

UNU policy on sponsorship and rental charges
for conferences in the Tokyo Headquarters
(Effective as of 3 September 2009,)

UNU's denomination	Japanese equivalent	UNU's coverage of facility costs	UNU's role
Sole organizer	主催 (shusai)	All costs	As the sole organizer, UNU assumes all responsibility for a meeting and related costs. If a financial benefactor is available, such costs may be charged to the benefactor.
Joint organizer or Co-organizer or Co-host	共催 (kyōsai)	All costs or half	In case UNU plays more than a half of substantive roles in the planning and organization of a meeting, covering all facility costs as a part of its contribution to the total budget of the meeting may be considered. Also, assistance to the use of conference facilities by its facilities management unit may be given, as necessary. UNU covers a half of the costs if the involvement of UNU is deemed to be less than a half in the planning and organization of a meeting.
Sponsor or Co-sponsor	協賛 (kyōsan)	Half or partial coverage	UNU plays a substantial but secondary role in the organization of a meeting and may contribute up to half rental costs subject to a magnitude of its involvement.
Support	後援 (kōen)	No coverage	This is essentially the nominal support of UNU for the cause and purpose of a meeting in which UNU has no specific role. Therefore, UNU may charge full facility costs.

N.B.

- It is requested that all external requests for UNU's "sponsorship" to be submitted in writing at the latest one month prior to the planned meeting concerned to the UNU, Office of the Rector (Attention to the Rector of UNU) either

by mail : 53-70, Jingumae 5-chome, Shibuya-ku, Tokyo, Japan 150-8925, Japan,

by Fax : 81-3 [or 03] - 3499-2828, or

by email : mbox@unu.edu,

for consideration and approval.

The event outline, including the agenda and other details of event, as well as purpose and reason for receiving UNU's sponsorship, shall be clearly stipulated in the requesting letter.

- ⁰⁰ Under co-organization or co-sponsorship, UNU makes a practice of charging security guard and cleaning fees separately and additionally to pay the sub-contractor for such charges.

- ⁰⁰ The roles of UNU, as indicated under the "UNU's Role" of above table, are subject to the UNU's internal guidelines.