

Technos International Week Program Guidelines

Technos International Week 2023, which is scheduled to take place Sun. Jun. 11 to Sat. Jun. 24, aims to promote international exchange and understanding between the representatives of Bates College, the students and faculty of Technos College, and representatives from other invited schools, as well as offer the guest group the opportunity to experience and appreciate Japanese life and culture.

The group of three representatives (one faculty or staff leader and two students) from Bates College should be selected by the academic leaders and recommended by the President on the basis of the below criteria.

Participating faculty/staff and student candidates should have:

- i) a genuine interest in Japan and its people, culture, and history
 - ii) an understanding of the history and purpose of International Week, including the late Dr. Tanaka's vision for the event, and a desire to contribute to the strengthening and deepening of sister-school ties
 - iii) a keen awareness that they are representing their institution, their country, and its culture
 - iv) an excellent academic record (student candidates)
 - v) a willingness to meet people from different racial and cultural backgrounds and experience elements of Japanese culture, living conditions and cuisine which may be unfamiliar
 - vi) no previous travel experience in Japan
 - ↳ guest participants should be new to all cultural and geographical elements of the program
 - vii) ability to enter Japan for the duration of the program on a tourist visa (free of immigration restrictions)
 - ↳ if documentation is required in order to apply for a tourist visa, notice must be provided to Tanaka Ikueikai well in advance, and the visa must be acquired in a timely manner that ensures the ability to book flights that arrive at and depart from Narita Airport at the dates and times we designate
- It should be noted that while entry into Japan has become much easier over the past half year, there are still COVID-19 protocols in place. One of such protocols (at present) requires entrants into Japan to provide proof of having received three approved COVID-19 vaccinations. Without this proof, entrants are required to take a PCR in their home country prior to departure. As COVID-19 protocols remain fluid due to the ongoing uncertain nature of world health and safety conditions, please see the Ministry of Foreign Affairs of Japan (MOFA) homepage for up-to-date details on protocols for entry into Japan. Please also check the Visit Japan Web page for details on pre-entry registration procedures.
 - Participating colleges and universities are welcome to select either one member of the teaching faculty or of their administration staff as a group leader, according to their judgement of the benefits of the program on individual members of faculty and staff.
 - Should participating students return home separately from their faculty or staff leader, provisions must be made to ensure the safety and well-being of the students. Tanaka Ikueikai Educational Foundation and Technos College shall not be held legally responsible for guests' circumstances and actions before, during or after the program.
 - In order to ensure the continuation of the program and to establish a balanced contribution to this exchange activity, the general cost of holding the event annually is divided between the host and guest institutions. Thus, Tanaka Ikueikai Educational Foundation shall cover expenses for transportation, accommodation and, to a limited extent, group meals in Japan for the group of international participants, while Bates College (or its representatives) shall remain responsible for international travel expenses, including flights to and from Japan and associated costs such as travel insurance, taxes and fees outside Japan, as well as all personal expenses during the event, including meals not provided on a group basis. Bates College shall determine the most appropriate means of contributing to the payment of 'international' and 'individual' expenses for the program, either through an institutional fund or direct payment by the participants themselves. Tanaka

Ikueikai Educational Foundation will continue to offer logistical support and coordinate all aspects of the program within Japan.

- It is expected that participants in the program shall enthusiastically experience all aspects of life in Japan available during their visit, including living conditions in an environment which may be unfamiliar and, at times, challenging. Participants should also accept the food served during the program, especially at group meals, even if this too seems unfamiliar. It may not always be possible to satisfy special dietary requests, unless they are of a religious nature or concern a serious health condition. Fish and/or meat will likely be served at group meals during the visit, according to Japanese custom.
- The goal of the program is to introduce Japan to students, faculty and staff members of Bates College and other affiliated institutions worldwide who have no previous experience of visiting the country and have had limited personal contact with Japanese culture and lifestyle. There are increasing opportunities for students and faculty members to travel to Japan and Asia for academic purposes, whether privately or by joining organized, off-campus study programs. The Technos International Week participants should be selected from candidates who do not have easy access to such opportunities to visit Japan.

