Tokyo Arts and Space

Application Manual : How to make your Application

●**Structure of the Application Package**

① **Manual (.pdf)**

①

④~⑥ **Project folders**

Project 1 ④

②**Application Form_1 [Personal Information] (.pdf)**

③**Application Form_2 [CV and Motivation] (.pdf)**

②

③

Project 2 ⑤

Project 3 ⑥
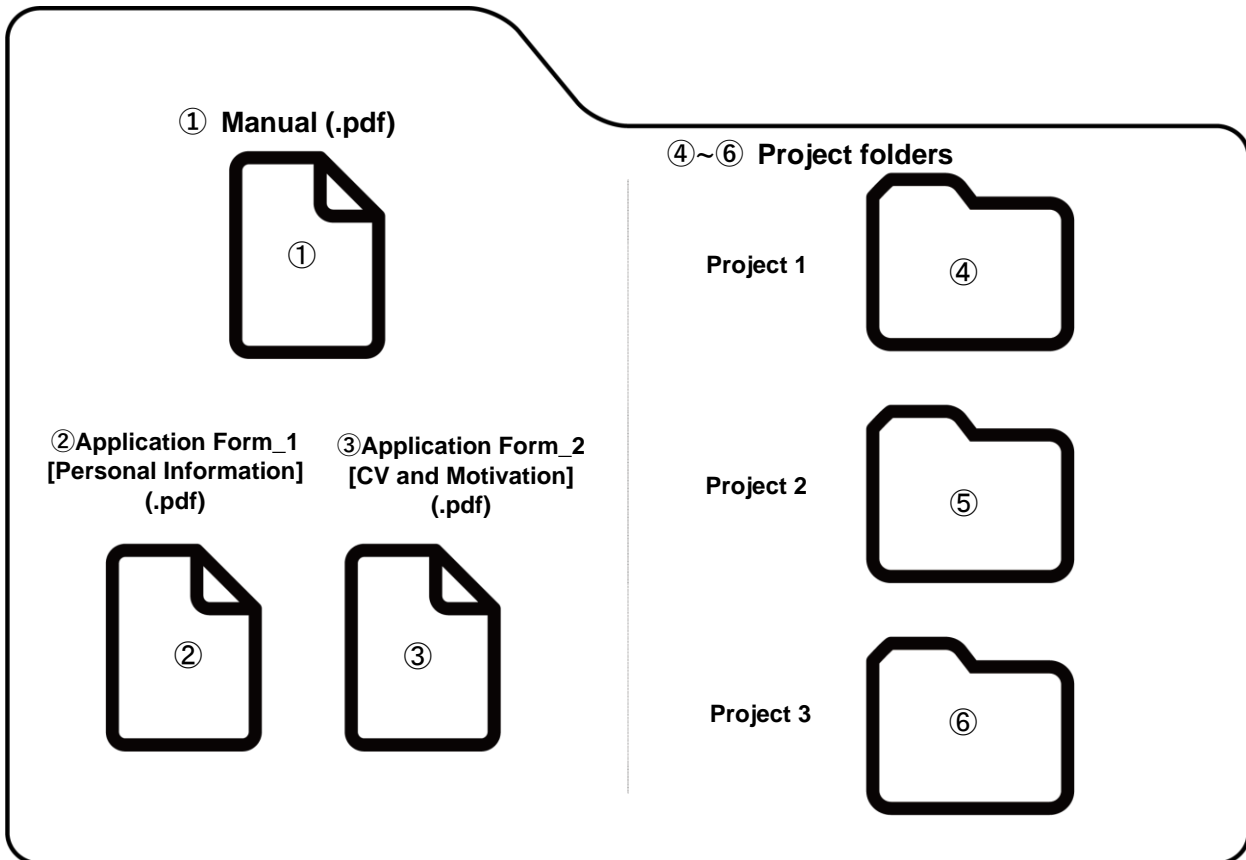
1. How to fill in the Application Forms

・ Please make sure to use **"Adobe Reader"** when you fill in the application.
*For Mac users: Please DO NOT use "Preview" as the data will not be displayed properly.

・ Read through this ①Manual(.pdf) carefully.

・ Regarding 12.Past Projects, please mention one to three of your past projects with description and at least one support material (see p.2 for details).

