SHINGIJUTSU USA  
21st North America Genba Kaizen Seminar  
September 23 – 27, 2024  
Southern Pines, North Carolina

(Welcome Reception Sunday, September 22nd at 6:00 pm)

To apply, complete form, save and e-mail to [megan.herscher@shingijutsu.co.jp](mailto:megan.herscher@shingijutsu.co.jp)

Registrations will be confirmed in the order received on a space available basis via e-mail.

If registration is full, you may request to be added to the waitlist or defer to another seminar date.

PARTICIPANT INFORMATION

|  |  |  |
| --- | --- | --- |
| Name: |  | U.S. Citizen or U.S. Person? (Y/N): |
| Your certificate and nametag will be printed from this information. If completing by hand, please print clearly. | | |
| Job Title: |  | |
| E-mail: |  | Cell Phone: |
| Company Name: |  | |
| Company Products: |  | |
| Company Address: |  | |
| Mailing Address: |  | |
| Dietary Restrictions: |  | |

METHOD OF PAYMENT

$5400 price of attendance includes seminar fee and materials, stopwatch, hotel accommodations, and daily shuttle between hotel and seminar location. Breakfast, lunch, and team dinners are included.

Note: Payment must be received prior to August 23, 2024 to secure your registration.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Check | Payable to: Shingijutsu USA Corporation  Send to: 1420 Fifth Avenue, Suite 2236, Seattle, WA 98101, USA | | | | |
| PO # Payable to: Shingijutsu USA | Name and Address to Appear on Invoice: |  | | | |
|  | | | |
| “Attention To” Name: |  | | | |
| Purchase Order Number: |  | | | |
| Credit Card | CC#: | Expiration Date: |  | CVV: |  |
| Name as it appears on Card: |  | | | |
| Billing Address for Card: |  | | | |
| Wire Transfer | We also accommodate wire transfer. Information will be included on the invoice. | | | | |

See Pages 2 – 3 for the cancellation policy and logistical considerations.

CANCELLATION POLICY\*

We understand circumstances can occur that affect your ability to attend the seminar. If you must cancel, notice must be given in writing by e-mailing [megan.herscher@shingijutsu.co.jp](mailto:megan.herscher@shingijutsu.co.jp). If there is no notification of inability to attend, there will be no refund. See notification guidelines below:

|  |  |  |
| --- | --- | --- |
| 31+ days before start date | Prior to August 23rd, 2024 | 100% Refund |
| 14 – 30 days before start date | Prior to September 9th, 2024 | 75% Refund |
| 7 - 13 days before start date | Prior to September 16th, 2024 | 60% Refund |
| One week prior to start date | Prior to September 22nd, 2024 | 50% Refund |
| On start date | September 23rd, 2024 | 40% Refund |
| No show without notification |  | No Refund |

\*Shingijutsu USA is committed to fulfilling the scheduled event; however, we reserve the right to cancel due to insufficient registration or other unforeseen circumstances that would affect our ability to hold the event. If that were the case, any registration fees paid would be returned.

**FLIGHT INFORMATION**

The closest major airport is Raleigh-Durham International Airport (RDU).

The host city of Southern Pines, NC is approximately one hour (70 miles) from the RDU.

Out-bound flight on Friday should not depart prior to 3:00 pm ET to allow full participation in the final report out presentation.

**HOTEL INFORMATION**

Hotel arrangements will be made by Shingijutsu USA at the Homewood Suites by Hilton Olmsted Village.

Hotel accommodations checking in September 22 and checking out September 27 will be arranged by Shingijutsu and are included in the price of attendance.

Participants arriving prior to September 22 or staying after September 27 will be responsible for the additional expense. Please notify us, and we can assist with adding days to the reservation, if desired.

**GROUND TRANSPORATION**

Please arrange your own transportation between the airport and hotel.

Ground transportation between the hotel and host site daily and to team dinners is provided.

**MEAL INFORMATON**

Meals Sunday evening through breakfast Friday are arranged by Shingijutsu and included in the price of attendance.

**DRESS CODE and PPE (PERSONAL PROTECTIVE EQUIPMENT)**

Business casual. Jeans are fine. This is a live factory environment; therefore, clothing may get dirty.

Steel toe safety shoes ARE REQUIRED. Please email [megan.herscher@shingijutsu.co.jp](mailto:megan.herscher@shingijutsu.co.jp) immediately if you require support obtaining safety shoes.

Safety glasses and hearing protection are required. PPE will be provided on-site to participants who do not have their own safety glasses or hearing protection.

**SCHEDULE (Subject to Adjustment)**

Sunday: 6 pm – 8 pm Welcome Reception

Monday – Thursday: 7:30 am – 4 pm generally

​(Hours may differ to meet production schedule or to allow the team to meet the week’s targets)

Friday: 7:30 am – 11:30 am