

World Robot Summit Team Support Program

Procedures Manual (Transportation, Accommodation and Shipping)

World Robot Summit Association Limited Liability Partnership

June, 2018



The World Robot Summit Team Support Program has been developed to provide support to the participants of the WRS competitions which is funded by the sponsors of the WRS. We hope that each participants make full use of this program so that it would benefit each participants and achieving their best performances and outcomes at the WRS. The World Robot Summit Association Limited Liability Partnership (WRSLLP) will collaborate with the WRS Secretariat who is in charge of managing the WRS to provide support to the participants.


Please note that the payment will require certain procedures and we ask that you please follow the instructions that are outlined in this manual. For any questions, please contact us to nttdkrobot@keieiken.co.jp (as stated in V. Contacts).

I. Team Support Program Overview

1. The amount of funding support

The WRSLLP has sent out a notice to all the team's mentors for the Junior Category and to the team leaders for all other Categories that are subject to the Team Support Program.

A sample of the notice is shown below and we ask each team to please confirm the content of this notice. The following is a sample Notification for Team A:


 World Robot Summit
 ID: 18_XXXX-001
 MM DD, 2018

Dear YYY,

Team Support to participants of the World Robot Summit Challenges

We, World Robot Summit Association Limited Liability Partnership (WRSLLP), would like to first of all extend our gratitude for your interest in participating in the Challenges of WRS.

As informed recently by the World Robot Summit Secretariat, your team has been chosen to participate in the WRS Challenges.

We are also happy to inform you that our organization, WRSLLP, are preparing to provide support to your team as outlined below.

Further details including guidelines and requirements of the support will be provided from WRSLLP to teams who have confirmed their participation. We hope that you will accept the invitation by responding and confirming your participation to the WRS Secretariat.

1. Team Support Overview

(1) Total Amount of Financial Support:	up to JPY 300,000
Item of Expenses:	
> Travel Fees	up to JPY 100,000
> Accommodation	up to JPY 100,000
> Shipping Cost	up to JPY 100,000
> Others (Development Cost)	up to JPY 100,000

(2) Intended Recipient:
The Support is provided only to the Challenge participants / team with the Registration ID of 18_XXXX.

2. Confirmation of Participation

Please confirm your participation to the WRS Challenge by accessing the URL which had been forwarded to you from the WRS Secretariat.

3. Other important notices

(1) Please note that your team will be asked to follow the prescribed procedures in order to obtain the financial support from WRSLLP.
 (2) In principle, the expenses shall be reimbursed after the WRS Challenges have been held.
 (3) All receipts and necessary documents will be required to be submitted to WRSLLP for the reimbursement process. Actual costs and expenses up to the maximum amount stated above in 1. **Team Support Overview**, (1) Total Amount of Financial Support will be reimbursed.

The amount indicated in this section is different for each team depending on the category, team location, etc.

With the sample shown above, Team A will be able to receive a funding support for up to a maximum of 300,000 yen.

Please note that we have decided to allow teams to freely allocate the 300,000 yen for the expenses shown in each team's Team Support Notification, either on travelling, accommodation, shipping and/or other costs. For example, sample team A may choose to receive 200,000 yen on travel, 50,000 yen on accommodation and 50,000 on shipping.

Other examples:

Team B

(1) Total Amount of Financial Support: up to				JPY 350,000
Item of Expenses:				
➤	Travel Fees	up to	JPY 100,000	
➤	Accommodation	up to	JPY 250,000	

Team B is eligible to receive funding support up to a maximum of 350,000 yen. The item of expenses for this team is stated to be travel and accommodation and therefore Team B can chose to receive 200,000 yen for travel and 150,000 yen for accommodation.

2. Procedures for receiving the Team Support Program Grant

The basic procedures are described as follows. Please note that utilizing the special webpage provided by JTB will reduce the paperwork for accommodations. Please refer to p.8, "IV. Booking an Accommodation through the JTB website" for further details.

We ask all participants to submit necessary documents and receipts, etc. to nttdkrobot@keieiken.co.jp.

(1) Submission of the Application Form

Teams who received the notice for the Team Support Program shall fill in and submit Form #1 "Application Form" to WRSLLP by June 29, 2018. Teams who have not submitted this form shall be deemed as having withdrawn from this program. The application is necessary for each team.

