

2018 April Japan Seminar: Ground Rules

Hi there, thanks for joining Japan classes this time. All our staff are very excited to having you here. There are some things that we would like you to know before joining the class.

- Registration on the first day of each seminar opens from 9:00 in the morning. Mention your name to the staff at the reception desk and receive course manuals and a name tag, then secure your seat in the classroom.
- The class starts from 9:30 and ends before 17:30 every day.
- It is important for you to participate ALL the discussion and exercises in each class. Note that if you come in late frequently or miss a big part of the class, you may lose eligibility to receive a certificate.
- Note that the first day of Basic Instructors course is 408, which is different from other days of the course (302).
- Please do not occupy multiple seats. We are expecting full classes and there is no extra seat for anyone this year.
- Recording the classes is not allowed.
- When you take a picture with other students, make sure the person is ok being in the picture. If you are looking to upload the picture on social network, make sure you get a verbal consent.
- You can bring bottled drinks to the class. Paper-cup drinks are not allowed.
- Please refrain from making loud noise on the corridor or waiting area as there will be other events/seminars going in the same floor of the building
- Do not go outside of the classroom for “work in pair” exercises.
- Do not leave trash in the classroom. Bring it to the designated trash bin area.

We are looking forward to having you in the class soon!

Love and gratitude,
2018 Japan Event Team