Instruction for Preparation of IPhO2023 Team Registration Form

Before filling out the Team Registration Form, the following five files should be prepared for each one of your team members (students, leaders, and observers) in advance:

- Face photo: image file (jpg or gif) with a file name “Family name-photo.jpg” or “---.gif”
- Pronunciation of full name: audio file (mp3) with a file name “Family name-pronunciation.mp3”.
- Photocopy of the passport photo page: image file (jpg, gif, or pdf) with a file name “Family name-passport.jpg”, “---.gif”, or “---.pdf”
- Signed Photography Consent Form: signed and scanned pdf file with a file name "Family name-photoconsent.pdf"
- Signed Commitment Form: signed and scanned pdf file with a file name “Family name-commitment.pdf”

*Each one of these files should not exceed 1MB in size.
**Photography Consent Form and Commitment Form for students and those for leaders and observers are different in contents. Please use the appropriate forms.

The form is quite lengthy consisting of many sections as we have to collect detailed personal and other data of each one of your team members. We appreciate your patience.
Your inputs to the form will be stored as you go along unless you have switched off the “save in progress” function of Google Form. You can re-visit the form to add and/or correct the data entries as necessary, before and after you submit the form.

The flow charts in the following pages illustrate the flow of data entry.

(1) You start with the “Delegation data”.

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------ Delegation Data -----
E-mail Address (of a person who fills out the form)
Country/Region
Your Name
Your E-mail Address (for confirmation)
Participation Category (selection by a radio button)

- ○ Regular Participation as a National Team [students+leaders(+observers+guests)]
- ○ Participation as an Observer Country/Region [observers(+guests)]
- ○ Participation as Group of Individuals [students+observers]
- ○ Participation as a Guest Team [students+observers(+guests)]

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(2) The entry flow will branch into the respective sections, depending on the choice of the participation category.

(3) You are to fill out the section for each participant (student, leader, observer, guest) one by one.

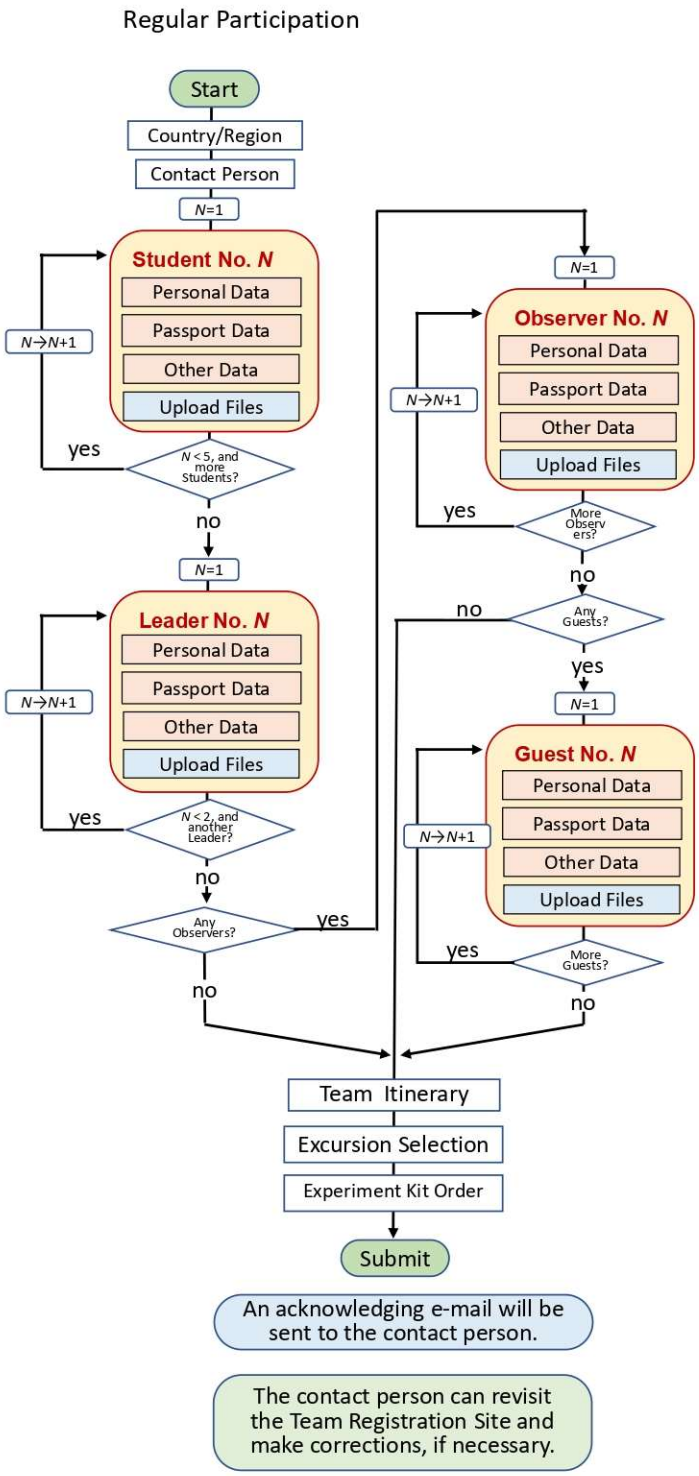
(4) After you complete all sections for the members of your team, you will proceed to the final sections for

