

Application Instructions

Please read the following instructions carefully to apply to Tokyo Super-EMG hands-on course 2020. If there is any question, please do not hesitate to contact the Secretariat by sending an e-mail to: jscn-group@umin.ac.jp

< Course and Application >

- ✓ The official language of the seminar is English. Please note that concurrent seminars in Japanese will be held on the same floor.
- ✓ Accepting application starts on **October 14, 2019 (Monday) at noon (12:00 PM) Japan Standard time** (<https://www.nict.go.jp/JST/JST6.html>). For international participants, there are 20 slots available and will be filled **in order of the received applications, the first-come-first-served basis**. An incomplete applications or submissions before this time cannot be accepted. If supporting documents (copies of medical license/ board certificate and passport) cannot be prepared in a timely manner, these can be submitted within 2 weeks after acceptance.
- ✓ Application Steps
 - (1) Fill out the **application form** by typing in the necessary information, choose the appropriate answers, and save it as a **WORD-file**.
 - (2) Prepare copies of your (a) **medical license or board certificate** of your country (if not in English, please also submit English translation) and (b) **passport**, pages showing your name, country and the expiration date, **in a pdf or a photo file such as jpg, tiff, bmp**.
 - (3) Attach the application form, medical license or board certificate (English translation if necessary), and passport to your e-mail.
 - (4) Send the e-mail to the Secretariat office at: jscn-group@umin.ac.jp from PC, not from iPhone, in order to prevent errors.
 - ✓ Although we do our best to respect your choice of lectures/hands-on, participants will be determined on the first-come-first-served basis, due to the limited capacities.

<Payment and Cancelation >

- ✓ The participation fee is 35,000 Japanese yen, which includes the following: participation of the hands-on seminar; a textbook (pdf & paper version); welcome party (on April 18, 2020); lunch on April 18 and 19; a certificate upon course completion.
- ✓ We only accept **credit card payments** of the followings: Visa, Mastercard, American Express, JCB and Diners Club. Payments other than the above cards are not available, but it is possible to pay by a credit card owned by someone else. If you have problems regarding the credit cards, please contact the Secretariat Office at: jscn-group@umin.ac.jp.
- ✓ Upon the successful registration, we will send you an e-mail with an URL, which is linked to Sony Payment Service, the credit-card company. **Your payment should be done within two days from the day you received the mail from Sony Payment Service, otherwise the link will be deactivated.**
- ✓ Please be aware that in a case we are unable to confirm your payments within 7days from your successful registration, your seat might be given to others who are on the waiting list.
- ✓ To cancel to participate the seminar, please notify us by an e-mail as soon as possible. The refund policies are as follows:
 - (A) More than 4 weeks prior to the course (cancelation notice received by 23:59 Japan Standard Time on March 20, 2020), full refund (35,000 Japanese yen) but the cancellation fee of 2,500 Japanese Yen will be subtracted. A pdf-form of a textbook will NOT be e-mailed.
 - (B) From 0:00 AM on March 21, 2020 to 23:59 on April 10, 2020, 50% refund (17,500 Japanese

yen), but the cancellation fee of 2,500 Japanese Yen will be subtracted from your refund. A pdf-form of a textbook WILL be e-mailed.

- (C) After 0:00 AM on April 11, 2020 or no-show, there will be no refund. A pdf-form of a textbook WILL be e-mailed. Only the attendees of the course will receive a paper-version of the textbook along with an identical pdf form.

<Visa and General information>

We will send you documents to support your visa application, but **it is the responsibility of each participant to obtain the appropriate visa to enter Japan.** Please check the updated information on the visa requirements.

(1) As of September 2019, the nationals of the following Asian countries are not required to obtain visas to enter Japan for short period: Brunei (15 days)/ Indonesia (with ePassport and prior registration)/ Malaysia (with ePassport)/ Republic of Korea/ Singapore/ Thailand (15 days, with ePassport)/ Hong Kong (SAR, BNO passport)/ Macao (SAR passport)/ Taiwan. Please check the detailed requirements carefully for the visa exemptions, which differ depending on the countries. The website of Ministry of Foreign Affairs of Japan (http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html). Inquiring the appropriate information from the Japanese embassy/consulate in your country is also strongly recommended.

(2) The nationals other than the above need to obtain visa for the entry. Please read the updated visa procedures carefully on the website of Ministry of Foreign Affairs of Japan (http://www.mofa.go.jp/j_info/visit/visa/index.html). Because of the complexities, such as situations of nationality, residency, or previous visas, we WILL NOT automatically consider that you need our visa support BASED ON YOUR COUNTRY of RESIDENCY. You must indicate that you need our visa support on the application form, and ONLY IF you request us to do so, we will assist you by sending the supporting documents. Please note the following:

- (A) You may stay in Japan before and/or after the hands-on course for other activities, such as sightseeing. However, we will support your visa for total of only 14 days in Japan (your maximum stay = 14 days). You need to submit your plans during the stay so that we can prepare the supporting documents.
- (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 even in a case of visa rejection, so please obtain your visa in advance. It is your responsibility to contact the local embassy/consulate to obtain your visa.

<Travel information>

1. From your country to Tokyo: there are two international airports in Tokyo area. The Haneda international airport is approximately 40 minutes away from the center of Tokyo by train, mono-rail and limousine bus (<http://www.haneda-airport.jp/inter/en/>). However, a smaller number of international flights are available to/from Haneda. The Narita international airport is larger, especially for international flights, however, it is located approximately 90 minutes away from Tokyo (<https://www.narita-airport.jp/en>).
2. The venue: The main campus of Teikyo Heisei University, Ikebukuro campus is located in the northwestern part of the metropolitan Tokyo, the nearest large JR-line station is Ikebukuro. Please be careful that Teikyo Heisei University has 4 campuses which are located completely far apart. The venue is at the Ikebukuro campus. 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”, finding a good hotel in Tokyo is getting difficult. It is your responsibility to find and reserve a hotel room, very much in advance. The followings are reliable reservation sites:

- (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 <https://www.airbnb.com> in Ikebukuro.

4. General info: Please wear comfortable clothes, especially if you select hands-on sessions, where you are expected to be a study subject (unless you have special reasons to avoid). Taking photo or recording video/audio is prohibited, unless you have requested in advance with an adequate reason and we have approved.

Contact information

✓ Tokyo Super-EMG2020 Secretariat Office

(Japanese Society of Clinical Neurophysiology)

E-mail address: jscn-group@umin.ac.jp

<http://jscn.umin.ac.jp/english/index.html>

Seminar home page: http://jscn.umin.ac.jp/EMG2020_OS/EMG2020.pdf

Checklist for your application

✓ The application form (WORD-file saved, send from PC, not from iPhones)

*Please indicate whether you need our visa support or not

- ✓ A photocopy of your physician’s license/board certificate (a pdf or an image file, English translation if necessary)
- ✓ A photocopy of your passport, the pages showing your name, country, and expiration date (a pdf or an image file)
- ✓ Please prepare a credit card (Visa, Mastercard, American Express, JCB, Diners Club), the linked e-mail will be sent to you shortly after your registration is completed.