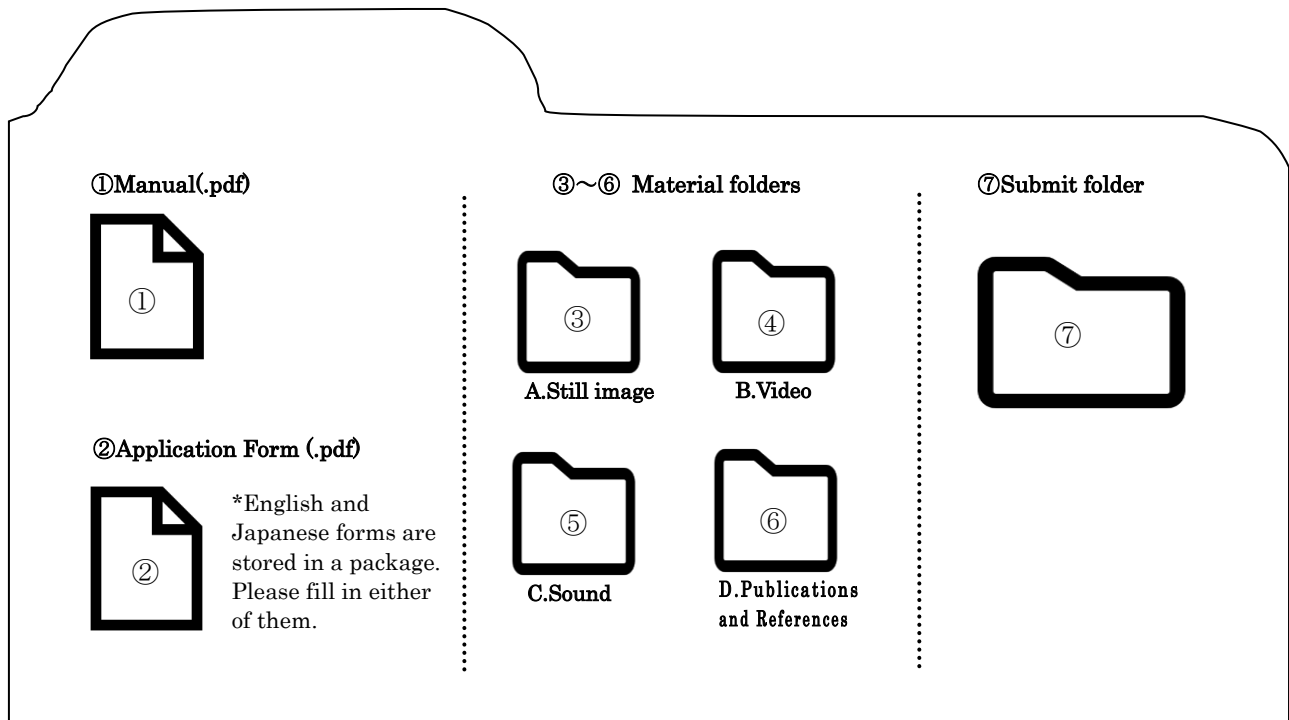


## How to make your Application

### ● Structure of the Application Package



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

- Please make sure to use “Adobe Reader” when you fill in the application.
- \*For Mac users: Please DO NOT use “Preview” to fill in the application, as the data will not be displayed properly.
- Read through this ①Manual(.pdf) carefully.

### 2. Important notes on saving support materials

- Please save the data of your 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 name 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

16) List of Works

A. Still image (List up to 5 artworks and sort out based on your priorities)

Title	Tokyo Scenery Painting		
Year/Size/Material			
Exhibition Name/Venue			
Type of Image	<input type="radio"/> Image of Work	<input type="radio"/> Installation View	<input type="radio"/> Reference (
Description: concept & explanation of work/project			
Title			
Year/Size/Material			
Exhibition Name/Venue			
Type of Image	<input type="radio"/> Image of Work	<input type="radio"/> Installation View	<input type="radio"/> Reference (

