**Procedure for official recognition of the**

**‘Events commemorating the 20th Anniversary of**

**the Diplomatic Relations between Japan and Georgia’**

**1. General guidelines**

Based on the application, any event which meet all the following conditions can be recognized as the ‘Event commemorating the 20th Anniversary of the Diplomatic Relation between Japan and Georgia’.

1. The respective cultural event (including scientific and academic exchange) which will be held either in Japan and/or Georgia during the period from January 1 to December 31, 2012. It can also be recognized as such event even if it starts before 2012 or continues into 2013
2. Any event whose purpose is to facilitate the following:

- promotion of mutual understanding between the two countries (e.g. youth exchange, tourism);

- strengthening and further development of the bilateral relations (e.g. cultural activity);

- strengthening and further development of the bilateral cooperation (e.g. science and technology, economic cooperation, etc.)

1. Any relevant event which would not pursue the promotion of any certain doctrine, interest/position or religion, nor violate public order, and the main purpose of which would not be profit-making.
2. Any relevant events fully financed/sponsored by the organizers.

The organizer of such an event that has already been recognized as the ‘Event commemorating the 20th Anniversary of the Diplomatic Relation between Japan and Georgia’ is requested to promptly report to the Embassy (in Japan or in Georgia respectively) in case of any major change in the content of the event.

**2. Privileges of the Event’s Recognition**

1. For the recognized event it will be allowed to use the Title of the ‘Event commemorating the 20th Anniversary of the Diplomatic Relations between Japan and Georgia’ as well as the official Logo-mark of the Anniversary in respective PR materials - poster, brochure, web-site, billboard, banner, etc.
2. The recognized event will be registered in the Official Calendar of the ‘Events commemorating the 20th Anniversary of the Diplomatic Relations between Japan and Georgia’.

**3. How to get an approval**

1. Required documents for submission:

- Application Form;

- Details of the event (outline/description of the event, associated profit and expenses);

- Information on the organizer (outline/description and statute of the organization, past activities).

1. Deadline for the application submission:

The application together with the above-mentioned documents should be submitted to the following address 1 (one) month prior to the planned event’s date.

***For the event to be held in Japan:***

Embassy of Georgia in Japan

Address: Residence Viscountess #220

1-11-36, Akasaka, Minato-ku, Tokyo, 107-0052, Japan

Tel: (+81-3) 5575-6091

Fax: (+81-3) 5575-9133

***For the event to be held in Georgia:***

Embassy of Japan in Georgia

Address: 7D, Krtsanisi Street, Tbilisi, 0114, Georgia

Tel: (+995-32) 275-2111

Fax: (+995-32) 275-2112

**4. Procedure for the approval**

1. The Embassy which will receive such an application (Japanese Embassy in Georgia or Georgian Embassy in Japan), will review the application based on the General Guidelines described in p.1 above. If necessary, the Embassy would consult with the Government of the other country.
2. The Embassy, after such review, will report the result to the applicant in a written form. For the approved event the Embassy would also send the electronic data of the Logo-mark to the applicant and publish the outline of such event on the Embassy`s website.

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