



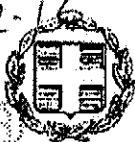


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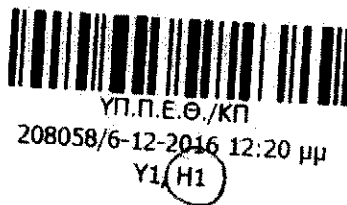
ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
Πρεσβεία της Ελλάδος  
Τόκυο

ΑΔΙΑΒΑΘΜΗΤΟ  
ΚΑΝΟΝΙΚΟ

Τόκυο, 6.12.2016  
Α.Π. Φ.400/26/ΑΣ 681

ΠΡΟΣ: Υπουργείο Παιδείας, Έρευνας και  
Θρησκευμάτων (Μέσω ΥΠΕΞ)  
-Γραφείο κ. Υπουργού  
-Γενική Δ/ση Ευρωπαϊκών και Διεθνών  
Εκπαιδευτικών Θεμάτων

ΚΟΙΝ.: ΥΠΕΞ  
- Α11, Ε1 Διευθύνσεις



**ΘΕΜΑ: European Higher Education Fair (EHEF)**

Η εδώ Αντιπροσωπεία της ΕΕ οργανώνει, με την υποστήριξη των ιαπωνικών Υπουργείων Εξωτερικών και Παιδείας, Πολιτισμού, Αθλητισμού, Επιστημών, Τεχνολογίας, την εν θέματι Έκθεση στα Πανεπιστήμια Meiji του Τόκυο (20.5.2017) και Doshisha του Κυότο (21.5.2017) με στόχο την προβολή στους Ιάπωνες σπουδαστές των ευκαιριών ανώτατης εκπαίδευσης στα κράτη-μέλη της ΕΕ καθώς και την δημιουργία ενός δικτύου μεταξύ ιαπωνικών και ευρωπαϊκών Ιδρυμάτων ανώτατης εκπαίδευσης.

Αποστέλλουμε σχετικό ενημερωτικό υλικό επισημαίνοντας ότι α) στην αντίστοιχη Έκθεση του 2016 συμμετείχαν περίπου 60 Πανεπιστήμια από 15 κράτη-μέλη της ΕΕ και β) η προθεσμία συμμετοχής λήγει στις 31.1.2017.

Ο Πρέσβυς  
  
Λουκάς Καρατσώλης  
Πληρεξούσιος Υπουργός Β'

Συνημ. Σελ.:8

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**EUROPEAN UNION**  
Delegation to Japan

Press, Public & Cultural Affairs

Ref. Ares(2016)0373478 - 20/11/2016

Tokyo, 29 November 2016  
DELJPN PPCA/JA/RK

**European Higher Education Fair 2017 Japan (EHEF 2017)**

**Study and Research in Europe: Quality-Diversity-Opportunity**

It is with great pleasure that the Delegation of the European Union to Japan, along with our co-organisers, the Directorate-General for Education and Culture (European Commission), Campus France, the German Academic Exchange Service (DAAD), and Meiji University, announce the holding of the European Higher Education Fair 2017 Japan (EHEF 2017). This is the sixth EHEF, following on from highly successful events held annually since 2012. The 2016 event saw over 1200 students visit, with nearly 60 institutions from 15 EU Member States exhibiting.



EHEF 2017 will be held in the Kanto and Kansai regions of Japan over a three day period from 19-21 May. The event will open on Friday 19 May with a Networking Event and Welcome Reception for European exhibitors and their Japanese university counterparts at the Delegation of the EU to Japan in Tokyo. The fair will then run at Meiji University (Tokyo) on Saturday 20 May, and at Doshisha University (Kyoto) on Sunday 21 May. Additional efforts to reach out to other regions via social media/live streaming, are also foreseen.

Higher education institutions from Europe, as well as European embassy higher education promotion officers based in Japan are invited to take part in EHEF 2017 to promote study programmes (bachelors, postgraduate, short-term, research) directly to visitors. Application details follow in the attached annexes. Should you require any further details in the meantime please don't hesitate to contact our Academic Cooperation Officer, Richard Kelner ([Richard.Kelner@eeas.europa.eu](mailto:Richard.Kelner@eeas.europa.eu)).

