

Guidelines for participants at Chiba University Nature Research Academies

Thank you for taking part in this Nature Research Academies workshop to improve your chances of publication success in international journals. We hope you will enjoy the experience and find it helpful in your research work.

Below are a few housekeeping points for the event which will help you to get the best out of your experience.

1. The workshop will begin promptly at 9:00 am. As there is a lot to get through please aim to arrive about 15 minutes beforehand so that we can begin on time.
2. Please be sure to bring a pen and paper with you to take notes.
3. A URL with a link to the slides will be provided at the end of the workshop.
4. Attendees will be asked to anonymously participate in an online feedback questionnaire (~5 minutes) at the end of the workshop.
5. All workshop materials are copyrighted and taking pictures on your smart phones, or recording the session in any form is expressly prohibited; however, please consult the trainers or our staff onsite in case you feel the need for your own personal use.
6. There will be ample opportunities to ask questions between sections of the workshop and also at the end of each session. However, the trainers will also be happy to take questions during the workshop provided we can still manage to get through the course materials.
7. We encourage you to use the lunch break as a chance to talk to the trainers on an informal one-to-one basis if you wish.

We are looking forward to seeing you at the Workshop.

Best wishes,
The *Nature Research Academies* team