

Notes for Participants in HIDA Experience Japan Program Fiscal Year 2017”

12 June ~ 16 June, 2017 HIDA Tokyo Kenshu Center (Tokyo)

These *Notes* provides the participant of the above-mentioned course with the basic information and conditions for participation in this program.

Please apply for the course after reading these terms and conditions carefully.

1. Passport and Quarantine:

The participant should obtain a passport and comply with the necessary immunization regulations for the journey to Japan. HIDA will not be responsible for any expense incurred in this procedure.

2. Visa:

- (1) After obtaining a passport, the participant who needs a visa to enter into Japan should apply for a “Temporary Visitor Visa” for the prescribed period at the Japanese Embassy or Consulate in his/her country by submitting the Letter of Invitation, Guarantee Letter, Program Schedule supplied by HIDA. HIDA will not be responsible for any expense incurred in this procedure.
- (2) The participant should make photocopies of the Letter of Invitation, Guarantee Letter, Program Schedule sent from HIDA and bring them to Japan for any clarification requested by the Immigration Officer upon arrival at a Japanese airport.
- (3) The participant is kindly requested to return to his/her country soon after completion of the program in accordance with the HIDA Rules and Regulations as the visa is only valid for participation in the specified program. If you extend your stay in Japan, please inform HIDA of the schedule in advance. HIDA will not be responsible for any expenses incurred, or any troubles caused, by obtaining the wrong kind of visa. Visas for any countries other than Japan, if so needed, should be obtained before departure for Japan, since no time can be spared for such a purpose during the intensive program in Japan.
- (4) In the event that the participant has to withdraw from the program before applying for a visa, the Letter of Invitation should be returned to HIDA immediately. If the participant has to withdraw from the program after obtaining a visa, the participant is requested to cancel the visa at the Japanese Embassy/Consulate in his/her country and send evidence of this, i.e., a copy of the canceled visa document, to HIDA.

3. Travel Arrangements:

Air Ticket

The participant will purchase his/her air ticket for travel to/from Japan in accordance with the “Guidelines for the Arrangement of Air Tickets by the Participant” on page 2. The participant shall pay for the whole airfare by him/herself.

4. Miscellaneous Travel Expenses:

The cost of travel between the participant’s home and the international airport in his/her home country, customs clearance charge, excess baggage charge and any expenses other than those particularly specified in these *Notes* shall be met by the participant him/herself.

5. Accommodation:

- (1) During the program period, the participant will be accommodated at an HIDA training center or Other Facilities in Tokyo Area designated by HIDA.
- (2) A private room in the HIDA training center has a bed, a desk, a bookshelf, a closet, a color TV and a telephone. A shower and toilet, towels and soap are also provided in each private room at the HIDA training center.
- (3) Meals will be provided in the dining hall of the HIDA training center under a self-service system except every Sunday, when the dining hall is closed, and the participant will be requested to have meals outside of the center.
- (4) The Internet is accessible from the Computer Room or private rooms in the training centers. (*Voltage: 100V, Electric plug: Type “A”. Fat blade attachment plug without grounding pin.)

6. Expenses:

- (1) It is advisable for the participant to convert foreign currency such as US dollars or EUROS into Japanese yen at a bank in the airport on his/her arrival in Japan.

7. International Travel Expenses (Airfare):

The participant shall purchase his/her air ticket by him/herself.

“Guidelines for the Arrangement of Air Tickets by the Participant”

1. Arrival Dates: Arriving in Japan on 11 June (Sun.) 2017
2. Departure Dates: Departing on 17 June (Sat.) 2017
3. Arrival and Departure Airport: Narita International Airport
4. Return Travel: The participant should book his/her return flight in his /her home country before departure for Japan. Any arrangements for return travel including reconfirmation of the return flight should be made by the participant him/herself.
5. A charter bus will serve from the airport to HIDA Tokyo Kenshu Center (TKC) or Other Facilities in Tokyo area for those who arrive in Japan at Narita International Airport at 10:00 a.m. and 16:00 p.m.
<Schedule is subject to change>.
Find a meeting service staff holding a signboard “HIDA Experience Japan” at the arrival gate. You are advised to ask your local Alumni Society about ticket arrangements.

Note: A chartered bus will be arranged to drop them off at Narita International airport on 17 June, 2017 at 9:00 only.

8. Medical Services and Accident Insurance:

- (1) In the event of illness or injury, the participant should contact HIDA as soon as possible.
- (2) During the course period in Japan, HIDA will provide the participant with free medical treatment for illness or injury in accordance with the relevant HIDA medical regulations. However, medical expenses for the treatment of complaints or chronic diseases acquired by the participant before departure for Japan are excluded from the coverage with the exception of emergency treatment. This also applies to dental treatment.
- (3) The above HIDA medical treatment coverage period is for the period of course in Japan. Any personal request for insurance of any kind in Japan will not be accepted by HIDA.

9. Rules and Regulations:

The participant must abide by the Japanese laws concerned as well as all the rules and regulations prescribed by HIDA and the institutions providing accommodation.

10. Cancellation of Participation:

- (1) If the participant terminates participation in the program earlier than scheduled due to unavoidable reasons, he/she should notify HIDA as soon as possible.
- (2) HIDA reserves the right to cancel the participation of participants before completion of the program if they exhibit any of the following:
 - 1) Unsatisfactory performance during seminar,
 - 2) Continued illness, preventing active participation in the program,
 - 3) Irregular attendance without valid reasons,
 - 4) Arrival in Japan after the commencement of the program without prior approval of HIDA,
 - 5) Arrival in Japan without obtaining the proper visa for temporary visit,
 - 6) Having supplied incorrect information to HIDA.

11. Others:

- (1) No additional program shall be arranged by HIDA at the request of any individual participant during or after the seminar program.
- (2) Any expenses other than particularly specified in these *Notes* shall be met by the participant.

HIDA Department & HIDA Training Centers

Communication with participants during the course in Japan shall be made through the following HIDA training center or to HIDA Department:

H.Q.) **Business Promotion Group, HIDA Research Institute**
 The Overseas Human Resources and Industry Development Association [HIDA]
 30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan
 E-mail: hri-bf@hidajapan.or.jp Tel: 81-3-3888-8215 Fax: 81-3-3888-8242

TKC) **HIDA Tokyo Kenshu Center**
 30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan
 Tel: 81-3-3888-8230 (Reception) Fax: 81-3-3882-3817