We look forward to welcoming your institution to the event, and helping us to make EHEF 2017 a huge success.

Delegation of the European Union to Japan

Europa House, 4-6-28 Minami-Azabu, Minato-ku, Tokyo 106-0047, Japan.  
Tel Main: +81 (0)3 5422 6001 - Fax: +81 (0)3 5420 5544 - E-mail: [Delegation-Japan@eeas.europa.eu](mailto:Delegation-Japan@eeas.europa.eu)

<http://eeas.europa.eu/delegations/japan>

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## EHEF 2017 Event Summary

(details subject to change)

- **Kanto Fair (Tokyo)**

Date/Time: Saturday 20 May, 11:00-18:00  
Venue: Meiji University, Surugadal Campus, Academy Common 2<sup>nd</sup> Floor  
Address: 1-1 Kanda-Surugadal, Chiyoda-ku, Tokyo, 101-8301

- **Kansai Fair (Kyoto)**

Date/Time: Sunday 21 May, 12:00-18:00  
Venue: Doshisha University, Imadegawa Campus  
Address: Karasuma-Higashi-iru, Imadegawa-dori, Kamigyo-ku, Kyoto, 602-8580

- **Networking Event and Welcome Reception**

Date: Friday 19 May, 15:00-20:00  
Venue: Europa House (Delegation of the EU to Japan)  
Address: 4-6-28 Minami-Azabu, Minato-ku, Tokyo 106-0047

- **Organisers:** Delegation of the European Union to Japan, Directorate General for Education and Culture (European Commission)
- **Co-organisers:** Campus France, DAAD, Meiji University, Doshisha University
- **Supporters:** Ministry of Education, Culture, Sports, Science and Technology (MEXT), Ministry of Foreign Affairs (MOFA), Japan Student Services Organization (JASSO), Japan Society for the Promotion of Science (JSPS), JAFSA, Chiyoda-ku, Kyoto Prefecture, Kyoto City (tbc)
- **Purpose:** Promote European study and research opportunities to Japanese students, researchers and universities. Create network opportunities between Japanese and European universities.
- **Exhibitors:** Education promotion officers from European higher education institutions, European embassy higher education promotion officers based in Japan, European Union study and research programme officers.
- **Presentations/Seminars:** Themed presentations and seminars will be held throughout the event.
- **Visitors:** Students (high school, undergraduate, postgraduate), general public. 1500 visitors are expected to attend the fair over the two days.
- **Promotion:** Posters and flyers will be produced and distributed to all interested parties and potential visitors. Extensive use of key Japanese university contacts will be made, with a focus on the Top Global group of universities. A dedicated website for the fair will be created, and extensive use made of social media, including the Study in Europe Facebook page ([www.facebook.com/EUryugaku](http://www.facebook.com/EUryugaku)). Press releases will be issued.
- **Financing:** The event is jointly funded by the Directorate General for Education and Culture, and exhibitor participation fees. All accommodation/travel expenses are to be borne by exhibitors.
- **Annexes:** Exhibitor Terms & Conditions (Annex 1), Application Guidelines (Annex 2), Application Form (Annex 3), Institution Information Sheet (Annex 4).
- **Application Deadline:** 31 January 2017

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Ref. Ares(2016)0673476 - 28/11/2016

**EUROPEAN UNION**  
Delegation to Japan

Press, Public &amp; Cultural Affairs

Tokyo, 29 November 2016  
DELJPN PPCA/JA/RK**Annex 1****European Higher Education Fair 2017 Japan (EHEF 2017)  
Terms and Conditions**

These are the Terms and Conditions for participation in the EHEF 2017, drafted by the Organizing Committee (Delegation of the European Union to Japan, Campus France Japan, DAAD Japan, Meiji University), to be followed by Exhibitor (the eligible institution, network or consortium of institutions, national representation, or their representative, which has made a successful application to the Organizing Committee to participate in EHEF 2017)

**Booths**

Exhibitors will be allocated a booth as detailed in the application form. Exhibitors will accept the booth that is allocated to them by the Organizing Committee. Exhibitors must not change the booth structure, fascia board, or any other element that is common to all booths without prior approval from the Organizing Committee. Depending on the location of the booth area, specific locations may have electrical boxes and cables running through or beside the booth.