Team itinerary (arrival date, port of entry, flight no., departure date, port of departure, flight no.)
Choice of Excursion Courses
Purchase of Experiment Kits

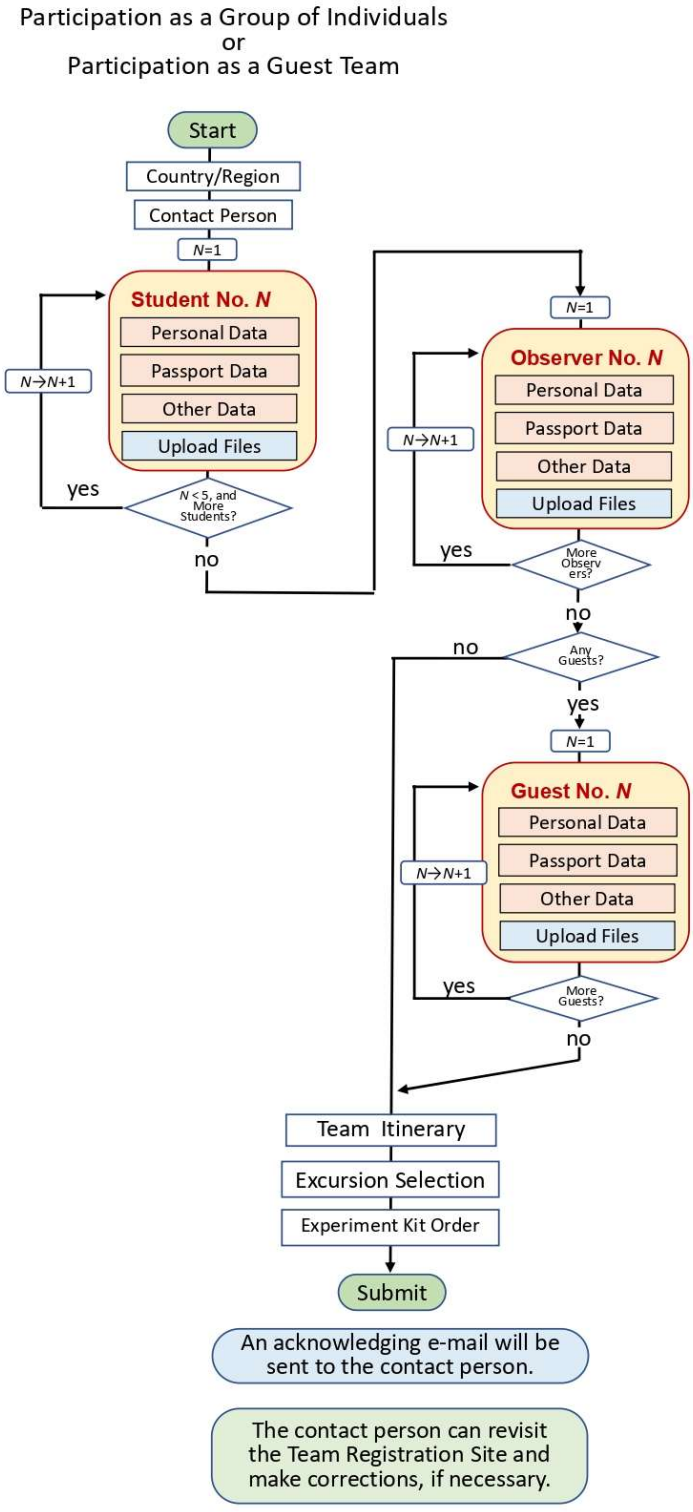
(5) You can now submit the filled Team Registration Form.

