

# ARCUS Project 2019 IBARAKI Artist-in-Residence Program Application Guideline

There are two steps in application process:

**STEP 1. Send general information and essays online.**

**STEP 2. Upload JPEG image(s) and PDFs online.**

To complete your application, please follow this guideline.

## **STEP 1 : Send general information and essays online**

At this step, you need:

- **General Information**
- **Two essays**

\* For the details of the requirement of general information and essays, please refer to page 2.

## **STEP 2 : Upload JPEG image(s) and PDFs online**

At this step, you need:

- **1 to 10 JPEG image(s) of your work**
- **1 PDF file of your CV up to 3 pages**
- **1 PDF file of ID, a copy of passport or identification card**
- (supplementary material) 1 PDF file of Video Description

\* For the details of the requirement of the images and PDFs, please refer to page 2 and 3.

\*\* Only in case you are not able to upload data online at this step, please refer to page 5.

**\* After completing 2 steps of application process, your application will be accepted.**

**Application Deadline : April 19, 2019 ( 23:59:59 UTC-12 )**

\* All application process should be completed by April 19, 2019 (23:59:59 UTC-12).

\* Multiple online applications, application ID and application materials are not accepted.

\* Application via e-mail or fax will not be accepted.

# How to apply

## **STEP 1. Send general information and essays online**

1. Before accessing online application form, prepare two essays.

The requested essays:

**Essay 1:** Briefly describe your main concerns and/or focus in your activities as an artist.

\* Max. 300 words / English only

**Essay 2:** What kind of research/project/work would you like to conduct, and how will you realize it?

\* Max. 800 words / English only

2. Access the online application form from ARCUS Project's website (<http://www.arcus-project.com/en/residence>).
3. Fill out the application form.
4. Click "Confirm" button.
5. Check all information.

\* You cannot make any change after submission, so please double-check at this point.

6. Click "Submit" button.
7. After submission of the application form, you will receive an automatic confirmation e-mail which contains following:
  - A. Application ID
  - B. URL to upload JPEG image(s) and PDF files
  - C. User ID (your e-mail address)
  - D. Password
  - E. All information you entered

\* Please make sure to keep Application ID, URL, User ID, and Password for the future reference.

**\* If the applicant applies as a group, please write the names of all members in "Essay 1" box.**

**\* If the automatic confirmation e-mail does not reach you after submission, please check your spam folder.  
The e-mail might end up there.**

## **STEP 2. Upload JPEG image(s) and PDFs**

For completing the application, you need to submit 1 to 10 image(s) of your works, PDFs of your CV and ID. You can submit a PDF of Video Description as supplementary material.

1. **Prepare JPEG image(s) with descriptions for each (title, year, medium, dimension, and description), PDF files of your CV and ID, and if necessary Video Description (supplementary material)**

### **JPEG image(s)**

#### ***Required material for image(s) of your works***

- \* Maximum 10 images (\*You should submit at least one image of your work.)
- \* JPEG format only
- \* Less than 2MB each

### **PDFs**

#### ***1: Required material for your CV***

- \* Maximum 1 file up to 3 pages

\* PDF format only

\* Less than 2MB

## **2: Required material for your ID**

\* A copy of passport or identification card with a photo

\* Maximum 1 file up to 1 page

\* PDF format only

\* Less than 2MB

## **3: Supplementary material for your Video Description**

*Only for the artists working with moving image/sound*

3-1. Download "Video Description" from ARCUS Project's website (<http://www.arcus-project.com/en/residence>).

3-2. Upload your video/sound works on hosting service such as Vimeo, YouTube etc.

3-3. Fill out the form.

\* Maximum 1 file up to 3 pages

\* PDF format only

\* Less than 2MB

## **2. Access to the URL indicated in the confirmation e-mail and login with your User ID and Password.**

### **3. Upload JPEG**

3-1. Click "Select" button to browse the JPEG image to upload.

3-2. Enter the requested information of the uploaded image in the text fields.

3-3. Click "Upload" button.

3-4. When the image is successfully uploaded, you will see the thumbnail of the uploaded data and icon of the text on the screen.

\* The name of file is automatically renamed as "01.jpg", "02.jpg" to "10.jpg" corresponding with the order of uploaded images.