**Payment schedule**

Campus France Japan, on behalf of the Organizing Committee, will invoice Exhibitors for the Fair booth once participation has been approved by the Organizing Committee. Participation will only be confirmed when this fee is received. The terms of the payment are stated on the application form and must be respected in order for the Exhibitor to be able to take part in the Fair. The Organizing Committee reserves the right to cancel the contract and otherwise dispose of the space reserved if payments are not remitted on time. In such an event, the Organizing Committee shall not be liable for any resulting costs, damage and/or losses charged to the Exhibitor.

German institutions participating in the Fair will make their payment directly to DAAD/GATE, which will transfer the respective payments to Campus France Japan.

If, on the instructions of the Exhibitor, invoices are made out to a third party, the Exhibitor continues to be liable for all charges.

**Accommodation, travel and freight**

Please note that the Exhibitor fee does not include accommodation, subsistence, visas, insurance, freight charges or international or domestic travel costs or other ancillary costs arising out of participation in EHEF 2017.

**Promotional materials and displays**

Exhibitors are NOT allowed to distribute literature or materials or any promotional items of any sort outside of their booth, either inside or outside the Fair exhibition area. Distribution of materials at relevant presentation sessions is permitted. Exhibitors may be asked to submit all promotional items, materials, literature and displays to the Organizing Committee for approval and to make such changes as shall be agreed. If agreement cannot be reached, the Exhibitor must withdraw the literature, material or display. The Organizing Committee reserves the right to close down any booth not respecting the Organizing Committee's requirements.

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**Use of venues**

The venues shall not be used for any illegal or immoral purpose and the Organizing Committee reserves the right to remove all material that in their sole opinion may be considered offensive or obscene. It is forbidden to have any cash transaction at the venues.

All goods and property brought into the venues are brought in at the owner's risk.

**Loss or damage to Exhibitor's property**

The Organizing Committee shall have no liability for the damage, theft or loss of any Exhibitor's property in any circumstances. The Exhibitor is responsible for taking out adequate insurance.

**Loss or damage caused by the Exhibitor**

The Exhibitor will indemnify the Organizing Committee against: all actions, claims, suits, costs, expenses, demands (whether in respect of damage to property, personal injury or otherwise and including all legal costs and other expenses suffered or incurred by the Organizing Committee) which any person may bring or claim arising from and out of the use of the Venues by the Exhibitor, its employees, servants, contractors and invitees; loss and damage to the Venues and to any property therein arising out of the use of the Venues by the Exhibitor, its employees, servants, contractors or invitees and in particular but without prejudice to the generality, of the foregoing caused by the use or misuse of water, gas or electricity.

**Personal accidents**

The Exhibitor must occupy and use the Venues and the space there allocated to it at its own risk and neither the owner nor the Organizing Committee accept any liability for any accident, damage or injuries suffered at the Venues by the Exhibitor, its servants, agents, contractors, invitees, member of the public, or any person whatsoever.

**Cancellation of participation**

Cancellation fees will be charged for withdrawal, for whatever reason from the EHEF 2017 as of the date of receipt of written notice of withdrawal. Cancellation rates are as follows:

- 50 percent of the full EHEF 2017 exhibitor fee will be charged if the cancellation is made before the 1<sup>st</sup> April 2017.
- 100 percent of the full EHEF 2017 exhibitor fee will be charged if the cancellation is made on or after the 1<sup>st</sup> April 2017.

Notice of cancellation must be given by either e-mail or fax to the Organizing Committee at [delegation-japan-event@eeas.europa.eu](mailto:delegation-japan-event@eeas.europa.eu) or Fax: +81-3-5420-5544

**Cancellation of EHEF 2017**

The Organizing Committee reserves the right to postpone, curtail, move, extend or abandon EHEF 2017, or to move Exhibitors, or to close individual or all sections of the Exhibition temporarily or permanently, if unforeseen events so require. Should it be necessary to postpone, curtail, move or extend or abandon the EHEF 2017, the Exhibitor shall not be entitled to withdraw from the contract nor to claim indemnity.

