

<Application Method>

Compile the following documents in A4 size file. Fill in the application form in English. Send it to TWS Aoyama Creator-in-Residence. Any application which fails the requirements stated below will not be accepted. Submitted items will not be returned.

<Instructions for application form and the materials>

1. Application form including the records of achievement of exhibitions, concerts, workshops or residences and employment history.
2. Two letters of recommendation with signature from either art related organization or professionals involved in the culture. (Letters should be in English)
3. Examples of Past works and Research

Provide the following items in either of the following format. Documents sent in other formats may not be viewed for the screening process. Do not include any original works. Submitted items will not be returned.

A. 10 still images of Artworks (For Fine arts, architecture, design)

*Provide 10 still images of previous artwork created in the last one or two years, as well as two or more photos depicting the creation process (including exhibition photos). Please also complete the "List of reference" with year, title, size and materials in order of the images.

*It should be printed out in A4 size. (Still images are not acceptable in CD-R format.)

B. Video/Sound materials 1 DVD/ 1 CD or CD-R (For Music and Performing Arts)**Video**

*Compile up to 3 works in 1 DVD per applicant. The videos should be edited within 5 minutes in length is permissible. Video is only accepted for artwork that cannot be fully represented in a still photo. Please also complete the "List of reference" with year, title and original time in order of the works. Attach 1 print-out image from each videos.

*If any language written or spoken appears in the video, please attach the summary in English or Japanese.

*Submitted DVDs that are unable to be viewed will also not be considered.

*Only region 2 DVDs (Japanese standard) in the NTSC format is accepted. DVDs saved in any other format, including VCDs will not be considered.

*Clearly write your name directly on the DVD using an oil-based pen.

Sound

*Include a variety of short excerpts that best represent your work from 30sec to 2min in duration to a maximum of 10 minutes. Material over 10 minutes will not be viewed for the selection process. Recorded sound source should be submitted in 1 CD-R or CD format. CD-ROMS are not accepted. Please also complete the "List of reference" with year, title and original time in order of the works.

*Submitted CDs that are unable to be viewed will also not be considered.

*Clearly write your name directly on the CD-R using an oil-based pen.

C. Thesis, Essay, Exhibition Catalog, etc. (for Researchers, Curators etc.)

*Include a copy of thesis papers or essays (English or Japanese) that have been published within the past two years and any catalogs from exhibitions that you have organized. Up to 3 lists will be accepted. Please also complete the "List of reference" with year, title and summary in order of the items.

*Fill in the title and your name on the first page as a cover sheet and staple or clip on the papers together. It should be paginated and the page number should be following numerator: the page number /denominator: the number of the total pages. Example of page number: 1/4, 2/4, 3/4, 4/4

<Outline of Residence Facilities>

1. Guest room(Area wide-single: 38.33 m², single: 24.92 m²)

All rooms have a bath & toilet, minimum furniture, electrical appliances and kitchen with eating utensils.

2. Tokyo Wonder Site provides following facilities as common use.

*Internet in guest rooms with their own computer using a LAN cable.

*Common Space

- Living room (with grand piano)

- Dining room (with kitchen facilities, i-Mac, printer, TV)

- Library

- Laundry space (washing machine and dryer)

Please check the website of Tokyo Wonder Site, TWS Aoyama information.

<Conditions of Residency>

1. Only the creator himself/herself is allowed to stay.

2. Tokyo Wonder Site will not provide any financial support.

3. The residence may use the accommodation facility at no cost. However, food expenses, production expenses and other everyday living expenses are the creator's own responsibility.

4. Other than guest rooms, Tokyo Wonder Site will not provide any studio space.

5. Tokyo Wonder Site does not conduct procedures concerning the application of visas for persons staying. However, a Letter of Approval to Stay will be issued upon request.

6. Tokyo Wonder Site shall not bear any responsibility in relation to any damage, accident or trouble caused by a person during their stay.

7. Creators staying in Japan are responsible for accident and health insurance on their own.

8. Creators are not to engage in any commercial activities during their stay in Japan.

9. As a general rule, creators are not permitted to temporarily leave Japan during their stay for the purpose of visiting their home country or any other country. Those wishing to take a day off where they will be away from the residence must submit a request to Tokyo Wonder Site 2 weeks before.

