

# Application Guideline for Crown Workshop

- (1) Session: Time zone designated by the executive committee during the JSM 77<sup>th</sup> annual meeting holding period
- (2) Venue: Tsukuba International Congress Center 1st to 4th floor conference rooms (planned)
- (3) Venue allocation: Please submit your wishes and schedules in the application form. The organizer will adjust and decided. Please note that we may not be able to meet your request due to the limited number of rooms.
- (4) Room specification: Equipment used at the JSM 77<sup>th</sup> annual meeting can be used as they are.
  - \* The venue and schedule will be decided by the organizer after the application deadline, taking into consideration the content of the lecture and the schedule of the presenters.
- (5) Number of Applications: 8 (planned)
- (6) Co-sponsorship fee: ¥110,000 (tax included)
- (7) Lecture time: 30 minutes/1
- (8) Application method: Please fill out the "Crown Workshop Application Form" and send it by e-mail or fax.
- (9) Place for application:

The JSM 77<sup>th</sup> Annual Meeting Management Office, JTB Ibaraki Minami Branch  
Takezono 2-2-4, the 2<sup>nd</sup> ISSEI building 3F  
TEL: 029-860-2872 FAX: 029-854-1664  
E-mail : mice-tsukuba@jtb.com
- (10) Application Deadlines: February 5, 2021 (Friday)
- (11) Cancellation policy: After submitting the application form, it cannot be canceled after application due to your company's convenience
  - (Co-sponsorship fee non-refundable)
  - \* If it becomes difficult to hold a crown workshop due to force majeure such as natural disasters and infectious diseases, we will refund you after deducting the expenses already incurred at that time.  
If you have not paid, we will issue an invoice for expenses that have already been incurred at that time.

- \* Other details will be announced by JTB Corporation after the application deadline.
- \* After a chair/presenter candidate is selected, please be sure to contact the management office before consulting with the person himself / herself. Please contact to the presenter teacher and write the abstract via your company.
- \* For details, we will contact you after the application deadline.

FAX destination : 029-854-1664 or  
E-mail destination : mice-tsukuba@jtb.com  
(To the JSM 77th Annual Meeting Management Office)

**Deadlines for applications : February 5, 2021**

## Crown workshop application form

Date : Month /Day /Year

### 1. Name of applicant

Company			
Department			
person in charge			
Address	〒/Postal code ※Invoices will be sent to the above address and the person in charge.		
TEL		FAX	
E-mail			

### 2. Application

After checking the specifications, please check mark the following if you apply.

Apply for the crown workshop 1 unit ¥110,000 (Tax Incl.)

※Please transfer to the designated account stated on the invoice within one month from the issue date of the invoice.

### 3. Request (anything)

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### 4. Contact information

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