

Team Support Program for the Participating Team in the World Robot Summit Guidelines

World Robot Summit Association Limited Liability Partnership

1. PURPOSE

The World Robot Summit Association Limited Liability Partnership (hereinafter referred to as the “WRSLLP”) offers a team support program as stated in “Team Support Program for the Participating Teams in the WRS” (hereinafter referred to as the “Program”) which covers part of travel, accommodation fees and other expenses in order to encourage teams to participate in the World Robot Summit (hereinafter referred to as the “WRS”).

2. ELIGIBILITY OF A MEMBER

A member is eligible as recipient of the Program if he or she:

- (1) is a member of the team participating in the WRS competition;
- (2) is a Mentor of the Junior team (applicable only in the Junior Category);
- (3) is a person and/or a team whom WRSLLP deems necessary.

3. REIMBURSEMENT OF EXPENSES

Expenses to be reimbursed for the foregoing member shall be the following expense items:

- (1) Travel expense to participate in the WRS
 - A round-trip airfare from the team's country to Japan.
 - Airfare and the expense for using the bullet train and/or express train in Japan.
- (2) Accommodation fee in Japan to participate in the WRS
 - Accommodation fee is limited to the period from October 13, 2018 until October 23, 2018 check-out.
 - Exception will be applied to the Junior Category participants who are attending the workshop before the WRS 2018 competitions, having an extended period from October 12, 2018 until 23 October, 2018 (check out).
- (3) A robot transportation expense to participate in the WRS.
- (4) Other costs such as development costs shall be reimbursed upon approval by WRSLLP.

4. MAXIMUM OF THE SUPPORT

The WRSLLP will reimburse to the team up to the maximum amount (upper limit) prescribed to each team by WRSLLP and the amount shall not exceed the actual expense amount.

5. SELECTION OF APPLICABLE TEAMS

- 5.1 After the participating teams have been selected, WRSLLP will assess the eligibility of the support for each team based on the results provided to WRSLLP by the WRS selection committee. WRSLLP may ask the participating team to submit additional documents and/or request to deliver a presentation if WRSLLP identifies the need for further information for the assessment and if the participating team requests the support from WRSLLP.
- 5.2 WRSLLP will decide and inform the teams that have been selected applicable for the support.

6. CONFIRMATION OF SUPPORT APPLICATION

- 6.1 A participating team who received a selection notice under the preceding article must submit Form #1 to WRSLLP by June 29, 2018 if they wish to be supported. Upon receiving the application form, WRSLLP will review and decide whether or not to provide support the team.
- 6.2 Under the preceding article, WRSLLP shall notify the team of the decision whether or not the team has qualified for receiving the support fund. In this Program, the supported team is hereinafter referred to as the "TS Grant Recipient".
- 6.3 If necessary, WRSLLP may set specific conditions to a team in deciding the recipients of the support.

7. AMENDMENT

- 7.1 After the "TS Grant Recipients" have been decided, any changes to the participant's information provided to WRSLLP for the application must be made by submitting Form #2 by October 21, 2018 to gain approval by WRSLLP.
- 7.2 The amendment process stated in Article 7.1 shall be applied to the participants who are declining the participation to WRS and/or to decline the support program by WRSLLP.

8. SUBMITTANCE OF THE PARTICIPANT REPORT DOCUMENT

The "TS Grant Recipient" must submit Form #3 to WRSLLP by November 30, 2018 after participating in the WRS. If the report has not been submitted to WRSLLP from the "TS

Grant Recipient” by the due date, WRSLLP shall determine that the relevant team has abandoned to receive the support under the Program.

9. FINAL CONFIRMATION OF THE SUPPORT AMOUNT

- 9.1 Based on the participant report stipulated in the preceding article, WRSLLP will determine the support amount. As for the costs paid by currencies other than the Japanese Yen, the amount will be calculated and determined based on the exchange rate predetermined separately by WRSLLP.
- 9.2 WRSLLP will inform the “TS Grant Recipient” of the final support amount determined under the preceding article.

10. PAYMENTS

- 10.1 WRSLLP shall transfer the final support amount to the “TS Grant Recipient’s” bank account which the team has designated.
- 10.2 When it is deemed necessary, WRSLLP may pay the “TS Grant Recipient” the full amount or part of the amount of support in advance based on rough estimates if Form #4 has been submitted to WRSLLP by the “TS Grant Recipient”.
- 10.3 When the “TS Grant Recipient” makes an accommodation booking via a travel agency designated by WRSLLP, WRSLLP will allot the team’s Team Support Grant to make a full or part of the payment to the travel agency..

11. CANCELLATION AND RETURNING OF FUND SUPPORT

- 11.1 WRSLLP shall cancel all or some of the support program if the “TS Grant Recipient” falls under any of the following cases:
 - (1) The team applied for participation and/or made amendments (set forth in Article 7) with false information and/or by wrongful means.
 - (2) It is clearly obvious that team cannot participate in the WRS.
 - (3) The team breaches the provisions of this guideline.
- 11.2 If the “TS Grant Recipient” falls under any of the following, WRSLLP may order the “TS Grant Recipient” to return all or part of the grant by the designated deadline set forth by WRSLLP.
 - (1) If a team who has received support funds in advance cancels their participation to the WRS.
 - (2) When the payment amount based on Articles 10.2 and 10.3 exceeds the amount which is determined under Article 9.
- 11.3 All reimbursements shall be made in Japanese Yen.

12. OTHERS

Terms and conditions not provided in this guideline shall be separately established by WRSLLP, if necessary.

The guideline is effective on and from March 27, 2018

Revised: June 5, 2018