

## HOTEL RESERVATION FORM

International Conference on Challenges faced by  
Technical and Scientific Support Organizations in Enhancing Nuclear Safety and Security  
25 - 29 October 2010

**Please fill in and Fax this form to JTB-TMC . Fax NO. 81-(3)-5396-8145**

Your Information		
First Name (s):	Family Name:	[ ] Mr. [ ] Ms.
Address:		
Nationality:	Institution:	
Phone:	Fax:	
E-mail:		

Accommodation		
1st choice hotel	2nd choice hotel	
Check in ( day/month)	Check out (day/month)	No. of Night(s)
Room Type: <input type="checkbox"/> Twin (Double Occupancy) , <input type="checkbox"/> Twin (Single Occupancy) or <input type="checkbox"/> Single		
Room Shared with (name)		

### Payment Conditions (Please select how to pay (credit card or bank transfer))

by credit card

Please charge the total amount of nights as the deposit for my reservation before my arrival.

Total amount of Payment (Please see Hotel List with Prices)		
Room Rate per Night(yen)	No. of Room(s)	No. of Night(s)
One Night Amount:	yen	Total Amount yen
Credit Card Information		
Credit Cards: <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX <input type="checkbox"/> Diners		
Card Holder's name:		Card Number:
Expiry Date (month / year)		Signature

by bank transfer

The total amount of nights is paid via bank transfer before my arrival.

Total amount of Payment (Please see Hotel List with Prices)		
Room Rate per Night(yen)	No. of Room(s)	No. of Night(s)
One Night Amount:	yen	Total Amount yen
Bank Account Information:		
Name of Bank: Sumitomo Mitsui Banking Corporation		
SWIFT Code: SMBC JP JT		
Branch: Hibiya Branch (632)		
Address of Branch: 1-15-1, Nishi-Shimbashi, Minato-ku, Tokyo, Japan		
Name of Account Holder: JTB Tokyo Metropolitan Corp.		
Address of the JTB-TMC: 1-18-16, Shimbashi, Minato-ku, Tokyo 105-0004		
Tel. No.: 03-3504-2595		
Account No.: 2177091		

For JTB only	REPLY FORM (Confirmation Stub)
[ ]	Your reservation is guaranteed as requested above. Hotel
[ ]	Your requested hotel is fully booked. We offer you a room at

**HOTEL RESERVATION (General Conditions)**

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1. Please complete attached form and send it by FAX to the travel agency JTB-TMC, before **18 Oct. 2010**. Booking will be done on a first come, first served basis.
2. For any reservations made after 30th of September, availability of rooms in the suggested hotels can no longer be guaranteed.
3. Confirmation of your reservation will be sent you by FAX after a payment.
4. Please bring the confirmation sheet with you and show it to the reception desk upon checking into your hotel.
5. If you have any questions about the hotels, please do not hesitate to contact at travel agency JTB-TMC.

JTB Tokyo Metropolitan Corp., Corporate Sales,Shimbashi IAEA Desk  Commissioner of Japan Tourism Agency Registered Travel Agent No.1759	TEL : +81-3-3504-2595 FAX : +81-3-3502-3169 Office hours : 9:30-17:30(weekdays only)
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**Cancellations**

In any case of cancellation your deposit will be refunded after deducting the cancellation fee as follows. All refunds will be made within two weeks after we receive your cancellation notice. Information about cancellation should be sent by FAX.

<b>Cancellation fee when notice is given;( in Japanese Time(GST+9))</b>	
21 days or more days prior to the first night of stay.....	None
20 to 8 days before the first night of stay.....	20% of total room charge
7 to 2 days before first night of stay .....	30% of total room charge
1 day before first night of stay .....	40% of total room charge
If notice of cancellation is received by JTB on the check-in date	
**until 22:00/Japan Standard Time(GMT+9).....	50% of total room
If notice of cancellation is received by JTB after day of check-in date, or No-Show.....	
	100% of total room charge