\* If you click the "x Delete All" button, you can clear all the data (including PDF(s)). If you want to change uploaded images, please start from the first procedure.

3-5. You can upload up to 10 image files. It should be uploaded one by one. If you would like to continue uploading other images, please repeat the process 3-1, 3-2, and 3-3.

### **4. Upload PDF**

4-1. To upload the PDFs, use the PDF upload section at the bottom of the window.

4-2. Click "Select" button to browse the PDF file to upload.

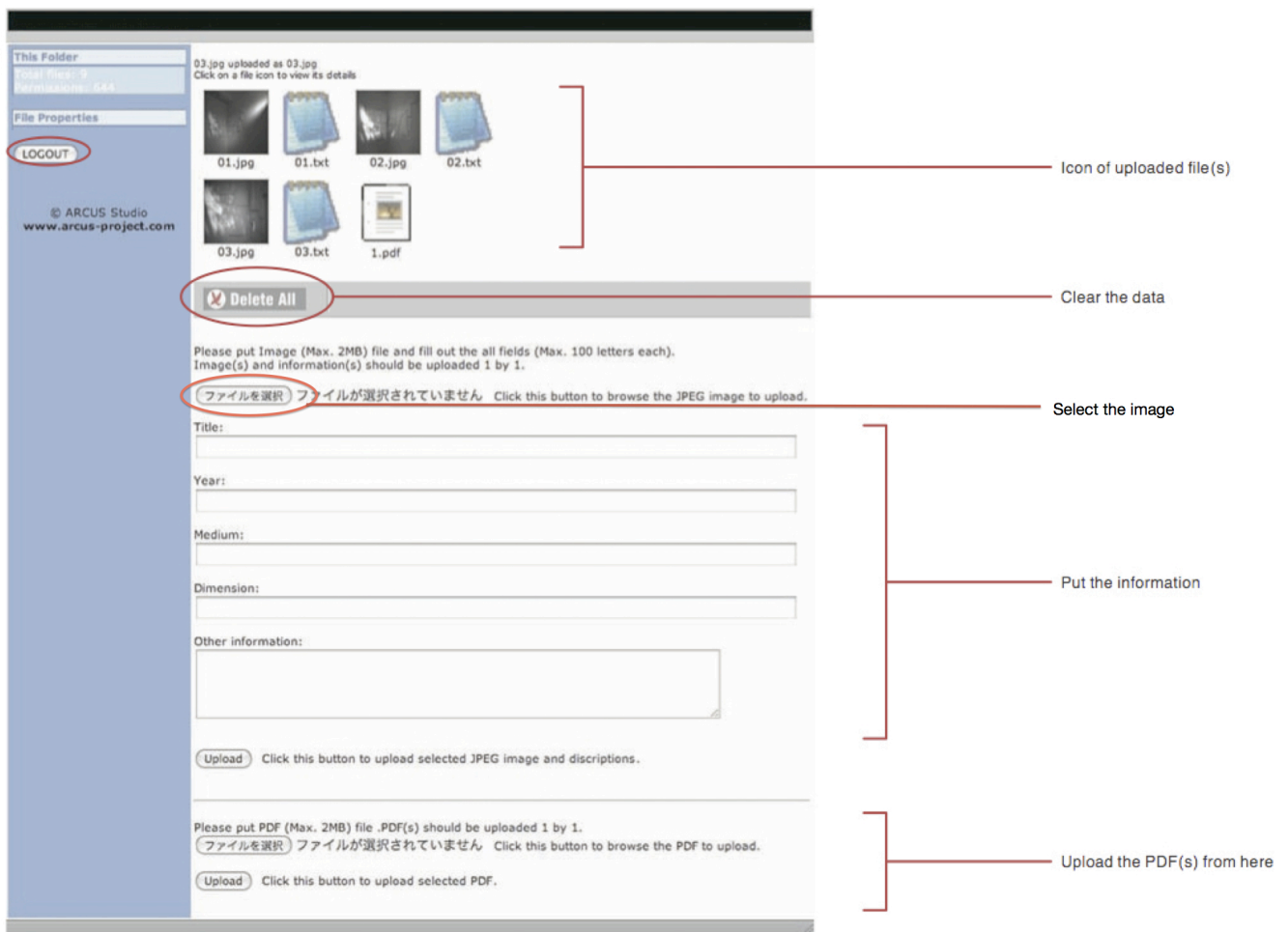
4-3. Click "Upload" button.