・ After filling in the Application Form, rename the files to your name, and keep the number 1 or 2.
(e.g; ICR_Theme_ApplicationForm1_Personal_Information → TaroTokyo_1.pdf
ICR_Theme_ApplicationForm2_CVmotivation → TaroTokyo_2.pdf)

2. Important notes on saving support materials

・ Please submit the data of your projects which are related to your curatorial activities or activity plans stated in 11. Artistic Statement, Purpose of your residency and Activity Plan.
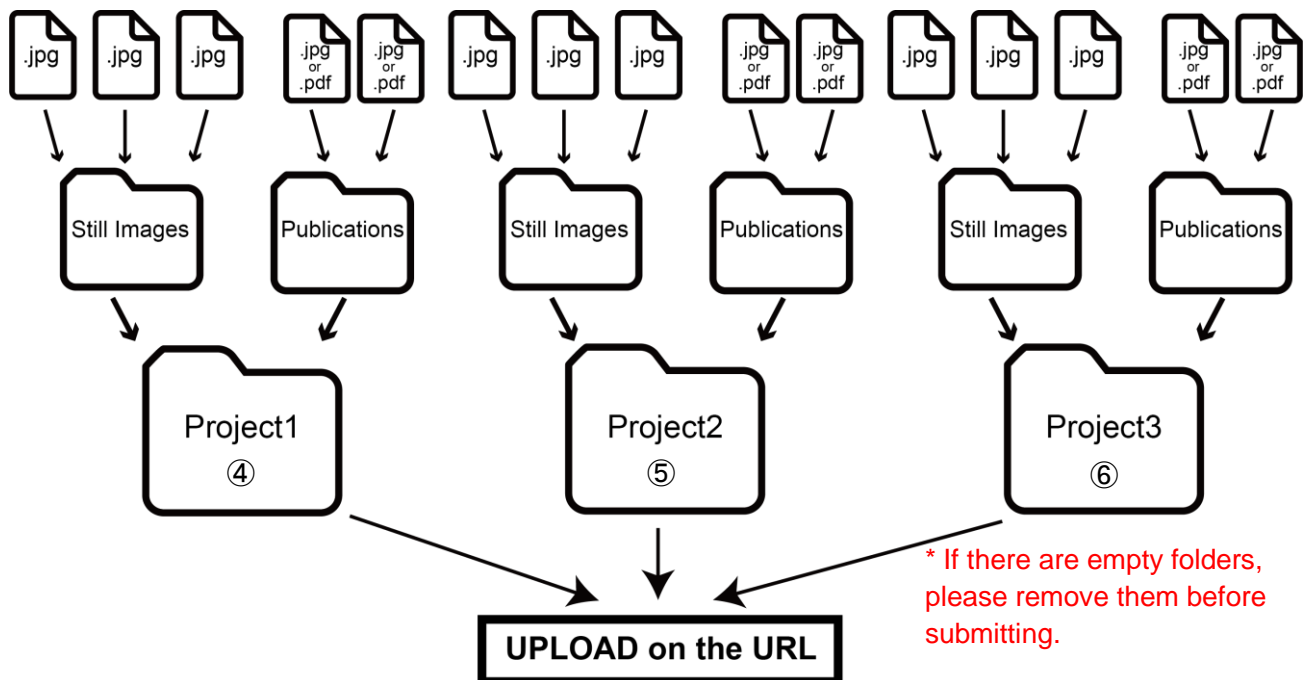
●Support Materials per Project
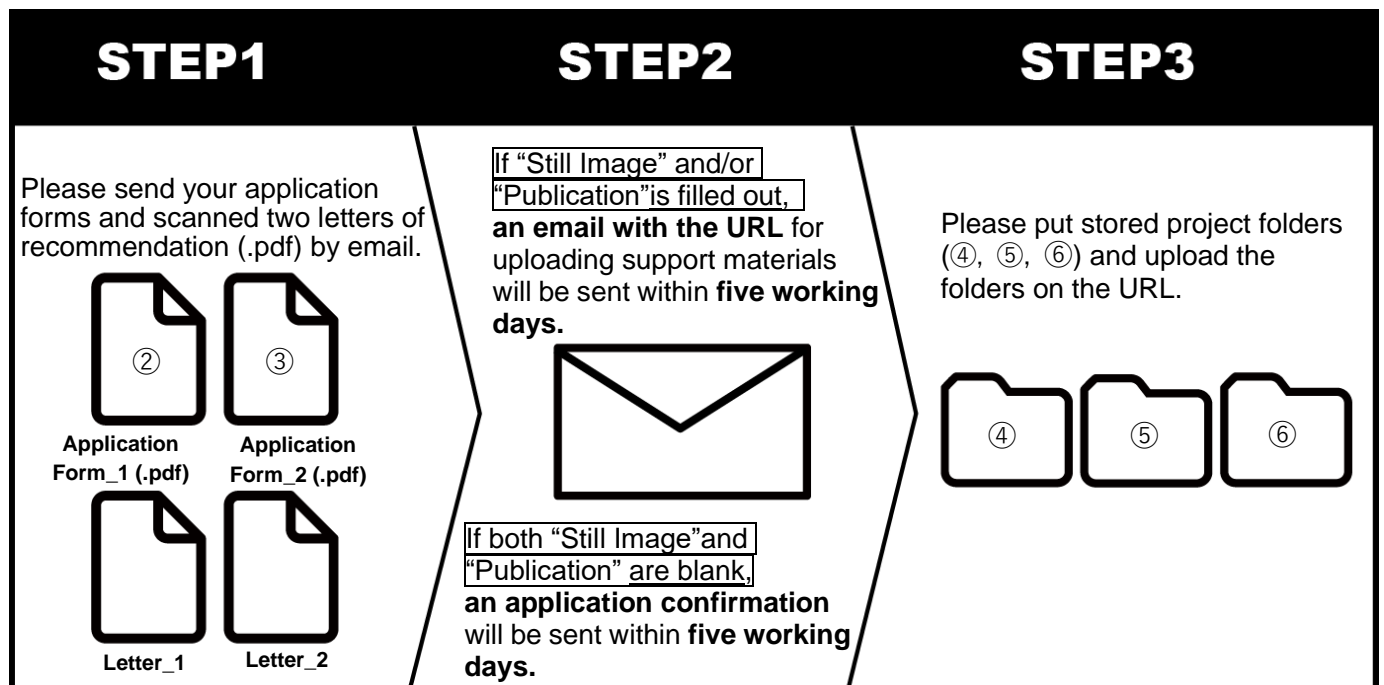
*You can include maximum **3 Projects**

