

1. Hotel Accommodation

Hotel Accommodation

Tobu Toptours Corporation has reserved rooms at hotels in Yokohama for the Meeting. Participants wishing to reserve hotel accommodations should complete the application form and send it **to Tobu Toptours Corporation either by E-Mail or Fax before 15th April 2016. (Japan local time)** In order to confirm the reservation, you need to pay the accommodation fee.

Hotel reservations will be processed on a first-come first-reserved basis. If your selected hotel is fully booked, you will be assigned to a room in a hotel as close as possible to the one of your choice. After receiving your hotel application form and payment, Tobu Toptours will send you a confirmation informing you of the name of your hotel and the exact accommodation fee.

Rank	Hotel Code	Name	Room Rate Per Night	Location
			Single room	
A	①	Yokohama Grand Intercontinental Hotel	¥22,680- ¥24,840-	13min.Walk from JR Sakuragicho St.,adjacent to the venue
B	②	Sakuragicho Washington Hotel	¥19,440-	1 min. walk from JR Sakuragicho St.,
C	③	Yokohama Heiwa Plaza Hotel	¥8,640-	5 min. walk from JR Sakuragicho St.,

- 1) All room rates are as of May 2016 and are subject to change.
- 2) Payment should be made in Japanese yen only.
- 3) Accommodation fee includes the rate per night with breakfast, tax and service charge.

2016 Annual Congress-Spring Desk (in charge: Saito and Ote)

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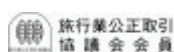
Commissioner of JTA Travel Agent Registration No.38

JATA Security Member

Voluntary Bond Security Member

General Certified Travel Services Manager : Noriaki Konishi

No.客国 15-389



2. Hotel Payment

The application form should be accompanied by a payment covering the hotel deposit. All payment must be in **Japanese yen**. The remitter's name should be the same as the participant's.

Payment should be made by:

1) Credit card(Visa or Amex, only)

Please fill out the necessary information with your signature in the credit card section of the application form. If you send it by E-mail, please use a password protected and send the password by another E-mail.

2) Bank transfer to

Name of Bank : Bank of Tokyo-Mitsubishi UFJ / Yaesudori Branch(022)

Account No. : 1355528

Account Name : Tobu Toptour Corporation

Swift code : BOTK JPJT

*A copy of the bank transfer receipt should be attached to the application form.

Confirmation

Upon receiving your application form and remittance, Tobu Toptour Corporation will send you a confirmation after the dead line. Please be sure to bring this confirmation with you when you check-in at your hotel.

Change or Cancellation

For any change or cancellation of hotel reservation, written notification (by E-mail or Fax) must be sent directly to Tobu Toptour Corporation.

Date of Cancellation of the Contract	Cancellation Fee
If cancellation is made on or after the 20th day up to the 8th day prior to the day preceding the date of commencement of the travel	20% of the accommodation fee
If cancellation is made on or after the 7th day up to the 2nd day prior to the day preceding the date of commencement of the travel	30% of the accommodation fee
If cancellation is made on the day preceding the date of commencement of the travel	40% of the accommodation fee
If cancellation is made on the date of commencement of the travel	50% of the accommodation fee
In case of cancellation after the commencement of the travel or of nonparticipation without communication	100% of the accommodation fee

*Cancellation available within our business hour(9:00-17:00),Japan Local Time

Refund

Refunds will be made after deducting any bank and/or credit card service charges, and cancellation penalties. If the payment is made by credit card, reimbursement will be made through the credit card company.

3. General Information

Passports and Visa

All persons entering Japan must have a valid passport. In addition, persons coming from certain countries must have a visa issued by a Japanese consul in their country. Please be aware that in some cases it takes more than one month to obtain a visa.

For details, please inquire at your nearest Japanese Embassy or Consulate.

Useful website : http://www.mofa.go.jp/j_info/visit/visa/index.html

Currency Exchange

Only Japanese yen is acceptable at stores and restaurants. You can exchange money at the airport, foreign exchange banks and other authorized exchanges upon presentation of your passport.

The exchange rate is roughly 115yen to 1 US dollars, 135yen to 1 Euro(as of February 2016).

Insurance

Participants are advised to provide their own personal insurance. The organizing committee will assume no responsibility for accidents sickness, theft or property damage.

Electrical Appliances

Japan operates on 100 Volts for electrical appliances. The frequency is 50 Hz in eastern Japan including Nagoya.

Tipping

There is custom of tipping in Japan. Instead, at place such as restaurants, bar and hotels a 10% service charge is usually added to your bill.

Climate in Yokohama

May is one of the best seasons for visiting Yokohama. You will be able to enjoy a comfortable stay during the conference. In May, The average daytime temperature of Yokohama is between 22.4°C and 15.0°C.