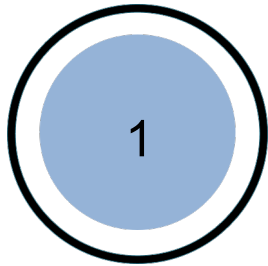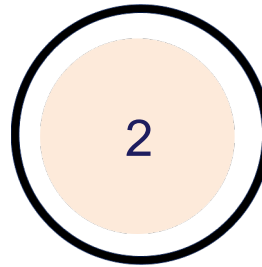# How to establish a local chapter
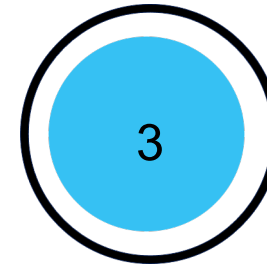
3 MAIN STEPS

1

Becoming a Point Of Contact (POC)
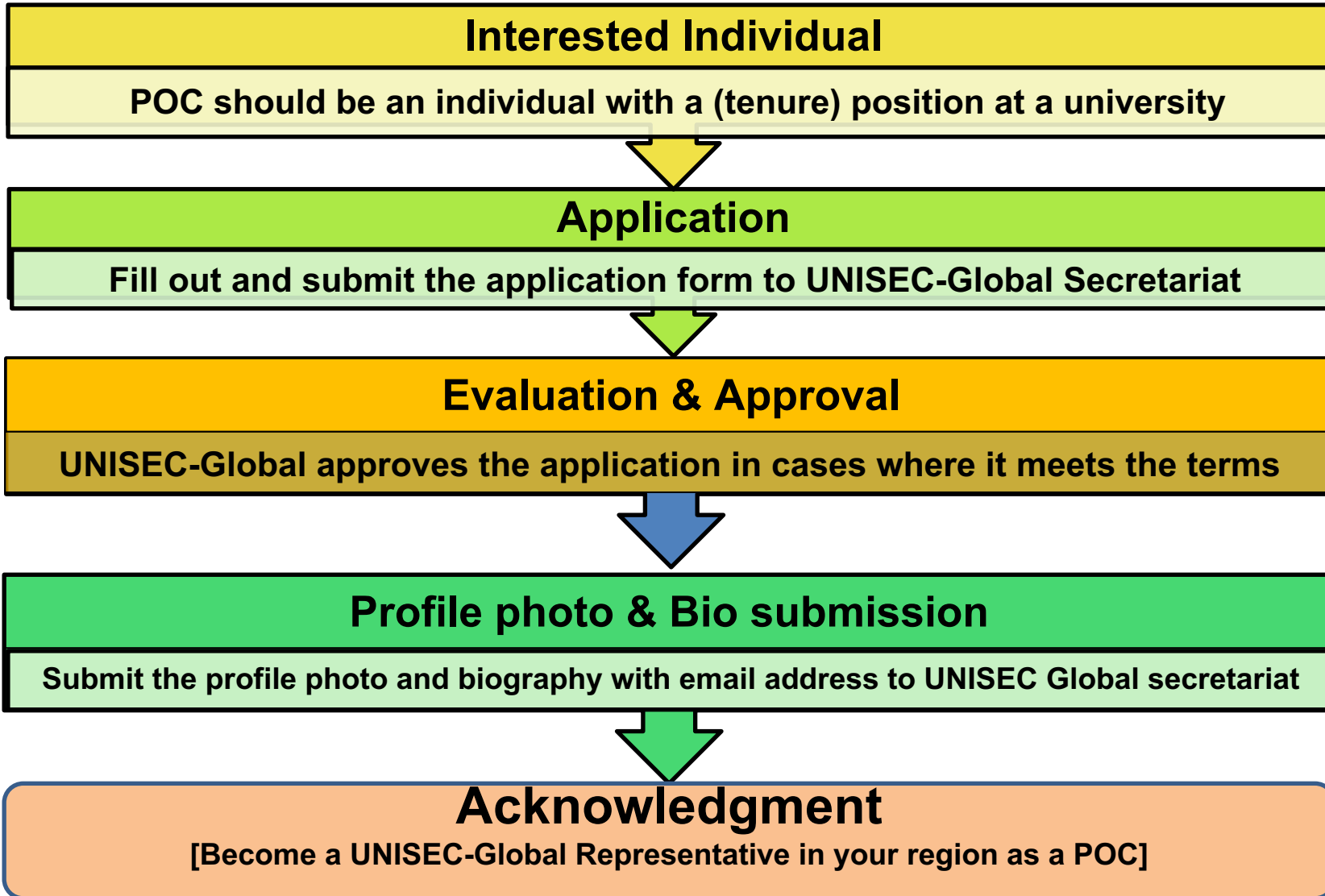
2

Application process

3

Approval and acknowledgment

UNISEC GLOBAL
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Becoming a Point of Contact | Individual