(2) Submission of the "Amendment Approval Request" (when necessary)

If there are any changes to the information provided in Form #1 "Application Form" and/or if teams have decided not to participate in the WRS 2018 Challenges, please fill in and submit "Form #2 World Robot Summit Team Support Program Amendment

Approval Request” to WRSLLP. WRSLLP will confirm the changes and make necessary contacts to the team.

(3) Expenses for participating in the WRS 2018 (such as purchasing of Flight tickets)

When the team has made payments to participate in the WRS 2018, such as flight tickets and hotel reservations, please keep all the receipts and related documents. They will be necessary for the team when preparing documents to submit to WRSLLP for the reimbursement. We appreciate your support in keeping all the receipts and statements/bills that indicate the purchased items.

(4) Participation to the WRS 2018

The objective of this program is to promote the participation to the WRS 2018. Therefore, teams and members that has not attended the WRS 2018 Challenges will not be eligible for the Team Support Program. Please note that WRSLLP staffs may confirm the team members’ participation at the WRS 2018 venue.

(5) Submission of a Participation Report

After the WRS 2018 been held, we ask all teams to submit Form #3 “Participation Report” to WRSLLP upon filling in the necessary information by November 30, 2018 (Japan time). Any team that have not submitted this form by the due date shall be deemed as declining the funding support of the Team Support Program.

Please note that a document that supports each team’s expenses shall be submitted together with the Participation Report.

(6) Examination of the expense document by WRSLLP

WRSLLP will review the Form #3 “Participation Report” which have been submitted by the participants as mentioned above in (5). The reimbursement will be made to expenses that are deemed as appropriate, and therefore the actual reimbursement amount to the team may be lower than the team’s maximum amount. The WRSLLP may contact a team if the documents are insufficient or to make confirmations. In this case, please submit the necessary documents as soon as possible, otherwise the team may not be able to receive the support fund.

(7) Payment of the Support Fund

WRSLLP will transfer the support fund to a bank account provided in Form #3 “Participation Report”.

3. Other Notices

- This manual may be revised as needed. We will send the updated manual to all the mentors (for the Junior Category) and to all team leaders in all other Categories and we ask that you follow the procedures based on the latest manual.
- The travel expense and accommodation fee will be provided only to the members who have participated in the WRS competition (and one Mentor for the Junior Category). WRSLLP will check the name of the members who have registered as participants at WRS secretariat on paper, and also, may verify the identity of the participants at the competition venue.
- The language of the documents to be submitted shall be English or Japanese. If your receipts and other evidences are in other languages, we ask that you please indicate the content in English or Japanese so that WRSLLP can conduct the reviewing process.
- Please carefully review this “World Robot Summit Team Support Program Procedures Manual” before applying the Team Support Program. WRSLLP may decide to cancel/withdraw the support if there are any false information in the application.

II. Expenses

1. Travel Fees

Necessary travel expenses incurred for (1) airfare and (2) travel inside Japan to attend the WRS 2018 will be subject to the Team Support Program.

(1) Airfare

The airfare subject to the Team Support fund shall be the airfare between the team's home country and Japan. Please note that if teams visit other countries other than for transit purposes, the airfare may not be subject to the reimbursement. The airfare for flights inside Japan will be subject to the reimbursement.

Necessary Documents

- Receipt of the purchased flight ticket(s)
- A document indicating the following information: name of the person, flight date(s), place of departure and destination. For example, the ticket showing these information, e-tickets, copy of the web page, etc.)

(2) Domestic Travel

Transportation fee subject to the Team Support fund includes the bullet train, expressway bus, etc.

Necessary Documents

- Receipt for purchasing the ticket
- A document indicating who the expense was for and the location of departure and destination (such as a copy of the web page when making the reservation)

(3) Notes

- The Team Support Program is provided only to the team members (and one mentor for the Junior Teams).
- Expenses other than the transportation (such as in-flight sales) will not be subject of the support.
- Please prepare the document so that it clearly indicates all the necessary information, including the departure and destination of the travel. If the expense is unusually higher than the typical fare, the exceeded amount may not be reimbursed.
- This Team Support Program is funded by the kind support of our sponsors and would appreciate your cooperation in choosing to purchase a less expensive ticket. The airfare using the business class and train fee using the Green Car (first class) will not be subject to the Team Support Program.
- In principle, the actual cost incurred on travel shall be subject of the reimbursement. However, if the member is to follow a specific travel expense regulation for the member's affiliation, the Team Support Program will accept the application if proper documentations have been submitted. In this case, please submit the organization's travel expense regulation, and a supporting document such as the final decision and accounting document of your organization to WRSLLP.

