

## Summer Institute FAQ

The following is an information sheet for your reference. This is made based on questions raised by past participants in the Summer Institute [SI].

<Students from overseas>

1. Can I change the fixed schedule?

No. You must arrive in Tokyo one day before the SI starts and depart from Tokyo within the next two days after the SI. Please understand that the SI is run under public funding of the Ministry of Education, Culture, Sports, Science and Technology, so we have to strictly observe the Ministry's funding rules.

2. I would like to attend another symposium before/after the SI. Is it possible?

We cannot grant permission. In the case that you wish to join another symposium, you may do so; however, in accordance with the Ministry's rules, you have to bear the cost of a one-way airfare to come to or depart from Tokyo. For example, if you decide to join a symposium before the SI, you have to purchase a one-way ticket to Tokyo at your own expense; then we, the SI Secretariat, will provide you only a return ticket.

3. I want to come to Tokyo from a place other than the location of my university. Will it be accepted?

In principle, we provide you a simple round-trip ticket (open-jaw ticket not allowed) between the place where your university is located and Tokyo. Having said that, however, you may be allowed to depart from a different place under the condition that the round-trip airfare between your desired departure place and Tokyo is less than the round-trip airfare between the location of your university and Tokyo. In such an instance, please consult with us beforehand.

4. Shall I arrange air travel by myself?

We will take care of booking your air ticket and accommodation in Tokyo. Please

kindly understand that we don't take your specific request on the booking (we choose your flight based on a criterion of "most economic and direct route"). Other arrangements related to your trip (for example, visa application, transportation to/from airports, etc.) have to be made on your own.

Once you pass the selection process, you will receive a registration form from us. In the case that you wish to make a change to your registration form after the air ticket is issued, you have to bear all the additional costs incurred due to the change.

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 with internet access. Successful applicants will be later informed of the details.

6. Will somebody meet me at the airport?

No pick-up/meet-up service is available. We will send you a map showing the way to your hotel from the airport. Per Diem allowances for your stay will be handed over to you during lunch time on the first day of the SI. It is advised that that you should exchange some money upon arrival to pay for transportation costs to the hotel.

7. Can I walk from the hotel to the SI venue?

Yes you can. It takes about 20 minutes on foot. On the first day of the SI, our staff will pick you up at the hotel lobby in the morning. You are requested to come to the venue by yourself afterward.

8. Where will we go for a field trip? Will there be free time during the field trip?

Where to visit will be announced later. For your information, we visited the Ministry of Foreign Affairs and SONY Corporation in the past. Because of the tight

schedule, you may not have any free time.

9. May I visit the library of Waseda University?

You may browse books and materials there. However, you will have to file a request with the library in advance. If you wish to visit the library, please let us know in advance. For the details of the library, please check out its website at <http://www.wul.waseda.ac.jp/>.

<Students of Waseda University>

10. I am a graduate student of Waseda University. Due to a schedule conflict, I would like to attend the SI only on the day that I will be giving a presentation. Is it possible?

In principle, it is not allowed. Since the SI is a week-long program, the SI committee will give priority to students who are able to attend the SI for the entire week.

11. Can I just attend SI lecture(s) without giving a presentation?

Yes, you can. Masters students can also sit in the lectures. Please contact the SI Secretariat in advance for confirmation (GIARI-Staff@list.waseda.jp).

12. I am not a participant of the SI. Can I just join a field trip?

No. Only SI participants can.

<Topics common to both>

13. Can I use PowerPoint for my presentation? Do I have to use PowerPoint ?

It depends on you whether using PowerPoint or not. Please bring PPT data saved in a mobile memory (USB drive etc.) if you would like to use it.

14. How can I make a photocopy of documents to be distributed?

We will upload all the materials related to the SI beforehand onto our website; and

you should download them before coming. If you would like to distribute materials other than the uploaded ones, please make photocopies of them on your own.

15. I may not be able to keep the deadline for the paper submission. In that case, what should I do?

Keeping the deadline is an important requirement to be part of the SI. Since the submitted papers will be forwarded to commentators for their review, we strongly ask you to furnish us with your paper well in advance.

16. How will the final outcomes of the SI be treated?

As an outcome of your SI participation, you are required to resubmit a finalized version of your paper by the end of September. All the final papers will be uploaded onto our website.

In addition, excellent papers selected by the editing committee will be included/published as an article in *Asian Regional Integration Review*.  
([http://www.waseda-giari.jp/eng/research/achievements\\_detail/631.html](http://www.waseda-giari.jp/eng/research/achievements_detail/631.html))

Every time you use the outcome submitted to us, please make sure to give credit to our program in the acknowledgement.

\*Sample acknowledgement:

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