Type of Materials	Submission Format	Max number of files	Data Format	Note
Still Image	Project Folder	3	**.jpeg**	・ The size of each file must be no larger than **1MB**. ・ Please save data of the still images listed in 12).Past Projects in the Application Form. The file name must be alphanumeric without diacritics, and it should include the number and the project titles listed in 12).Past Projects. e.g.)　1.Tokyo Scenery Painting.jpg
Video	URL on the Application Form*	1	online*	・ Please make sure that the links of your Videos/Sounds are valid at least **until September 30th, 2022** ・Please note the password of your link on the Application Form, if the link is private. ・Please indicate the highlight time in each video. ・Please describe how you are associated with the videos. (e.g. Director, Artistic Director, Curator, Performer)
Sound	URL on the Application Form*	1	online*	・Please make sure that the links of your Videos/Sounds are valid at least **until September 30th, 2022.** ・Please note the password of your link on the Application Form, if the link is private. ・Please indicate the highlight time in each sound. ・ Please describe how you are associated with the videos/sounds. (e.g. Director, Artistic Director, Curator Performer)
Publication	Project Folder and/or URL on the Application Form*	2	**.pdf, .jpeg** online	・Please save the data of publication in PDF or JPEG listed in 12).Past Projects in the Application Form only. The file name must be alphanumeric without diacritics, and it should include the number and the project titles listed in 12).Past Projects. ・ If it is published online, please write down its URL on the Application Form. ・ Please include a scanned copyright page with publication data or URL of online articles. ・ Academic dissertations are not acceptable.

* Please indicate URL of your Videos/Sounds on the Application Form. If your files are not online, please upload the files on video/sound sharing sites (e.g. YouTube, Vimeo, SoundCloud).

●**How to organize Submit folder**

* If there are empty folders, please remove them before submitting.

3. Application Procedure

STEP1

Please send your application forms and scanned two letters of recommendation (.pdf) by email.

②
Application Form_1 (.pdf)

③
Application Form_2 (.pdf)

Letter_1   **Letter_2**

STEP2

If "Still Image" and/or "Publication" is filled out, **an email with the URL** for uploading support materials will be sent within **five working days.**

If both "Still Image" and "Publication" are blank, **an application confirmation** will be sent within **five working days.**

STEP3

Please put stored project folders (④, ⑤, ⑥) and upload the folders on the URL.

④   ⑤   ⑥

Email Address for application : apply_residency2023@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 **12th August.**

*Please check the following before sending your application form.

・Rename the file of the Application Form to your name.　　　　　　　　Check

　　e.g.) ICR_Theme_ApplicationForm1_Personal_Information　→　TaroTokyo_1.pdf

　　　　　ICR_Theme_ApplicationForm2_CVmotivation　　　　→　TaroTokyo_2.pdf　　☐

・Remove empty folders in Projects folders.　　　　　　　　　　　　　　　　☐

Inquiry about application: contact_residency2022@tokyoartsandspace.jp