1

Interested Individual

POC should be an individual with a (tenure) position at a university

↓

Application

Fill out and submit the application form to UNISEC-Global Secretariat

↓

Evaluation & Approval

UNISEC-Global approves the application in cases where it meets the terms

↓

Profile photo & Bio submission

Submit the profile photo and biography with email address to UNISEC Global secretariat

↓

Acknowledgment

[Become a UNISEC-Global Representative in your region as a POC]

http://www.unisec-global.org/pointofcontact.html

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Point of Contact application form

Application Form for UNISEC-Global Point of Contact (POC)

UNISEC-Global Office
c/o UNISEC
Central Yayoi 2F, 2-3-2, Yayoi,
Bunkyo, Tokyo 113-0032, Japan
Tel: +81-3-5800-6645
Fax: +81-3-3868-2208
email: secretariat@unisec-global.o
www.unisec-global.org

Application Date: _____   Country / Region: _____

Personal Information

	Surname	Given name	Middle name
Name :			

Date of Birth: _____   Gender: ☐ Male ☐ Female

Profession or occupation: _____

Name and address of organization to which applicant belongs: _____

Zip-code: _____ Country _____ email: _____

Work Phone: _____   Fax: _____

Education

Highest space engineering relevant education

Collage/university name: _____   Department: _____

Month and year of graduation: Month ▾ / Year ▾ Degree: _____▾

Profile Information

Professional interest in space engineering: _____

(Indicate at least three major areas of professional interest in space engineering, e.g. space education, communication systems, deployable structure, ...et

Native Language: _____   Do you participate in previous UNISEC-Global activities: ☐ Yes ☐ No

How did you learn about UNISEC-Global? _____▾

Space Engineering Activities *(write about your current and future space engineering activities in less than 200 words):*

UNISEC-Global Expectation *(write about your expectations from UNISEC-Global in less than 200 words):*

Local Chapter Application Process

Seek

POC seeks member universities (Conduct events or seminars, etc.)

Collect

Collect member university information (in excel sheets) from two or more universities

2

Apply

Fill out the LC application form reflecting the collected information

Submit the application form to UNISEC - Global Secretariat

Send to: secretariat@unisec-global.org

Excel sheets for Member University information

Local Chapter Application form

Approval and Acknowledgement

Evaluation & Approval

UNISEC-Global approves the application in case it meets the terms

(3)

Local Chapter logo & Website creation

LC submits a logo and website(Facebook) URL to UNISEC Global secretariat

Acknowledgment of LC Acceptance
[Valid for two years]

http://www.unisec-global.org/localchapters.html

Maintaining a Local Chapter | Post-Acknowledgment

❖ **Point Of Contact**

▪ POC maintains effective communication between a local chapter and UNISEC Global secretariat

[POC is not necessarily the head or the chairperson of the Local Chapter]

❖ **Reporting and Updating**

▪ LC should report their activities annually and provide an **updated members' list** to the to the UNISEC-Global Secretariat

❖ **Local Chapter activities**

• LCs shall independently run space related activities and independently raise funds to run their activities

❖ **Participation in UNISEC-Global Meeting**

• LCs should **attend** a Virtual UNISEC Global meeting in order to learn from other local chapters, or host Virtual UNISEC Global meeting in order to share their activities with other local chapters.

❖ **Local Chapter Empowerment Program**

• There are several UNISEC Global programs, initiatives, events and training for empowering local chapters. Local chapters are encouraged to join.

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University Space Engineering Consortium

Join us!

UNISEC-Global Secretariat

**Central Yayoi 2F, 2-3-2　Yayoi, Bunkyo-ku,
Tokyo 113-0032, Japan
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