

Instruction for application

Please carefully read the instruction for procedures to take this course. If there is any question, please do not hesitate to contact our secretariat by e-mail (shown below).

- ✓ The official language of this seminar is English. Please note a concurrent Japanese seminar on the same floor.
- ✓ Accepting application starts on **January 9, 2018 (Tuesday) at noon (12:00 PM) Japan Standard time** (<https://www.nict.go.jp/JST/JST6.html>) until the 20 slots are filled, **by the order of receiving the application form**. An incomplete application form, or application before this time cannot be accepted.
- ✓ Please fill out the application form by typing in the necessary information and select the appropriate answers from the pull-down menu. Then save the file as pdf and attach it with your e-mail to our office: jscn-group@umin.ac.jp. In case the pdf cannot be usable in your computer system, please alternatively use the Word-format application.
- ✓ A copy of your **medical license of your country** and **passport info (pages showing you name, country and the expiration date)** is needed for acceptance of application. Please e-mail a pdf or a photo file (jpg, tiff, bmp, etc), preferably with your application form, but sending later (preferably within a week) is acceptable. We cannot finish your processing without the copy.
- ✓ Although we do our best to respect your choice of lectures/hands-on, the selection is determined as first-come-first-served basis, due to limited capacities.
- ✓ **Payment**: The participation fee is 350 US dollars, which includes the following: participation of the hands-on seminar; a textbook (pdf & paper version); welcome party (on July 7, 2018); lunch on July 7 and 8; a certificate upon completion. Upon successful registration with an application form along with a copy of medical license and a passport info, we will e-mail with an URL link to the credit-card company (Sony payment service), where the following cards are accepted: Visa, Mastercard, American Express, JCB and Diners Club. A payment method other than above is not available. It is possible to pay by a credit card owned by someone else.

- ✓ Cancel policy: please notify us by an e-mail for cancellation. The amount of the refund is the following: (1) more than 14-days prior to the course (by 23:59 on June 22, 2018), full refund (350 US dollars). A pdf-form of a textbook will NOT be e-mailed. (2) From 14 days to 1 day prior to the course (from 0:00 AM on June 23, 2018 to 23:59 on July 5, 2018), 80% refund (280 US dollars). A pdf-form of a textbook WILL be e-mailed. (3) There will be no refund by cancellation after 0:00 AM on July 6, 2018 or no-show. A pdf-form of a textbook WILL be e-mailed. Only the attendee of the course receives a paper-version of the textbook along with an identical pdf form.

Visa and General information

- ✓ Visa: it is the responsibility of each participant to obtain appropriate visa to enter Japan. Please check the updated information on the visa requirement.

(1) As of December 2017, the nationals of the following Asian countries are not required to obtain visas to enter Japan for short period: Brunei (15 days)/ Indonesia/ Malaysia/ Republic of Korea/ Singapore/ Thailand (15 days)/ Hong Kong/ Macao/ Taiwan. Please check the requirements for visa exemption that are different from country to country, at the Ministry of Foreign Affairs of Japan (http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html). Inquiring such info at a local Japanese embassy/consulate is also recommended.

(2) The nationals other than above need to obtain visa for entry. Please read the updated visa procedures carefully (http://www.mofa.go.jp/j_info/visit/visa/index.html). Because of complex situations of nationality and residence as well as your previously issued visa, we WILL NOT automatically consider the need of visa support BASED ON YOUR COUNTRY OF RESIDENCE. Therefore, we will help you by sending supporting documents ONLY IF you request us to do so (as indicated in the application form). Please note the following: (A) You may stay in Japan before or after the hands-on course for sightseeing, etc. However, we can support your visa for no longer than 14 days of stay in Japan (maximum stay = 14 days). You need to send us your plan during the stay in Japan for us to send a supporting document. (B) We cannot support visas for your accompanying persons. Only the participant for this hands-on course will be supported for his/her visa. (C) The same refund policy applies in case of visa rejection.

Because full refund is available 14 days or longer prior to the course day, please obtain your visa in advance. It is your responsibility to contact the local embassy/consulate for information to obtain the visa.

✓ Travel information

1. From your country to Tokyo: there are two international airports near Tokyo. The Haneda international airport is approximately 40 minutes away from the center of Tokyo by train and monorail (<http://www.haneda-airport.jp/inter/en/>). However, smaller number of international flights are available to Haneda. The Narita international airport is a destination for larger number of international flights, however, it is located approximately 90 minutes to Tokyo (<https://www.narita-airport.jp/en>).

2. The venue: the venue (The main campus of Teikyo Heisei University, Iiebukuro campus) is located in the northwestern part of the metropolitan Tokyo. Please be careful that there are 4 campus locations of this university as well as Teikyo University that are located completely separately.

http://www.thu.ac.jp/access/access_ike.html

<https://www.google.co.jp/maps/place/Teikyo+Heisei+University/@35.7325213,139.716354,16.44z/data=!4m5!3m4!1s0x602298252b6a226d:0x8aa0f3a9400f2355!8m2!3d35.732878!4d139.719224?hl=en>

Address of the venue: (postal code 170-8445). 2-51-4 Higashi-Ikebukuro, Toshima-district, Tokyo, Japan.

3. Where to stay in Tokyo: Due to the recent boom of “Japan tourism”, it has become hard to find a hotel room in Tokyo in July. It is your responsibility to reserve a hotel room, very much in advance. Reliable reservation sites are the following: (1)

Rakuten travel: <https://travel.rakuten.com/> ; (2) Jalan travel:

https://www.jalan.net/en/japan_hotels_ryokan/ ; (3) JTB travel:

<https://www.japanican.com/en/> . Also, a number of apartments are available with Airbnb.com in the Ikebukuro area.

4. General info: Please wear comfortable cloths, especially if you select hands-on sessions when you are expected to be a study subject (unless you have special

reasons to avoid). Taking photo or recording video/audio is prohibited, unless requested in advance with an adequate reason.

Contact information

- ✓ Tokyo Super-EMG2018 Secretariat Office (Japanese Society of Clinical Neurophysiology)
E-mail address: jscn-group@umin.ac.jp
Seminar home page: http://jscn.umin.ac.jp/EMG2018_OS/

Checklist for initial application

- ✓ The application form (use of the pdf form is preferred, but Word can be accepted).
- ✓ A photocopy of medical license (attach as a pdf or an image file)
- ✓ A photocopy of your passport page showing your name, country, and expiration
- ✓ Please indicate whether you need our visa support
- ✓ Please check you have a credit card (Visa, Mastercard, American Express, JCB, Diners Club) for later payment