

# Kamiyama Artist-in-Residence Program 2009 Application Procedures

## [1] INTRODUCTION

Program Details and Conditions are explained on another sheet, the APPLICATION GUIDELINES document. Please read them carefully before filling in this form and apply for our program.

## [2] HOW TO APPLY

For your application, please submit the following documents by the due date.

- a) **IMAGES and INFORMATION SHEET:** Applications via E-mail will be accepted and recommended. Artists are required to submit not more than **8 images** of recent works as an attachment to their application. Each image should be smaller than **1MB** with **JPEG** format. Artists submitting images should provide an Image Information Text that lists all images by number. The information text should include the following information: TITLE, DATE OF COMPLETION, MEDIUM and SIZE. CD-R (jpeg), DVD or Video could be submitted as a substitute of Images via ordinary mail. DVD and Video (VHS, NTSC) has to be edited to within 5 minutes. CD-R, Video or DVD, slides, and other supporting materials will not be returned.
- b) **APPLICATION FORM:** The application form should be completed and submitted with the other application materials. A formal education, degrees, gallery affiliation or an exhibition record are not necessarily eligibility requirements. A personal resume, copies of reviews and other material should be limited to no more than 10 pages. Please **DO NOT** submit letters of recommendation. References listed on the Application Form will be contacted if necessary.
- c) **FEE:** The application fee of 50USD should be in form of cash, traveler's checks or International Postal Money Order (IPMO) made out to: **The Kamiyama Artist in Residence Committee**. The fee is not refundable. \* For details please refer to Payment Instructions.

CAUTION: All of the above are absolute requirements for proper submission of the application. As time may not allow contact of the applicant for omitted material, applicants are cautioned to carefully check their application package before submission to prevent disqualification. The selection committee cannot fairly consider candidates without knowing their objectives or having the opportunity to review all required material.

### IMPORTANT NOTES:

- Applications will be accepted also by mail. If you prefer this way, please consult with the committee.
- CD-R, Video or DVD, slides, and other supporting materials will not be returned.

## [3] DEADLINE FOR APPLICATIONS

Applications must be arrived by **Sunday March 1st, 2009**

## [4] E-MAIL ADDRESS TO SUBMIT APPLICATION FORM

Application documents should be sent to: [kair2009@in-kamiyama.jp](mailto:kair2009@in-kamiyama.jp)

## [5] INQUIRIES

Applicants with specific questions should send e-mail to [kair2009@in-kamiyama.jp](mailto:kair2009@in-kamiyama.jp)