

**Guidelines for participants at University of Tokyo
Masterclass in Scientific Writing and Publishing**

Thank you for taking part in this masterclass in scientific writing and publishing. 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 on the first day and 9:00 for the second day. As there is a lot to get through please aim to arrive about 15 minutes beforehand so that we can get off to a flying start.
2. You do not need to bring paper or pens as these will be provided on the first day of the workshop.
3. You will be provided with a workbook, which includes materials used during the session, so please do not feel that you need to copy down everything that is shown on the screen. You also do not need to bring laptops or tablets unless you wish to do so.
4. 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.
5. You will be set 'homework' for the evening of the first day of the Workshop in which you will be asked to write a title and abstract. Please bring with you the title and abstract from a paper or proposal from your current research. The work should be unpublished and does not need to be the final version – a draft is fine. The abstract should be approximately 200 words long.
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 Masterclasses* team