Suggestions and Requests

These are by no means binding conditions, but rather, suggestions based on feedback from previous International Week participants and requests proposed by the Technos College community.

- The selection of participants should be conducted according to the procedures deemed appropriate by each college and university. However, the one component that has been identified as particularly useful is the **personal interview** of candidates after their recommendation by the relevant Deans, heads of department or selection committee members. We recommend this procedural element as the final stage of selection, if it is not already in effect, and we would also like to suggest that the interviewing panel comprise previous International Week faculty representatives in addition to the appropriate members of the administrative or executive staff. While this is a time-consuming task, it is worthwhile to the program's overall success if all participating institutions include this common interview element in their final selection process.
- We have noted the importance of faculty/staff leaders **knowing** the student members of their group personally before embarking on the trip.
- We have also noted that colleges have, without our prompting, included students who would otherwise not have the **financial means** to travel to Japan. We do not request a financial means test in the selection process. However, we would like to assure you that this consideration does reflect the goals of the Tanaka family in making such opportunities available. A student's ability to fund such a trip privately should not necessarily be used as a separate selection criterion, but perhaps considered in conjunction with the above criteria.
- During past International Week programs, we have asked participants to work on a **project** to be presented at their home campus after the summer break. What we hope all participating groups will do in response to the event is report back to their institution and community in some form, so that their experiences are communicated and the value of the intercultural exchange that takes place here goes beyond the group of individuals who participated. Previous reporting activities have involved journal keeping and blogging as well as taking photographs, videos and/or other forms of immediate information storage which is focused in some way, either on a certain topic of interest to the participant or a more general view of Japan. This is quite natural to the faculty members whom we have noted make use of time on their own to investigate areas of professional or personal interest and who undoubtedly use some of what they learn in their future research and teaching.
- A number of institutions or participating groups have also created blogs or other online pages to report on the International Week visit. Some schools have also included mention of the program on their official websites. These can be accessed by interested students and teachers and utilized by future participants as a resource base. Moreover, we hope to make use of the Internet more effectively to connect the members of

the Technos network and also the individuals who have contributed to our international efforts for exchange and outreach. Nevertheless, we leave the nature of the project and feedback response to the respondents. We would also be happy for written reports, photographic displays or seminar presentations to be offered by the group members to their peers, as others have done in the past.

- The Technos International Week on-campus program offers guest faculty and students the opportunity to observe and/or participate in Technos classes, or offer prepared presentations and/or activities to Technos students and staff. We hope to develop this aspect of the International Week exchange further in 2023, inviting participants to contribute to classes, seminars and discussions with Technos students and staff. Visiting professors and students will likely also be asked to share and exchange information related to their college/university experiences and their cultural backgrounds. Therefore, we ask individual participants to consider how they might most effectively and productively respond to this invitation to interact and contribute during the Technos International Week on-campus program.
- With regard to the **travel arrangements** between the United States and Japan for Technos International Week, although we understand that pricing and flight routes need to be considered, in order for Technos staff and students to make arrangements for the airport pickup and see-off of participants of eleven schools from four different countries, we request that you arrange your school group's flights to arrive at NARITA AIRPORT on Sun. Jun. 11 between 10 AM and 3 PM, and depart from NARITA AIRPORT on Sat. Jun. 24 between 10 AM and 3 PM. As we ask you to pay for your three representatives' airfares, we request that you make your own flight reservations, then email a digital copy of the e-ticket after flight details have been finalized so we can prepare adequately for arrival and departure on the Japan side.

We greatly value the participation by Bates College in the Technos International Week exchange program and the special contribution you have made to its success. We look forward to hosting your delegates again in 2023 and having them learn something about Japan, about Technos and about our friends from other institutions, countries and cultures.

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