**Guidelines for free Sujok introductory course on occasion ob birth anniversary (11th March) of Prof. Park Jae Woo**

* ISA recommends to organise this course on 25th March as an global event. However if it is not viable it can be organised the course during 1st March to 31st March. Duration of course would be 8-10 hours spread over 1 to 3 days as per convenience of the lecturer(s) / organizer(s)
* The course should be conducted strictly as per the prescribed syllabus provided by ISA
* Prescribed protocol should be followed for the program – to start course with introduction of Prof. Park, Jae Woo originator of Sujok Therapy and that the program is being organized world over on his birth anniversary. On 11th March birthday of Prof. Park, Jae Woo would be celebrated ceremonially by garlanding his photograph and lighting a lamp symbolizing enlightenment of Sujok knowledge and playing SMILE BIRTHDAY SONG-SOLO
* Photograph of Prof. Park Jae Woo would be displayed on the dais / stage. Course should start by garlanding photograph of Prof. Park, Jae Woo
* The course would be conducted under egis of International Sujok Association independently or in association with any supporting organization
* Application forms and general Survey Forms to be filled up by participants in beginning of Introduction Lecture.
* Feed back for by Participants to be filled at the end of Lectures.
* All The three forms Xerox or Scanned copies to be submitted to the person who has sent you certificates for Course.
* Name of INTERNATIONAL SUJOK ASSOCIATION should be displayed prominently in all banners / flex / display board etc and in seminar hall / room
* The program would be titled as ‘FREE SUJOK THERAPY INTRODUCTORY TRAINING COURSE’

on occasion of Birth Anniversary (11th March) of Prof. Park, Jae Woo, originator of Sujok Therapy.

* Standard display system with photograph of Prof. Park, Jae Woo, Sujok logo, would be followed for this event in the seminar hall and other places for which design of flex etc would be sent by ISA
* Registration form would be obtained from candidates in prescribed format provided by ISA and a copy would be sent to ISA in support of number of candidates attending the course.
* Certificates would be provided by ISA as per requisition. The account of certificates would be submitted after completion of program and unutilized certificated would be returned back.
* Sujok publications would be displayed during course.
* Photographs of the event will be taken and sent to ISA for records. If possible video clipping of the program would also be taken and sent to ISA for record.
* No material would be provided by ISA. It can be provided by lecturer / organizer if so willing or can be offered to candidates to buy at nominal price (like probe, ring and micropore plaster)
* Certificate should be issued to only those candidates who attend complete course. Attendance of candidates may be recorded for this purpose.
* Tea and light snacks should be provided to candidates by the organizers.