(6) Upon submission, an acknowledging mail will be sent to your address.

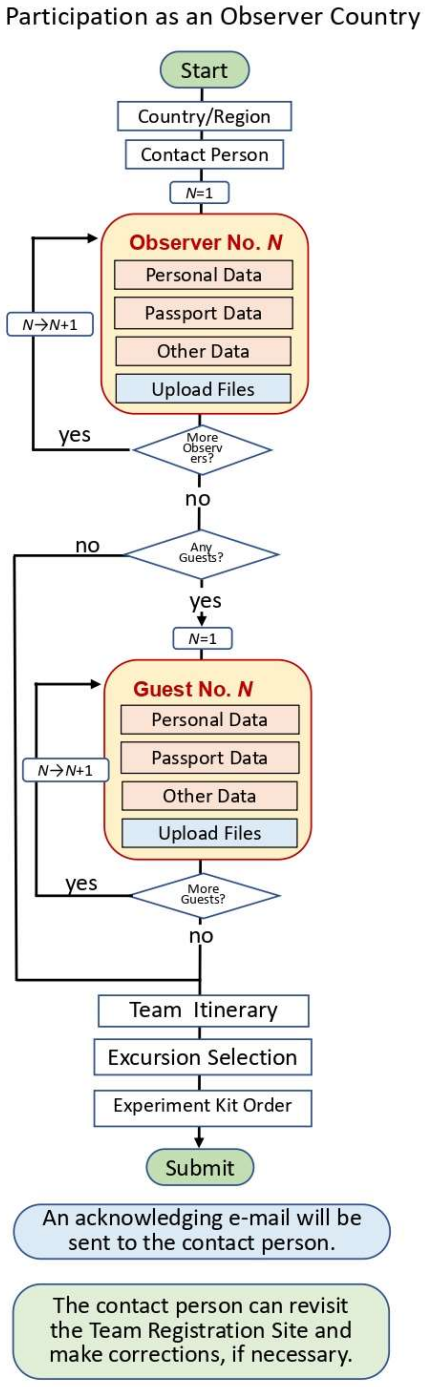
The Case of Regular Participation as a National Team [students+leaders(+observers+guests)]



The Case of Participation as Group of Individuals [students+observers]
or Participation as a Guest Team [students+observers(+guests]]



The Case of Observer Countries [observers(+guests)]



Entry Items

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[STUDENT]

---- Basic Data ----

Family Name
Given Name(s)
Gender
<Photographic Portrait> image file (jpg or gif) “Family Name-photo.jpg”
<Pronunciation of Full Name> audio file (mp3) “Family Name-pronunciation.mp3”
Name of the School (e.g., Tokyo High School)
Location of the School (Name of the City)
School Year (e.g., 3/3, 11/12)

