

## APPLICATION FORM

The deadline for application is **March 31, 2017**.

### Shingijutsu Super Kaizen (40 seats available)

We may 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.

<input type="checkbox"/> <b>Kaizen Workshop and Host Facility Plant Tour</b> May 1 (Monday) ~ May 5 (Friday) <b>Fee: US\$4,000</b>				
Participant Name	<input type="checkbox"/> Mr.	First Name	Last Name	Nationality
	<input type="checkbox"/> Ms.			

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

※All participants must be "U.S. Person". Please send a copy of your passport with this application for verification purposes.

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	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
E-mail address of addressee/attention	
E-mail address where invoice is to be sent	<input type="checkbox"/> Same as above
Purchase Order Number (If applicable)	
Do you wish to pay by credit card?	<input type="checkbox"/> No <input type="checkbox"/> 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)	<input type="checkbox"/> No <input type="checkbox"/> Yes Please specify:
Hotel room (Hotel may not always be able to accommodate)	<input type="checkbox"/> Non-smoking room <input type="checkbox"/> Smoking room
Are you interested in being a team leader? (If there are no volunteers, team leaders will be chosen by Shingijutsu)	<input type="checkbox"/> No <input type="checkbox"/> Yes
What do you hope to learn from this Kaizen training?	

### Arrival Flight Information

The closest airport from the reserved hotel is Bradley International Airport (BDL) in Hartford/Windsor Locks, CT.

Please list all flights, including connecting flights

Flight Number ( )	Airport	From ( ) to ( )
Flight Number ( )	Airport	From ( ) to ( )
Arrival Date & Time into Hartford.		
Date: ( )	Time: ( )	
If arriving in Hartford before April 30th and require reservations at Hotel (TBD soon), please check box <input type="checkbox"/> Yes		
※Hotel stay during this time will be one's own expense – please pay upon checking out.		
※Please arrange for own transportation between airport and hotel. If help is needed, please notify us.		

### Departure Flight Information

The closest airport from last day location is Bradley International Airport (BDL). Please book the flight from Bradley International Airport (BDL).

It takes about 1 hour from the host facility to Bradley International Airport (BDL).

Flight Number ( )	Airport	From ( ) to ( )
Flight Number ( )	Airport	From ( ) to ( )
Arrival Date & Time into Hartford.		
Date: ( )	Time: ( )	
If departing Connecticut after May 5th and require reservations at Hotel (TBD soon), please check box <input type="checkbox"/> Yes		
※Hotel stay during this time will be one's own expense – please pay upon checking out.		
※Please arrange for own transportation between airport and hotel. If help is needed, please notify us.		
Comments:		

### Seminar Fee

- ①The workshop fee is US\$4,000, including breakfast and lunch on all days, workshop materials (text, notebook, and stopwatch), certificate, accommodation fee (5 nights, April 30 – May 5), and pick up service to and from Bradley International Airport. Transportation to and from the host facility is also provided. Internet access at the hotel is free (free Wi-Fi). All applications will be confirmed by the Host Facility and Shingijutsu. Confirmation of your application acceptance will be sent via email. Invoice will be sent after the confirmation. Please pay the fee before the seminar begins.
- ②The seminar will end at 1:00 PM on Friday, May 5.
- ③This seminar is held exclusively for kaizen participant(s). We do not arrange anything for non-seminar participant(s), such as participants' family members.

### Attention

- ①The Genba (manufacturing floor) Host Facility is a respected producer of formed, machined and fabricated sheet metal aerospace components and assemblies for both commercial and military applications. United States laws and regulations prohibit U.S.-owned companies from engaging in certain transactions with foreign countries and nationals without the prior approval of the U.S. Department of State or the United States Department of Commerce. For this reason, all participants must be a "U.S. Person".  
In order to comply with these regulations, all visitors must provide proof of identification to validate country of Citizenship prior to arrival. This proof of identification shall be a Government issued Passport from their country of origin, Birth Certificate or Green Card. If Citizenship is unable to be validated, Whitcraft LLC reserves the right to deny participation

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

in Genba activities.

② 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.

③ English-Japanese interpreters are provided for interpretation between participants and consultants.

**For seminar participants:**

- Please bring business suits for the Genba Kaizen final presentation, but ties are not required (business casual). At the plant exercise and tour, please wear casual clothes – tank tops, shorts, skirts, and dresses are not allowed. Earrings may not be worn inside the plant.
- 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 |
| ④ Seminar on the day or the day after the seminar | Charge 50% for seminar fee as cancellation fee |
| ⑤ 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.