**Disclaimer**

The Organizing Committee accepts no liability for loss or damage suffered by the Exhibitor and caused by:

- The failure of any service or amenities which the Organizing Committee is responsible for providing;
- The failure of any service or amenities to be provided by the Fair contractors;

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- Cancellation or suspension of the Fair due to force majeure, including but not limited to earthquake, typhoon, adverse weather, strikes, fires, floods, terrorism, pandemics, acts of god or any natural disaster, or by reason beyond the Organizing Committee's control

In such circumstances, and where appropriate, the Organizing Committee may pay any exhibition costs that were unavoidable from the fees paid by the Exhibitors. The balance of the fees paid by the Exhibitors would be refunded less the unavoidable costs that have been paid by the Organizing Committee. The balance would be divided equally between all Exhibitors. Exhibitors will be responsible for any cancellation charges on flights, accommodation and any other costs that they may incur.

There are circumstances where acts of god, natural disasters, tension or incidents will raise a safety threat but not be sufficient to cancel EHEF 2017. In such circumstances, some individuals or institutions may feel unwilling to visit the country and therefore decide to withdraw from the event. The Organizing Committee would make every effort to facilitate this with the minimum penalty to the Institution. In the event of such a withdrawal, normal cancellation charges will apply, except to the extent that the Organizing Committee is able to reduce the charges without jeopardising the financial viability of the event.

The Organizing Committee accepts no responsibility whatsoever for licensing matters, customs duties, import charges, taxes, and the delivery of visas, hotel rooms or Exhibitors' travel arrangements.

#### **Termination of participation**

The Organizing Committee is entitled to terminate without notice the participation of an Exhibitor if:

- The Exhibitor or its designated representative commits any breach of, or fails to observe, any of the conditions or regulations set out in these terms and conditions;
- The Organizing Committee, at its sole and absolute discretion, decides that participation shall be terminated;
- The Exhibitor has a receiver appointed over all or part of its assets, enters into liquidation, or commits an act of bankruptcy, whether compulsorily or voluntarily
- The Exhibitor fails to pay any sum due

#### **Agreement to Terms and Conditions**

By submitting the application form to exhibit at the Fair, the Exhibitor agrees to these Terms and Conditions.



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**EUROPEAN UNION**  
Delegation to Japan

Press, Public & Cultural Affairs

Ref. Ann(2016)0073478 - 29/11/2016

Tokyo, 29 November 2016  
DELJPN PPCA/JA/RK

**Annex 2**

**Application Guidelines: European Higher Education Fair 2017 Japan (EHEF 2017)**

**I. Exhibitor eligibility**

In order to be eligible to exhibit at the EHEF 2017, the institutions must:

- Be an education institution with their headquarters in one of the Erasmus+ Programme Countries (EU, EEA, Turkey, FYROM), OR
- Be an official representative/agent in Japan of an education institution with their headquarters in one of the Erasmus+ Programme Countries (EU, EEA, Turkey, FYROM), OR
- Be an official representative of an embassy in Japan which represents education institutions with their headquarters in one of the Erasmus+ Programme Countries (EU, EEA, Turkey, FYROM), or is a member of the European Free Trade Association.
- Be an official cultural and/or language institute or accredited national education agency of one of the Erasmus+ Programme Countries (EU, EEA, Turkey, FYROM)

**II. Booth allocation**

Booths are allocated to eligible education institutions on a first-come, first-served basis, with, in principle, one place guaranteed per country. If after the initial deadline certain places have not been taken up, these will be offered in the first instance to institutions applying through our official co-organizers (Campus France, DAAD), and to EU programmes, prior to being offered to institutions from other countries in the order that applications were received. Should places still be available these will be made available to institutions in all eligible countries on a first come first served basis.

Due to a limited number of booths, priority for participation in the Kyoto event will be given to institutions whose staff will be travelling to Japan especially for the event (i.e. with no permanent representative based in Japan). Institutions will only be considered on receipt of a complete, signed application form (pdf scan by email), along with a completed Institution Information Sheet by email. The Organizing Committee reserves the right to select institutions to take part in the fair based on the exhibitor selection criteria, as described above. French and German institutions will firstly register participation with Campus France Japan and DAAD Germany.

