**SPONSORSHIP APPLICATION**

**60th Conference of Directors General of Civil Aviation – APAC**

**28 July – 1 August 2025, SENDAI, MIYAGI, JAPAN**

If you wish to become a sponsor for the 60th DGCA Conference, please return pages 1-3.

**Contact Information:**

Secretariat for the 60th DGCA Conference – APAC

E-mail: [hqt-dgca60\_jcab@ki.mlit.go.jp](mailto:hqt-dgca60_jcab@ki.mlit.go.jp)

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Company Information** | | | |
| **Company Name** |  | | |
| **Contact Person** | Mr.  Ms.  Dr.  Others (     ) | | |
| **First Name** |  | **Last Name** |  |
| **Job Title** |  | | |
| **E-mail** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Sponsorship** | | | | |
| **Select** | **Item** | **Date** | **Cost in JPY** | **Remarks** |
|  | Lunch | Aug 1 | \2,500,000 (approx. USD 17,500) |  |
|  | Coffee/Tea Break | July 28 AM | \500,000 (approx. USD 3,500) |
|  | July 28 PM | \500,000 (approx. USD 3,500) |
|  | July 29 AM | \500,000 (approx. USD 3,500) |
|  | July 29 PM | \500,000 (approx. USD 3,500) |
|  | July 30 AM | \500,000 (approx. USD 3,500) |
|  | July 30 PM | \500,000 (approx. USD 3,500) |
|  | Aug 1 AM | \500,000 (approx. USD 3,500) |

※ The details of the provisions may be modified based on the mutual agreement between the Sponsor and the Secretariat.

**3. Benefits**

|  |  |  |
| --- | --- | --- |
| **Benefits** | **Lunch** | **Coffee/Tea**  **Break** |
| Company logo displayed on the official website | √ | √ |
| Introductory video (max. 2 min) and short presentation (max. 5 min) during the sponsoring dinner/lunch | √ |  |
| Looping promotional video (approx. 1~2 min) during break sessions | √ | √ |
| Sponsor’s company logo displayed inside the meeting room | √ | √ |
| Number of delegate passes provided | 5 | 2 |

**4. Invoicing and Payment**

Upon receipt of the duly completed application form, the Secretariat will review it, and

if there are no issues with the contents, an invoice will be sent to the Sponsor. The

invoice will include bank account details and full payment must be made within 14

days of receipt of the invoice. The sponsorship shall be deemed to have been

established upon confirmation of full payment by the Sponsor by the Secretariat.

* *Payment may be made either to the official conference agency designated by the Secretariat to support the organization of the 60th DGCA Conference via bank transfer or credit card.*

**5. Withdrawal Policy**

The authorized signatory of the applicant, may withdraw the sponsorship in accordance

with this provision. Withdrawal of sponsorship shall be effective only upon written notice

sent by e-mail to the Secretariat.

The withdrawal notice shall be deemed to have been given on the date it is received by the

Secretariat at [hqt-dgca60\_jcab@ki.mlit.go.jp](mailto:hqt-dgca60_jcab@ki.mlit.go.jp).

The Secretariat will provide written acknowledgment of any withdrawal notices received in good order. In the event of withdrawal, refunds shall apply as follows:

|  |  |
| --- | --- |
| If the withdrawal request is: | Refund |
| Received by July 5 | Full refund |
| Received from July 6 to July 19 | 50% refund |
| Received on or after July 20 | No refund |

**6. Terms and Conditions**

6-1. The person signing the below Acceptance represents and warrants that he or she is duly authorized to sign on behalf of the Sponsor and that the sponsorship shall be legally binding on the Sponsor.

6-2. All payments shall be made in Japanese Yen (JPY). If payment is not made by the due date indicated on the invoice, the Secretariat reserves the right, at its sole discretion, to cancel the sponsorship.

6-3. The rights and obligations of the Sponsor under this application shall not be assigned or

transferred without the express written consent of the Secretariat.

**7. Submission of the Application Form**

The eligibility of the Sponsor is subject to the approval of the Secretariat.

Sponsorship will be guaranteed upon receipt of the duly completed and signed

application form and full payment. Please send the signed application form in scanned or PDF format by e-mail to the following address: [hqt-dgca60\_jcab@ki.mlit.go.jp](mailto:hqt-dgca60_jcab@ki.mlit.go.jp).

**8. Acceptance**

The information provided in this Sponsorship Application is accurate.

I have read, understood, and agree to abide by the terms and conditions set forth in this

Application.

Name: Job Title:

Signature: Date: