

## **Summer Institute FAQ (Revised Version)**

The following is an information sheet, for your reference, based on questions that we received from participants in the Summer Institute last year.

<Students from overseas>

### **1. Is it possible to change the fixed schedule?**

No. This project is run under funding from the Ministry of Education, Culture, Sports, Science and Technology, so you must arrive in Tokyo from your residence on August ~~1 (Saturday)~~ **2 (Sunday)**, and depart from Tokyo on August 8 (Saturday) or August 9 (Sunday).

### **2. I would like to attend another symposium that will be held in Tokyo on August 10 (Monday). Is this possible?**

We cannot grant permission. If you do want to join that symposium, you may do so, but in accordance with Ministry rules, you will have to pay your own return airfare. This is also the case if you visit Japan before August ~~1 (Saturday)~~ **2 (Sunday)** on other business. In this instance, too, you will have to pay your airfare individually.

### **3. I want to come to Tokyo from a place other than the location of my university. Is this all right?**

In principle, you are regarded as coming from the location of your university. Nevertheless, you may be allowed to come from another place, provided the airfare between your desired departure/arrival place and Tokyo is not higher than the airfare between the location of your university and Tokyo. In such an instance, please consult us beforehand.

### **4. Shall I arrange air travel by myself?**

The Summer Institute Secretariat will arrange your air travel. Once you have passed the selection process, you will receive a registration form from the designated tourist agency. If you make any changes to the registration form after

your air ticket is issued, any charges will have to be paid by yourself.

**5. Will I share my hotel room with somebody else? Does the hotel room have an Internet connection?**

You will be given a single room. If you bring your computer with you, you will be able to use Internet without trouble. If necessary, please ask for a connection cable at the hotel front desk.

**6. Will somebody meet me at the airport?**

Attendants are not available. A map showing the route from the airport to your hotel will be sent to you beforehand. Your living expenses will be presented to you at lunch time on August 3 (Monday), the first day of the seminar, so you should prepare enough Japanese yen to pay for your travel from the airport to the hotel.

**7. Can I walk from the hotel to the university campus?**

Yes, you can. It takes about 20 minutes. On the first day of the seminar, (Monday, August 3), our staff will escort you from the hotel to the campus.

**8. Where will we go on the excursion? Will there be free time during the excursion?**

We are currently negotiating for a destination. Last year, we visited the Ministry of Foreign Affairs and SONY corporate headquarters. Because of the tight schedule, you may not have any free time.

**9. Will I have spare time for sightseeing outside of the seminar and the excursion?**

We are not preparing anything other than the set events. On August 8 (Saturday) you will be free for your own purposes.

**10. May I visit the library of Waseda University?**

You may browse books and materials there. However, you will have to file an admission request with the library in advance. If you wish to visit the library,

please inform us. For the library hours, please see <http://www.wul.waseda.ac.jp/>.

<Students of Waseda University>

**11. I am a graduate student of Waseda University. Due to a schedule conflict, I would like to attend the seminar only on the day that I will be giving my report. Is this possible?**

In principle, it is not. Since the week-long seminar is a unit program, the selection process will give priority to individuals who are able to attend the seminar for the entire week over those who cannot attend each day of the seminar.

**12. If I will not be reporting at the seminar, can I still attend lectures given by guest professors from overseas?**

Yes, you can. Masters students can also listen to these lectures. However, in either case, applicants are asked to check in with the GIARI Secretariat beforehand (GIARI-Staff@list.waseda.jp).

**13. Can I join in the excursion only?**

Regrettably, you cannot.

<Topics common to both>

**14. Can I use PowerPoint slides in my presentation? Do I have to use PowerPoint slides?**

If you wish to use PowerPoint, bring PPT data saved on your USB stick memory with you. Of course, you can give a presentation without using PowerPoint.

**15. How can I make a photocopy of documents to distribute?**

We will upload the materials you provide us beforehand to a website for internal use, and will ask you to download these materials. If you would like to prepare additional materials, you will need to make photocopies of them yourself.

**16. The deadline (July 20) for advance submission of the paper is too early for me. Is it definitely necessary to submit the paper by that deadline?**

The submitted papers are given to commentators for their review, so we need to ask you to strictly observe the deadline. Submission of your paper on time is a prerequisite for applying for the seminar.

**17. How will the final outcomes of the seminar be treated?**

After the end of the program, you will be asked to submit your final paper to the Secretariat by the end of September. All the submitted papers will be uploaded onto the GIARI website.

( [http://www.waseda-giari.jp/eng/research/achievements\\_detail/631.html](http://www.waseda-giari.jp/eng/research/achievements_detail/631.html).)

In addition, excellent papers that have passed a peer review by the editing committee will be compiled into an issue of *Asian Regional Integration Review*.

(Please see

[http://www.waseda-giari.jp/eng/research/achievements\\_detail/631.html](http://www.waseda-giari.jp/eng/research/achievements_detail/631.html))

If you use an outcome written for this program for publication, we ask you to make sure to give credit to this program in the acknowledgement.

\*Sample acknowledgement:

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