2. Accommodation

The accommodation fee for staying in hotels near the WRS 2018 venue will be subject to the Team Support Program. Please note that the reimbursement of accommodations are applicable to expenses within a specified period. Accommodation expenses outside of the specified period will not be covered in this Program.

Necessary Documents

- Receipt
- Document identifying the person and the date of check-in and check-out.

(1) Period

Check-in and Check-out from 13 October, 2018 through 23 October, 2018

- The period for teams participating in the Junior Category School Robot Challenge and attending the Workshop will be from October 12, 2018 through October 23, 2018.

(2) Notes

The Team Support Program is provided only to the team members (and one mentor for the Junior Teams)..

- In principle, expense on meals are excluded from the Team Support Program. However, exception is when a meal is included in the accommodation plan. In this case, the meal cannot be clearly separated from the accommodation fee and therefore the full amount will be subject to the Team Support Program.
- Any fee for services other than for lodging cannot be accepted as an expense for the Team Support Program.
- If a receipt indicates that an accommodation had been for multiple (more than two) people, please identify and report those persons. If the accommodation includes non-team members, we will need to confirm how many people are the Team Support Recipients and calculate the appropriate supporting fund amount.
- In principle, WRSLLP will reimburse the actual cost incurred (up to the pre-determined amount). However, if the member is to follow a specific travel expense regulation for the member's affiliation, the Team Support Program will accept the indicated amount if proper documentations are submitted to WRSLLP. In this case, please submit the organization's travel expense regulation and a supporting document such as the final decision and accounting document to WRSLLP.

3. Shipping

A roundtrip fee for shipping the robot(s) to participate in the WRS 2018 will be subject to the Team Support Program.

Necessary Documents

- Receipt

(1) Notes

- The shipping expense is limited to the robots that are being used at WRS 2018. Any personal belongings that are irrelevant to the WRS 2018 are not subject to the Program.
- Insurance fee related to the shipping will be included in the Team Support Program.

4. Other expenses

Teams with expense items other than “travel”, “accommodation” and “shipping” on their list of expenses will receive a separate notice from WRSLLP.

III. Payment and Currencies

1. Exchange Rate

Expenses paid other than in Japanese yen will be calculated after being converted to Japanese yen. The exchange rate will be the rate released by the Bank of Japan for October 2018.

Exchange rate announced by the Bank of Japan:

https://www.boj.or.jp/about/services/tame/tame_rate/kijun/index.htm/

2. Bank Account

The Team Support fund will be transferred to the bank account which has been designated by the team. There may be differences in the total amount due to the change in exchange rates.

IV. Procedures for Booking an Accommodation (through the JTB website)

1. Special Hotel Booking website for WRS 2018 participants

Japan Travel Bureau (JTB) has supported us in securing hotel rooms near the WRS 2018 venue. The booking will start from early July and the rooms are only available for participants of the WRS 2018 Challenges.

2. Processing of Expense Payments

In principle, payment of the Team Support fund will be made after the WRS 2018, when WRSLLP has completed checking the receipts and other documents that have been submitted to WRSLLP. However, we are working to develop a procedure for reservations

that have been made through the special JTB website to minimize the necessary receipts and related paperwork for the participants.

Also, the payment of the accommodation (up to the maximum amount of Team Support for each team) will be made directly from WRSLLP to JTB. Teams will be billed only if the accommodation fee exceeds the Team Support amount.

We look forward to informing you with the specific procedures for this booking site and would appreciate your patience until early July.

V. Contact Information

Please forward any inquiries and submission of documents by email to the World Robot Summit Association Limited Liability Partnership (WRSLLP)/ NTT Data Institute of Management Consulting, Inc. at nttdkrobot@keieiken.co.jp

◆ Reference: Guide to completing the Form 1

Form #1: WRS Team Support Program Application Form

Form #1 (Related to Article 6)

To: Mr. Shigenori Karaki
Executive Director
WRSLLP member
NTT Data Institute of Management Consulting, Inc.
World Robot Summit Association Limited Liability Partnership

**World Robot Summit Team Support Program
Application Form**

Our team would like to request the team support program in order to participate in the World Robot Summit.