4-4. When the PDF is successfully uploaded, you will see an icon of the PDF on the screen.

\* If you click the "x Delete All" button, you can clear all the data (including JPEG(s)). If you want to change uploaded PDF, please start from the first procedure.

4-5. You can upload up to 3 PDF files. It should be uploaded one by one. If you would like to continue uploading other PDF, please repeat the process 4-2 and 4-3.

5. When you finish uploading all image(s) and PDFs, click “LOGOUT” button.



## NOTE:

- \* Your account is valid until April 19, 2019 ( 23:59:59 UTC-12 ) from when you receive the automatic confirmation e-mail. You can change the application materials until the deadline.
- \* You will not be able to access the page after the deadline: April 19, 2019 ( 23:59:59 UTC-12 ).

\* Only in case you are not able to submit the image(s) or PDFs online, you can send them via postal mail. (Please refer to page 5)

## **Optional STEP 2. Mail application materials**

*\*\*Only in case you are not able to upload the JPEG images of your work or/and PDF files online at STEP-2, you can send all required materials to ARCUS Studio via postal mail (regular, express etc.).*

### **Required materials:**

#### **1: JPEG image(s) - CD-ROM or USB flash drive + “List of Works”(printed paper or PDF data)**

- \* Maximum 10 images
- \* JPEG format only
- \* Less than 2MB each
- \* To correspond with the order of “List of Works, ” each file should be named as follows:  
**01.jpg, 02.jpg, 03.jpg, 04.jpg, 05.jpg, 06.jpg, 07.jpg, 08.jpg, 09.jpg, 10.jpg**
- \* All files should be saved in one folder named your “Application ID.”
- \* Download “List of Works” from ARCUS Project’s website (<http://www.arcus-project.com/en/residence>).
- \* Should be accompanied with completed form of “List of Works.”
- \* Put your Application ID on the disk/USB flash drive and “List of Works.”

#### **2: CV - Printed paper or PDF data**

- 2-1. Download “CV Form” from ARCUS Project’s website (<http://www.arcus-project.com/en/residence>).
- 2-2. A4 size (210mm x 297mm), no more than 3 pages.
- 2-3. Put your Application ID.

#### **3: ID - Printed paper or PDF data**

- \* A copy of Identification page of passport, or other official identification document with a photo.
- \* A4 size (210mm x 297mm), no more than 1 page.
- \* Put your Application ID.

### **Supplementary material:**

#### **4: Moving image/sound file(s) - DVD or USB flash drive + “Video Description” (printed paper or PDF data)**

- \* Total length of all works or excerpts should not be more than 10 minutes.
- \* Should be able to be played on DVD player not only on computer.
- \* NTSC format only.
- \* Should not contain any other data than moving image/sound.
- \* Download “Video Description” from ARCUS Project’s website (<http://www.arcus-project.com/en/residence>).
- \* Should be accompanied with completed form of “Video Description.”
- \* “Video Description” should be 1 file up to 3 pages.
- \* Put your Application ID on DVD disc/USB flash drive and “Video Description.”

**<NOTE>**

- Applicant should finish online application on ARCUS Project's website, and receive the Application ID.  
Any application without Application ID will not be accepted.
- Please only use the forms downloaded from ARCUS Project's website.
- Any applications that fail the requirements will not be accepted.
- Do not staple the application materials.
- Do not send any extra materials at the time of application. Any applicants who send the extra materials will be excluded from the subject of screening. Details of the proposal, catalogs of the past exhibitions, portfolio etc. as supplementary materials for the screening will be directly requested to the each applicant if necessary by the ARCUS Project Administration Committee.
- Submitted materials will not be returned to the applicant.

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**2418 Itatoi, Moriya,**  
**Ibaraki**  
**302-0101**  
**Japan**  
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**Tel : +81 297 46 2600**

**Postal application materials should be arrived by: April 19, 2019 (JST)**

- \* Application via e-mail or fax will not be accepted.
- \* Any postal application materials that reach the ARCUS Studio after the deadline will not be accepted.
- \* Postal application with postmark dated April 19, 2019 will not be accepted.
- \* Postal application without Application ID will not be accepted.