

## **Guidelines for application for accreditation of events commemorating the 60th Anniversary of the Establishment of Diplomatic Relations between Japan and Sri Lanka**

### **1. Criteria for accreditation**

- (1) In principle, the event should be held during the period from January 1, 2012 to December 31, 2012, in Sri Lanka.
- (2) The event should be considered to contribute to promotion of exchanges between Japan and Sri Lanka in various fields (culture, art, intellectual and academic exchange, tourism, education, sports and the like), deepening mutual understanding and strengthening the friendship between the two countries.
- (3) The contents and objectives of the event should be clear and feasible.
- (4) The event should not intend to promote particular principles, opinions or religious beliefs and it should not cause any harm to public order and public morals.
- (5) The organizer of the event should bear all the costs of the event.

### **2. Benefits of accreditation**

- (1) The organizer of the event can use **the title**, "Event Commemorating the 60th Anniversary of the Establishment of Diplomatic Relations between Japan and Sri Lanka" **and the official logo** for publicity materials (e.g. posters, flyers, websites, signboard, banner) according to the guidelines prescribed separately.
- (2) Accredited events will be listed on the "[event calendar](#)" of the Embassy's official website as one of the events commemorating the 60th Anniversary.
- (3) Events which were evaluated as highly effective will be offered a letter of appreciation in the name of the Organizing Committee Chair.

### **3. Application procedures**

The following documents are required to be submitted through email ([Cultujpn@co.mofa.go.jp](mailto:Cultujpn@co.mofa.go.jp)) to the Japanese Embassy. In the case that the submission through email is difficult, the

submission through postal mailing is also acceptable:

(a) Application form

» The required field must be filled electronically.

(b) Written pledge

» The field highlighted in Yellow must be filled electronically.

**Notes:**

1. The event should be accredited by the Organizing Committee *ex ante*.
2. Documents submitted by the applicants will not be returned. It is, therefore, advised that photocopies of the same be retained by the applicants beforehand, for their records.
3. It usually takes about 1 month for the selection process to be completed. The Organizing Committee will not answer any enquiries with regard to the process of selection.
4. After the accreditation is made, all responsibilities related to the implementation of the events will be borne by the organizers of the events. Neither the Organizing Committee nor the Secretariat will in any way be responsible for the consequences of the event.
5. In the case of any change in the plans of the event, such change is required to be officially communicated in writing to the Japanese Embassy at the earliest.
6. After the accreditation has been made, if it is discovered later that the content of the event does not match with the conditions of accreditation, in such a case the accreditation is liable to be cancelled by the Organizing Committee.
7. A written report is required to be submitted to the Organizing Committee after the completion of the event, explaining the event's content and result.
8. Grant of accreditation by the Organizing Committee does not construe any kind of financial assistance/support to the event, which would be the entire responsibility of the event organizers.