

# Hotel Reservation

## Official Travel Agent

GAC 2004 Organizing Committee has appointed JTB Corp. (JTB) as official travel agent for the Congress and JTB will handle hotel accommodations.

JTB Corp. International Travel Division  
 Convention Center (CD101923-281-281)  
 2-3-11 Higashi-Shinagawa, Shinagawa-ku,  
 Tokyo 140-8604 Japan

URL: <http://act.jtb.co.jp/itd/scripts/gac2004.asp>  
 Fax: +81-3-5495-0685  
 Phone: +81-3-5796-5445  
 E-mail: [gac2004@itd.jtb.co.jp](mailto:gac2004@itd.jtb.co.jp)

## Hotel Accommodations

JTB has blocked rooms at following hotels in Tokyo for the Congress period. Reservations will be made in order of receipt of application form. If the hotel of your first choice is fully booked, JTB will reserve your second choice or a hotel in the same grade.

No	Hotel Name (Check-in & out time)	Room Rates		Address Phone Access to the site or to the nearest station
		Single with bath	Twin with bath	
A	Rihga Royal Hotel Waseda (14:00 / 12:00)	JPY21,935	JPY24,350	1-104-19 Totsuka-machi, Shinjuku-ku, Tokyo +81-3-5285-1121 5 min. walk to the site
B	Sunshine City Prince Hotel (14:00 / 11:00)	JPY9,450	JPY13,440	3-1-5 Higashiikebukuro, Toshima-ku, Tokyo +81-3-3988-1111 3 min. walk to Subway Higashiikebukuro Station
C	Hotel Sunroute Ikebukuro (14:00 / 11:00)	JPY9,240	JPY13,650	1-39-4 Higashi-Ikebukuro, Toshima-ku, Tokyo 170-0013 +81-3-3980-1911 2 min. walk to JR Ikebukuro Station
D	Taisho Central Hotel (15:00 / 10:00)	JPY7,980	JPY12,600	1-27-7 Takadanobaba, Shinjuku-ku, Tokyo +81-3-3232-0101 Adjacent to Subway Takadanobaba Station

### Notes:

- ◆ Room rates include service charge and a 5% tax.
- ◆ Room rates include no meals.
- ◆ \* indicates single occupancy of a twin or double room.

## Tours

Package tours with English speaking guide, Sunrise Tours <http://www.jtb.co.jp/sunrisetour/> are recommended.

## Application and Payment for Hotels

Participants wishing to reserve hotel accommodations should complete the application form and send application via website (<http://act.jtb.co.jp/itd/scripts/gac2004.asp>) or by mail to reach JTB (NOT Organizing Committee) **no later than October 15, 2004**

Application should be accompanied by a remittance covering the hotel deposit (one night room charge) plus a handling charge of JPY525 due JTB. (The hotel deposit will be credited to your bill. All hotel expenses deducting the deposit should be paid directly to the hotel.)

No reservation will be confirmed in the absence of this payment. All payment must be in Japanese yen.

If the remittance covers more than one person, please inform us the name of each participant.

Payment should be in the form of:

- One of the following credit cards:

1. VISA
2. MasterCard
3. Diners Club
4. AMEX

- A bank transfer to JTB Corp. (Message: CD101923-281)

Account at the Bank of Tokyo Mitsubishi, Shin-Marunouchi Branch

1-4-2 Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan (Account number: 1025740)

## Cancellation

In the event of cancellation, written notification should be sent to JTB. The following cancellation fees will be deducted before refunding.

Hotels:	Up to 10 days before the first night of stay -----	JPY500
	2 to 9 days before-----	20% of daily room charge (minimum JPY500)
	1 day before -----	80% of daily room charge
	On the day of arrival or no notice given -----	100% of daily room charge