

For Participants of Long Term Workshop

From Secretariat to participants

1. The first thing you do at Yukawa Institute When you first come to YITP, please visit the Secretariat Desk.

We will hand you a workshop kit, keys (office key and/or a card key) and other stuffs. The location and opening hours of the desk are:

Secretariat Desk: K106 in Research Building Office hours: 10:00-12:00, 13:00-16:00 (Mon.-Fri.) . On the first day of each week (May 23, 30, June 6, 20), the desk is opened at 9:00. The office is closed in the weekend.

On June 13, the registration desk is open at 8:40 at Yukawa Hall.

2. IMPORTANT NOTE

Key deposit of 3,000 JPY is required upon arrival. Refund when the keys are returned.

3. Reimbursement (only those who are eligible for financial supports from YITP)

Date and time of the reimbursement will be notified upon reception.

See a message card on the keys' envelope. Please bring your Photo ID or passport at the time of the reimbursement.

4. Entrance

The main entrances of the YITP buildings (Yukawa Hall and Research Building) are opened from 8:00 to 18:00. If you enter the building of YITP at night-time or early-morning or in weekend, please use your entrance card key which is common to the both buildings. Note that the buildings are always locked during weekend. The General Information for the facilities is included in your workshop kit.

5. Fees for the banquets (June 2 and 15) and refreshments (YKIS) Following fees are collected at the desk.

.Banquet (June 2) 5,000 yen

.Banquet (June 15) 5,000 yen

.Registration fee (YKIS) ... 1,000 yen