<Inquiries>

Email: residence2008@tokyo-ws.org

* We accept inquiries only by email

* We will not respond to individual inquiries regarding results or the selection process.

<Please send your application to Tokyo Wonder Site Aoyama Creator-in-Residence.>

Tokyo Wonder Site Aoyama Creator-in-Residence

COSMOS Aoyama SOUTH 3F 5-53-67 Jingumae, Shibuya-ku, Tokyo 150-00

TEL: +81-(0)3-5766-3732

URL: <http://www.tokyo-ws.org>

<Personal information>

We only use your personal information for contacting you on this program. We never use or share your personal information provided to us in ways unrelated to the ones described above also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

Tokyo Wonder Site Creator-in-Residence Application Form

1) Name

Prof. /Dr. /Mr. /Ms. /Other ()		
Alphabet	Family Name:	Given name, Middle name:
Chinese Character, if any	Family Name:	Given name, Middle name:

2) Nationality, Birth date

Nationality:	Permanent residency:
Date of birth: 19 / /	Age:

3) Contact Address

Contact information(Office or current address):	
Nearest Airport:	
TEL:	FAX:
E-mail:	

4) Occupation and Affiliation (Fill only 'Occupation' if you are working independently)

Occupation	Occupation:	
	Area of Expertise:	
Affiliated Institution/Department	Name:	
	Title/position:	
	Address:	
	TEL:	FAX:
	City:	Country:

5) Genre (Please check your genre.)

Fine Art (Artist / Curator) / Music / Performing Art / Architecture / Design / Other
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6) Language Proficiency

English	Excellent / Good / Fair / Poor / None
Japanese	Excellent / Good / Fair / Poor / None
Other	Excellent / Good / Fair / Poor / None (Language:)

7) Previous stay in Japan

Period, purpose, grants (if any)

8) Preferred dates of residency

1 st priority	Days total:	20 / / - 20 / / (year / month / day)
2 nd priority	Days total:	20 / / - 20 / / (year / month / day)
3 rd priority	Days total:	20 / / - 20 / / (year / month / day)

9) Educational Background List up to 3 higher education only(In order of recent accreditation)

Y	M	

10) Employment List up to 3 main affiliations(In order of recent employment)

Y	M	

11) Exhibition, Project, Workshop, Concert List up to 10 main activities(In order of recent activity)

Y	M	

12) Artist-in-Residence List up to 3 recent residence only (In order of recent residence)

Y	M	

13) Grant, Award, Publications List up to 3 recent projects only (In order of recent project)

Y	M	

14) Referee

Referee 1	Name:	
	Title/position:	
	Address:	
	City:	Country:
	TEL:	FAX:
	E-mail:	
Referee 2	Name:	
	Title/position:	
	Address:	
	City:	Country:
	TEL:	FAX:
	E-mail:	

***Recommendation letters are required to be submitted separately. Please include the recommendation letters with referee's signature in a sealed envelope.**

15) Purpose of stay

Outline the artwork, theatrical production, musical composition, or research theme that you intend to work on during your residency. (400 words)

16) Activity Plan (*No attachment accepted, write in the given space only)

Outline rough timetable and expected activities during your residency

17) Contribution of Tokyo Wonder Site

State your grounding reason why your activity should take place in Tokyo. (200 words)

18) List of Reference

Please select and enclose the listed items depending on your work.

*Do not include any original items.

*Submitted items will not be returned.

*Please see application details.

A. Artworks (For Fine arts, architecture, design)

List up to 10 artworks and enclose photo copies in A4 size file.

	Year	Title	Size	Material
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

B. Video/Sound materials (For Music and Performing Arts)

*Video

Compile up to 3 works in 1 DVD per applicants. The videos should be edited to within 5 minutes in length is permissible.

	Year	Title	Original time
1			
2			
3			

*Sound

Include a variety of short excerpts that best represent your work from 30sec to 2min in duration to a maximum of 10 minutes.

	Year	Title	Original time
1			
2			
3			
4			
5			

C. Thesis/Essay/Exhibition Catalogs (For Researchers and Curators)

List up to 3 items and enclose a copy of thesis papers or essays (English or Japanese) that have been published within the past two years any catalogs from exhibitions that you have organized.

	Year	Title	Summary
1			
2			
3			