1. Team Challenge Category

※Please tick ☒ your category

<input type="checkbox"/>	Assembly Challenge
<input type="checkbox"/>	Partner Robot Challenge (Real Space)
<input type="checkbox"/>	Partner Robot Challenge (Virtual Space)
<input type="checkbox"/>	Future Convenience Store Challenge
<input type="checkbox"/>	Plant Disaster Prevention Challenge
<input type="checkbox"/>	Tunnel Disaster Response and Recovery Challenge
<input type="checkbox"/>	Standard Disaster Robotics Challenge
<input type="checkbox"/>	School Robot Challenge
<input type="checkbox"/>	Home Robot Challenge

2. Participant Team

ID		
Name of Team		
Name of Organization (School, Company, Institution, etc.)		
Address of Organization		
Title/Name of Person in Charge		
Contact to person in charge	Phone:	
	E-mail :	
Name of Contact person		
Contact person information	Phone:	
	E-mail:	

- Please fill in your team information.
- The ID number is allocated to each team at the time of entry registration.
- All contacts from WRSLLP to teams will be addressed to the person indicated in "name of contact person".

Date: / /

Signature: _____

Print Name: _____

- Please fill in the date
- To team leaders: please sign here and print your name below.
- For Junior Category teams: please have the team's mentor sign and print his/her name here.

◆ Reference: Guide to completing the Form 2

Form #2 WRS Team Support Program Amendment Approval Request

Form #2 (Related to Article 7)

To: Mr. Shigenori Karaki
Executive Director
NTT Data Institute of Management Consulting, Inc.
WRSLLP member
World Robot Summit Association Limited Liability Partnership

**World Robot Summit Team Support Program
Amendment Approval Request**

1. Name of participant team (ID: _____)	
2. Contents of amendment	<ul style="list-style-type: none">➤ Please indicate what changes are being made.➤ For example, member A will be changed to member B or the team will not participate in the WRS 2018.
3. Reason for amendment	<ul style="list-style-type: none">➤ Please state the reason of the change

Date: _____ / _____ / _____
Signature: _____
Print Name: _____

- Please fill in the date
- To team leaders: please sign here and print your name below.
- For Junior Category teams: please have the team's mentor sign and print his/her name here.

◆ Reference: Guide to completing the Form 3
Form #3 WRS Team Support Program Application Form

Form #3 (Related to Article 8)

To: Mr. Shigenori Karaki
Executive Director
NTT Data Institute of Management Consulting, Inc.
WRSLLP member
World Robot Summit Association Limited Liability Partnership

**World Robot Summit Team Support Program
Participation Report**

Our team reports that we have participated in the World Robot Summit. We request WRSLLP to transfer the amount of support program to our bank account accordingly.

1. Participant team

Team ID	
Name of Team	
Name of Organization (School, Company, Institution, etc.)	
Address of Organization	
Title/Name of Person in Charge	
Contact information of Person in Charge	Phone: E-mail:
Name of Contact Person	
Information of Contact Person	Phone: E-mail:

➤ Please fill in your team information.

2. Participants

Title	Name

- Please indicate all the members of your team (and one mentor for the Junior Category) who the team would like to apply as TS Grant recipients.
- Travel and accommodation will be funded only for those who are listed in this section.

3. Bank account information

Bank name	
Branch name	
Branch address	
SWIFT Code	
A/C NUMBER	
Beneficiary name	
Beneficiary address	

- Please fill in the bank account information here.
- If you are using the bank in Japan, there is no need to fill in the address, swift code and A/C member columns in your team information.
- Please leave this section blank if the full support amount has been paid in advance.

4. Expenditure list

(Please attach a list of expenditures)

- Please attach necessary evidences such as receipts. If there are more than ten items of expenses, please submit a “list of expenses” to WRSLLP together with all the other documents.

Date: / /

Signature: _____

Print Name: _____

- Please fill in the date
- To team leaders: please sign here and print your name below.
- For Junior Category teams: please have the team’s mentor sign and print his/her name here.

World Robot Summit Team Support
Procedures Manual
(Travel, Accommodation and Shipping)

June 5, 2018

World Robot Summit Association Limited Liability Partnership