

Rules for International Exchange Program (IEP) in HIP

Hiroshima International Center (HIC)

Request for using the HIP sports facilities (playground, gymnasium and tennis court) by non-residents can be accepted as to propose “**International Exchange Program (IEP)**”, which must be prepared as exchange activities with the trainees / residents in the HIP.

Only those who read and agree to the following rules will be permitted to use those facilities.

The following rules will apply to all activities for IEP from Feb. 1, 2011.

【General】

- (1) HIC will accept only programs which aim at exchanging with the trainees / residents in HIP. Any kind of regular practice or commercial tenancy will not be accepted. And personal use is impossible, every application can be accepted as a group activity.
- (2) All facility in HIP is public space. Be sure to keep the rules and manners to good use. All kind of users who did not keep them might be refused in further using.

【Procedures for application】

- (3) Non-residents of HIP, who intend the IEP, need to apply to the Information Center / Library, 2nd floor of HIP, with the following points;
 - (a) Deadline is 7 days advance of the scheduled date of IEP,
 - (b) Please prepare both “*Application Form for International Exchange Program (HIP)*” and 4 posters which inform to the HIP trainees (written with both English & Japanese, A4 size),
 - (c) Non-residents of HIP must submit;
 - ✓ by E-mail : hicinfo@hiroshima-ic.or.jp
 - ✓ by Fax : 082-421-5755
 - ✓ to the Library directly (Application over telephone is not acceptable)
- (4) Non-residents of HIP can apply only one proposal at each IEP. New proposal is required for at every use however their IEP is continual, and can be received after the former IEP has finished.
- (5) All IEP must not exceed 2 hours.
- (6) All IEP must not intervene and not be simultaneous with all training course.

Weekdays: after the end of training course (17:00 to 21:00)

Saturdays & Holidays: 2 hours on between 9:00 to 21:00
- (7) IEP (e.g. time / place) can be limited for other HIP trainee / resident’s use.
- (8) No program including IEP can precede every training course of the trainees / residents of HIP.

- (9) If non-residents of HIP need to cancel their IEP after sanction they must inform the HIP front desk of it by the appointed time (Tel. 082-421-5800, English is available).
New proposal can be refused if they canceled their program without notification for the front desk.
- (10) HIC cannot accept every kind of IEP when specific programs for the trainees / residents will be held.
The scheduled dates for these programs and events will be informed by our blog or Facebook.

【HIP Residents' participation】

- (11) IEP is based on the idea of participation of the trainees / residents of HIP. Receiving proposal by non-residents of HIP, HIC will advertise its participation at the front desk of HIP.
Only IEP for which the trainees / residents of HIP apply, by 2 days before the scheduled date, can be taken place. IEP will be cancelled in case for which no trainee / resident of HIP booked. HIC will notify non-residents of HIP of its result with E-mail by 2 days before.

【On the day of IEP】

- (12) Representatives / alternates of the non-residents' group need to manage all procedure on the day of IEP.
- (13) Representatives must come to the front desk or Information Center/Library (2F) and receive the "Sign-up sheet for the IEP of HIP" (2 kinds of **【for Visitors】**&**【for HIP Residents】**) before IEP will begin. After finished IEP they must submit those sheets to the front desk. Do not forget to check the participants from HIP.
- (14) All attendee must assent the whole rules of HIP including this "*Rules for the International Exchange Program (IEP)*".

Application Form for International Exchange Program (HIP)

y/m/d: 20 / / .

Name of Group			
Person in Charge		TEL	
Address		FAX	
		E-mail	

Name of Program		Total Number of Expected Participants (Number of HIP Participants)	Persons (Parsons)
Date / Time	(yy / mm / dd) 20 / / () : ~ :		
Place			
Objectives			
Content of Program (in detail)			
How to Gather	Date/Time/Place :		
	Transportation :		
Others			

(公財)ひろしま国際センター記入欄 (既・新) For Filling in by HIC Personnel:

部長	管理課長	研修課長	起案者	管理課・課員	
ポスターなどの掲示物について				管理課・課員	コピー配布チェック欄
<input type="checkbox"/> あり → <input type="checkbox"/> 掲示のみの申込 <input type="checkbox"/> なし				<input type="checkbox"/> 予約状況確認	<input type="checkbox"/> フロント <input type="checkbox"/> 管理課(施設担当)
HIC の対応内容, その他(他の館内行事予定の有無)					

※ 外部からの国交流事業: 決裁後, フロントと管理課(施設担当)にコピーを送付.

※ 在館研修員: 他の行事を確認, 受領後に決裁へ(コピーをフロントに).