**III. Payment of fees**

Once participating institutions have been selected by the Organizing Committee a request for payment of participation fees will be sent by Campus France Japan. Participation is only confirmed when this fee is received.

**IV. Services provided**

- Booth rental and set-up
- Networking event and Welcome reception (19 May)
- Internet access
- Refreshments
- All PR activities related to the fair
- Translation of Institution Information Sheet into Japanese

**V. Further points of importance**

- It is NOT possible to participate only in the Kansai (Kyoto) fair.
- Your travel and accommodation costs are at your own expense.
- Sharing booths is NOT possible.
- Booth interpreters will not be provided at either the Tokyo or Kansai (Kyoto) fair.
- Exhibitors may bring up to four staff, BUT there will only be space for two staff to be behind the booth at any one time.

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**Annex 3:**  
**European Higher Education Fair 2017 Japan (EHEF 2017)**  
**Exhibitor Application Form**

**The registration deadline is 31st JANUARY 2017.**

**The payment deadline is 28<sup>th</sup> FEBRUARY 2017.**

To register please complete BOTH of the following two steps:

- 1) E-MAIL the completed application form and Institution Information Sheet (Annex 4) in editable Word file to: [delegation-japan-event@eeas.europa.eu](mailto:delegation-japan-event@eeas.europa.eu)
- 2) SIGN, STAMP and FAX your completed application form to + 81-3-5420-5544 OR send a scan of the completed application form to [delegation-japan-event@eeas.europa.eu](mailto:delegation-japan-event@eeas.europa.eu)

<b>Contact Person</b> <i>(all EHEF-related correspondence will be sent to this person)</i>			
<b>Institution Name</b>		<b>Country</b>	
<b>Institution Address</b>			
<b>Telephone</b>			
<b>E-mail</b>			
<b>Website</b>			

► **I would like to book a booth at the EHEF 2017:**

FAIR	FEE
<input type="checkbox"/> TOKYO fair (20 May), KYOTO fair (21 May),	EUR 600
<input type="checkbox"/> TOKYO fair only (20 May)	EUR 500

Participation in 19 May Networking Event (Tokyo) YES  NO

Participation in 19 May Welcome Reception (Tokyo) YES  NO

Booth staff (Max. 4 per institution)

Name	Position	E-mail
1.		
2.		
3.		
4.		

**Date, Stamp, and signature of the institution:**

**By submitting this application, the institution agrees to the *Terms and Conditions* of the EHEF 2017 (Annex 1) and *Application Guidelines* (Annex 2)**

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**Annex 4****INSTITUTION INFORMATION SHEET***This information will be published in the EHEF 2017 Catalogue.*

<b>Institution Name</b>	
<b>Country</b>	
<b>Institution Address</b>	
<b>Contact Person</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>Website</b>	
<b>Main field(s) of study (please check the boxes below)</b>	
<input type="checkbox"/> Administration	<input type="checkbox"/> Natural Sciences
<input type="checkbox"/> Architecture – Urban Planning	<input type="checkbox"/> Human and Social Sciences
<input type="checkbox"/> Arts – Culture	<input type="checkbox"/> Language – Literature
<input type="checkbox"/> Business – Management	<input type="checkbox"/> Law
<input type="checkbox"/> Computer Sciences – IT	<input type="checkbox"/> Media – Communication
<input type="checkbox"/> Education	<input type="checkbox"/> Medicine – Health
<input type="checkbox"/> Engineering Sciences	<input type="checkbox"/> Tourism and Hotel Management
<input type="checkbox"/> Other: please indicate _____	
<b>Degrees offered</b>	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate <input type="checkbox"/> Other: _____
<b>Admission requirements</b>	
<b>Course duration</b>	
<b>Tuition fees</b>	
<b>Languages of instruction</b>	
<b>Special features of the institution (maximum 200 words, please respect the word limit)</b>	

Please attach the colour logo (high quality EPS or AI file) of your Institution. The fair catalogue will be printed in Japanese only with translation undertaken by the Organizing Committee.

