SHINGIJUTSU USA  
Kaizen in the Office  
April 24 – 28, 2017  
Auburn, Washington

(Welcome Reception Sunday, April 23rd at 6:00 pm)

To register, complete form, save and e-mail to [megan.herscher@shingijutsu.co.jp](mailto:megan.herscher@shingijutsu.co.jp)

PARTICIPANT INFORMATION

|  |  |  |
| --- | --- | --- |
| Name: |  | Nationality: |
| Your certificate and nametag will be printed from this information. If completing by hand, please print clearly. | | |
| Job Title: |  | |
| E-mail: |  | Cell Phone: |
| Company Name: |  | |
| Company Products: |  | |
| Company Address: |  | |
| Mailing Address: |  | |
| Primary Language: |  | |
| Dietary Restrictions: |  | |
| Note: All meals are included with seminar attendance. | | |

METHOD OF PAYMENT

$4500 price of attendance includes seminar fee and materials, hotel accommodations, transportation to and from the airport, and daily shuttle between hotel and seminar location. All meals are included.

Note: Payment must be received prior to April 14, 2017.

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| --- | --- | --- | --- | --- | --- |
| Check | Payable to: Shingijutsu USA Corporation  Send to: 1420 Fifth Avenue, Suite 2238, Seattle, WA 98101, USA | | | | |
| PO #  Payable to: Shingijutsu USA | Name and Address to Appear on Invoice: |  | | | |
|  | | | |
| “Attention To” Name: |  | | | |
| Purchase Order Number: |  | | | |
| Credit Card | CC#: | Expiration Date: |  | CVV: |  |
| Name as it appears on Card: |  | | | |
| Billing Address for Card: |  | | | |
| Wire Transfer | We also accommodate wire transfer. Information will be included on the invoice. | | | | |

CANCELLATION POLICY\*

We understand circumstances can occur that affect your ability to attend the seminar. If you must cancel, notice must be given in writing by either e-mailing [megan.herscher@shingijutsu.co.jp](mailto:megan.herscher@shingijutsu.co.jp) or by mail. If there is no notification of inability to attend, there will be no refund. See notification guidelines below:

|  |  |  |
| --- | --- | --- |
| 15 Days before start date | 100% Refund | \*Shingijutsu USA is committed to fulfilling the scheduled event; however, we reserve the right to cancel due to insufficient registration or other unforeseen circumstances that would affect our ability to hold the event. If that were the case, any registration fees paid would be returned. |
| 2-14 days before start date | 70% Refund |
| 1 day before start date | 60% Refund |
| On start date | 50% Refund |
| No show without notification | No Refund |

**FLIGHT INFORMATION**

Please fly in and out of Seattle-Tacoma International Airport (SEA)

Out-bound flight on Friday should not depart prior to 1:30 pm PST.

**HOTEL, GROUND TRANSPORATION AND MEAL INFORMATION**

All hotel accommodations and meals Sunday evening through breakfast Friday are arranged by Shingijutsu and included in the price of attendance. Ground transportation from the airport on Sunday, between the hotel and host site daily, and to the airport Friday is provided by Shingijutsu. You will not need a rental car unless you require transportation that Shingijutsu is not able to accommodate outside of these arrangements.

**DRESS CODE and PPE (PERSONAL PROTECTIVE EQUIPMENT)**

Business casual with closed toe, closed heel shoes. No high heels. Jeans are fine.

Safety shoes are not required.

Safety glasses are required but will be provided on-site.

**SCHEDULE (Subject to Adjustment)**

Sunday: 6 pm – 8 pm Welcome Reception

Monday – Thursday: 8 am – 5 pm generally. Hours may differ to meet production schedule or to allow the team to meet the week’s targets

Friday: 8 am – 11:30 am