

# TRAVEL INFORMATION

## Official Travel Agency

Kinki Nippon Tourist Co., Ltd. (KNT) is the official travel agency for the Symposium and will handle travel arrangements including hotel accommodations. Inquiries and applications in this regard should be addressed to ISNC 2001 Desk

### Nagano Branch

Kinki Nippon Tourist Co., Ltd.

1423-19 Minami-Ishido, Nagano-city

Nagano 380-0824

Tel: +81-26-227-7112 Fax: +81-26-224-3728

E-mail: nagano@or.knt.co.jp

## Hotel Accommodations

Rooms have been reserved at hotels around "ISNC 2001" by KNT.

For room reservation, You are kindly requested to forward the completed Hotel Reservation Form directly to KNT. Reservation should be accompanied by the remittance of a hotel deposit. No reservation will be confirmed in the absence of the remittance.

<b>Code</b>	<b>Name of Hotel</b>	<b>Single</b>	<b>Twin (Per person)</b>	<b>Hotel Deposit</b>	<b>Access to hotels from nearest Sta.</b>
<b>A</b>	<b>Hotel Metropolitan Nagano</b>	<b>¥9,000</b>	<b>¥8,500</b>	<b>¥10,000</b>	<b>1 min. Walk to Nagano Sta.</b>
<b>B</b>	<b>Hotel Cortland Nagano</b>	<b>¥8,500</b>	<b>¥8,000</b>	<b>¥10,000</b>	<b>1 min. Walk to Nagano Sta.</b>
<b>C</b>	<b>Mielparque Nagano</b>	<b>¥8,000</b>	<b>¥7,500</b>	<b>¥10,000</b>	<b>2 min. Walk to Nagano Sta.</b>

- 1) The room rate for All Hotels includes breakfast, tax and service charge on per room per night basis
- 2) The other rates are on per person per night basis and include breakfast, 10% service charge and taxes (5%).
- 3) Those who will stay for one night only please send the deposit for one night accommodation fee

## Payment

Payment of the hotel deposits should be made only in Japanese Yen.

Credit Card (VISA, Master Card, American Express, JCB or Diners Club only)

\*Please fill out the necessary information with your signature in the credit card section of the reservation form (Form C) and send the completed application form by fax.

## Change or Cancellation

In case of hotel cancellation, written notification should be sent directly to KNT to avoid trouble.

The cancellation charges are:

### Hotel

Up to 14 days prior to check-in date.....	No charge
13-7 days prior to check-in date.....	10% of daily accommodation fee
6- 2 days prior to check-in date.....	40% of daily accommodation fee
Less than 2 days, or no notice given.....	100% of daily accommodation fee

## Refunds

Kinki Nippon Tourist Co., Ltd. ISNC 2001 Desk will refund hotel deposit for cancellation only upon receipt of written notification. Refunds will be made after deducting bank and/or credit card service charges and the above cancellation charges either during or after the Symposium. If payment was made by credit card, reimbursement will be made through the credit card company. Communication fee is not refundable.

**Before September 6, Conference Fee. After September 7, Normal Fee**

***HOTEL RESERVATION FORM (FAX only)***

Please complete this form using a typewriter or block letters and return it by FAX.

**FAX ; +81-(0)26-224-3728**

**ISNC 2001 Desk**

**Nagano Branch**

**Kinki Nippon Tourist Co.,Ltd.**

**1423-19 Minami-Ishido, Nagano-city**

**Nagano 380-0824 JAPAN**

**Phone +81-(0)26-227-7112 , Fax +81-(0)26-224-3728, E-mail: nagano@or.knt.co.jp**

[ ] Prof [ ] Dr [ ] Mr. [ ] Ms.

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Affiliation (Not abbreviation): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

[ ] Home, [ ] Office

Country \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Accompanying person(s):** I will be accompanied by

[ ] Mr. [ ] Ms. Family Name \_\_\_\_\_ Given Name \_\_\_\_\_

**Hotel Accommodations**

Hotel Category: A [ ], B [ ], C [ ]

Single room \_\_\_ room (s), Twin room \_\_\_ room (s), Deposit: ¥ \_\_\_\_\_ X \_\_\_\_\_ room(s)

Total Amount to be paid ¥ \_\_\_\_\_

**Reservation**

Check in date: \_\_\_\_\_ Check out date. \_\_\_\_\_ for \_\_\_\_\_ night(s)

**Payment:** (Payment should be made only in Japanese Yen by following credit cards)

I use the following credit card.

<input type="checkbox"/> VISA CARD		<input type="checkbox"/> MASTER CARD		<input type="checkbox"/> AMERICAN EXPRESS	
<input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> JCB CARD			
ACCOUNT NO:					
Expire Date					
Mouth	Year	AMOUNT	¥		Yen
Printed Name		For Conference Office			
Signature		承認番号	確認照会	確認日	確認者
Date					日付
Date	Mouth	Year	2001		