**PLEASE FILL IN AND SEND IT BY E-Mail to:** [**office@shingijutsu.co.jp**](mailto:office@shingijutsu.co.jp)

**APPLICATION FORM** The deadline for application is **April 30, 2019.**

**Shingijutsu Kaizen Shinka Seminar**

We will close the application process when the prescribed number of applicants is reached.

Certifications and nametags will be printed based on this sheet. Please print clearly.

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| **Shingijutsu Kaizen Shinka Seminar Host Facility Plant Tour –** **June 11 (Tuesday) to June 13 (Thursday)**  **Fee: US$1.500.00** | | | | |
| Participant Name | Mr.  Ms. | First Name | Last Name | Nationality |
|  |  |  |

※Please print your name as it appears on your passport.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name | | |  | | |
| Company Address | | |  | ZIP Code |  |
| TEL |  | Fax |  | E-mail |  |
| Head Office/Headquarter Name | | |  | | |
| Head Office/Headquarter Address | | |  | | |
| Company Products | | |  | | |
| Job Title | | |  | | |

※Please enter official company name. Please be careful of spelling, commas, hyphens, etc.

Invoice and Payment Information

|  |  |
| --- | --- |
| Billing address: |  |
| Addressee/Attention | Mr. Mrs. Ms. |
| E-mail address of addressee/attention |  |
| E-mail address where invoice is to be sent | Same as above |
| Purchase Order Number (If applicable) |  |
| Do you wish to pay by credit card? | No Yes (a credit card form will be sent with the invoice) |

\*Please make the payment before the seminar begins.

\*If any documents from Shingijutsu is required for the payment, please notify us ASAP.

# Comments:

**Diet and Preferences**

|  |  |
| --- | --- |
| Diet restrictions or food allergies (If yes, please specify) | No Yes  Please specify: |
| What do you hope to learn from this Kaizen Shinka training? |  | |

Seminar Fee

1. $1,500 per person including lunches of Tuesday, Wednesday and Thursday, dinners of Tuesday and Wednesday, buses of Thursday, textbooks.

The attendees shall shoulder all other expenses, hotel charges of Monday, Tuesday and Wednesday, transportation to and from the LA airport.

\***Crowne Plaza LA International Airport**

5985 W. Century Boulevard, Los Angeles, CA 90045

Shingijutsu has a special arrangement with them for this Seminar and **please contact them at 1-888-315-3700** informing you are the attendee(s) of Shingijutsu Seminar for room reservation although all room charges are your own account.

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1. The seminar will end at **1:00 PM** on **Thursday, June 13** atGenba Host Facility, Oxnard, California.
2. This seminar is held exclusively for kaizen participant(s). We do not arrange anything for non-seminar participant(s), such as participants’ family members.

## Attention

1. Please understand that if the participant’s company and/or products are competitors of the host companies or Shingijutsu, the participants may not be accepted.
2. English-Japanese interpreters are provided for interpretation between participants and consultants.

**For seminar participants:**

* At the plant tour, please wear casual clothes – tank tops, shorts, skirts, and dresses are not allowed. Footwear must cover the entire foot, no sandals or high heels.
* Anytime during workshop hours and group work sessions, we kindly ask participants to refrain from consuming alcohol.
* If you have any food restrictions or allergies, please fill in the information in the diet preferences or comments column.
* Taking photos and videos with personal cell phones or cameras is not allowed inside of the plant.

### **Information of cancellation charge for Shingijutsu Seminar**

Any cancellations must be received in writing. The following are the cancellation fee rules.

①　12 days before seminar　 　　　 No Charge

②　2 to 11 days before seminar　　 Charge 30% for seminar fee as cancellation fee

③　A day before seminar Charge 40% for seminar fee as cancellation fee

1. Seminar on the day or the day after the seminar Charge 50% for seminar fee as cancellation fee
2. No information for cancellation No Refund

We appreciate your understanding of the cancellation regulation.

Shingijutsu is committed to fulfilling the schedule as presented, however Shingijutsu reserves the right to cancel any courses where sufficient registration levels have not been met. If the participation number reaches the limit or we receive the application after the deadline, we reserve the right to refuse the application. The final report-out documents will be sent out to all participants within three months after the Seminar.

Thank you for your participation.