---- Passport Information ----

Full Name as it appears on the passport
Birth Date (DD/MM/YYYY)
Passport Number
Issuing Country
Date of Expiration (DD/MM/YYYY)
<Photocopy of the passport photo page> image file (jpg or gif) “Family Name passport.jpg”

---- Additional data for a pleasant stay and development of friendship ----

Native Language and Familiar Languages (e.g. Japanese, English, Spanish)
Self Introduction Key Words
Provide a few key words (200 characters or less in total), describing your special skills, hobbies, and interests (e.g. playing music, athletic sports, favorite things) This information will appear on your name tag and in your profile in the IPhO 2023 Workbook to be handed at the Registration Desk, and should be helpful for "icebreaking", i.e., starting conversations with participants from other countries/regions.
T-Shirt Size (We may not be able to meet your request,)
Special Dietary Requirements (e.g., halal, kosher, vegitarian, food allergies)
Special Medical Requirements (e.g., wheel chair, everyday medication).

---- Consent Forms -----

<Photography Consent Form>
Read the ”IPhO2023 Photography Consent Form (student)” and append your signature. Scan the signed form to make a pdf file titled "Family name-photo consent.pdf" (e.g., Einstein-photoconsent.pdf) and upload it. If the student is considered under-age by his/her country's law, an additional signature by his/her guardian is required.
<Commitment Form>
Read the "IPhO2023 Commitment Form (student)" and append your signature. Scan the signed form to make a pdf file titled "Family name-commitment" (e.g., Einstein-commitment.pdf) and upload it.

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[LEADER or OBSERVER]

--- Basic Data ----

Family Name
Given Name(s)
Gender
<Photographic Portrait> image file (jpg or gif) “Family Name-photo.jpg”
<Pronunciation of Full Name> audio file (mp3) “Family Name-pronunciation.mp3”
Affiliation (e.g., University of Tokyo)
Position (e.g., professor, teacher)

---- Passport Information ----
  Full Name as it appears on the passport
  Birth Date (DD/MM/YYYY)
  Passport Number
  Issuing Country
  Date of Expiration (DD/MM/YYYY)
  <Photocopy of the passport photo page> image file (jpg or gif) “Family Name passport.jpg”

---- Additional data for a pleasant stay ----
  Hotel Room (check-in/check-out, room sharing, single occupancy, etc.)
  Special Dietary Requirements (e.g., halal, kosher, vegitarian, food allergies)
  Special Medical Requirements (e.g., wheel chair, everyday medication).
  T-Shirt Size (We may not be able to meet your request.)

---- Consent Forms -----
  <Photography Consent Form>
      Read the ”IPhO2023 Photography Consent Form (student)” and append your signature. Scan the signed form to make a pdf file titled "Family name-photo consent.pdf" (e.g., Einstein-photoconcsent.pdf) and upload it.
  <Commitment Form>
      Read the "IPhO2023 Commitment Form (student)" and append your signature. Scan the signed form to make a pdf file titled "Family name-commitment" (e.g., Einstein-commitment.pdf) and upload it.

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[GUEST]
--- Basic Data ----
  Family Name
  Given Name(s)
  Gender

---- Passport Information ----
  Full Name as it appears on the passport
  Birth Date (DD/MM/YYYY)
  Passport Number
  Issuing Country
  Date of Expiration (DD/MM/YYYY)
  <Photocopy of the passport photo page> image file (jpg or gif) “Family Name passport.jpg”

---- Additional data for a pleasant stay and development of friendship ----
  Hotel Room (check-in/check-out, room sharing, single occupancy, etc.)l
  Special Dietary Requirements (e.g., halal, kosher, vegitaliian, food allergies)
  Special Medical Requirements (e.g., wheel chair, everyday medication).

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[Others]
  Team itinerary (arrival date, port of entry, flight no., departure date, port of departure, flight no.)
  Choice of Excursion Courses
  Purchase of Experiment Kits
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