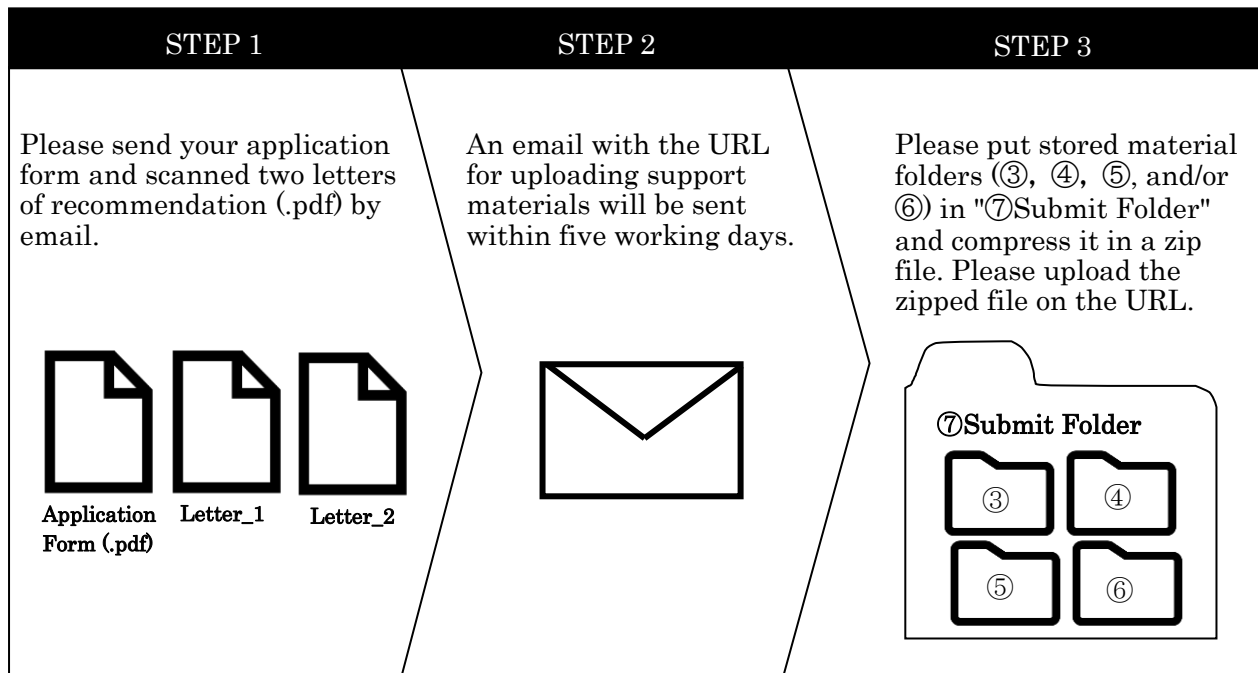


## ○Saving method

Type of materials	Folder	Max number of files	Data format	Duration of work	Note
Still Image	③A. Still image	5	.jpeg	—	Each file should be less than 1MB in size.
Video	④B. Video	3	.mov, .mp4, .wmv	Within 5 minutes	Indicate the timing of particularly important parts in each video. Please describe how you are associated with the video. e.g. Director, Artistic Director, Performer
Sound	⑤C. Sound	3	.wma, .wav, .acc, .aiff, .mp3	Between 30 seconds and 2 minutes	Indicate the timing of particularly important parts in each sound. Please describe how you are associated with the sound. e.g. Composer, Performer, Narrator
Others	⑥D. Publications and References	3	.pdf, .jpeg	—	Include a scanned copyright page with publication data and pages proving your activities, authorships and articles. Academic dissertations are not acceptable.

\*If Videos/ Sounds are online (e.g. Youtube, Vimeo, Soundcloud), you may put those links on the application form instead of submitting files.

### ●Application Procedure



Email Address for application : [apply\\_residency2021@tokyoartsandspace.jp](mailto:apply_residency2021@tokyoartsandspace.jp)

\*You will receive an automatic reply once you send your application. Please note that this automatic reply is sent once only to each email address even if you email to us several times.

\*After uploading materials, a confirmation mail will be sent by 15th July.

### ●Please check the following before sending your application form.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Rename the file of the Application Form to your name.<br/>e.g.) Application form.pdf → Taro Tokyo.pdf</li> <li>• Rename the ⑦Submit Folder to your name.</li> <li>• If the ⑦Submit Folder is larger than 10GB, please email to the following address:<br/>Email Address: <a href="mailto:contact_residency2020@tokyoartsandspace.jp">contact_residency2020@tokyoartsandspace.jp</a></li> </ul> | <div style="text-align: right; margin-bottom: 10px;">Check</div> <div style="display: flex; justify-content: flex-end; align-items: center;"> <input type="checkbox"/> </div> <div style="display: flex; justify-content: flex-end; align-items: center;"> <input type="checkbox"/> </div> <div style="display: flex; justify-content: flex-end; align-items: center;"> <input type="checkbox"/> </div> |
|---|---|