



The Shinjuku district of Tokyo boasts a wide variety of hotels, from economical to deluxe. A number of official hotels in Shinjuku will be available especially for the participants to the Congress.

JTB Global Marketing & Travel Inc. (JTB GMT) has been appointed as the official travel agent for the Congress and will handle hotel accommodation.

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**HOTEL ACCOMMODATION**

JTB GMT has booked rooms at the following hotels in Tokyo for the Congress period. Reservations will be processed in order of receipt of application form. If the hotel of your first choice is fully booked, you will be assigned to a room at a hotel of the same category.

*\*Prices are for reference only and are subject to change.  
\*Online reservation system will be opened in summer 2008.*

No.	Rank	Hotel Name (Check-in & out time)	Reference Room Rates 2008		1)Address 2)Phone 3)Access to the nearest station 4)Access to the venue 5)Restaurant 6)Internet access in room
			Single with bath	Twin with bath	
1	Deluxe	Keio Plaza Hotel A high rise hotel with 1,500 guest rooms and 29 restaurants and bars. Good location to explore the city of Tokyo. 13:00 / 11:00	*JPY21,000  Incl. breakfast	JPY25,000  Incl. breakfast	1)2-2-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo 2)+81-3-3344-0111 3)5 min. walk from Shinjuku Sta. West Exit 4)The venue hotel. 5)Japanese /French/ Italian 6)Free of Charge 
2	Standard	Hotel Sunroute Plaza Shinjuku Located in areas that are very accessible and suitable for business travel and leisure as well. 14:00 / 11:00	JPY 14,170	JPY 18,060	1)2-3-1 Yoyogi, Shibuya-ku, Tokyo 2)+81-3-3375-3211 3)3 minutes walk from the South Exit of Shinjuku Station 4)7 min. walk to the venue hotel 5)Italian 6)Free of Charge 
3	Standard	Shinjuku Washington Hotel Located to the south of the Tokyo Metropolitan Government Office. 14:00 / 10:00	Sunday and Monday JPY 10,600 Tuesday-Friday JPY 11,125 Saturday JPY11,650	Sunday and Monday JPY 12,600 Tuesday-Friday JPY 14,700 Saturday JPY16,380	1)3-2-9 Nishi-Shinjuku, Shinjuku-ku, Tokyo 2)+81-3-3343-3111 3)10 min. walk from Shinjuku Sta. South Exit 4)5 min. walk to the venue hotel. 5)Japanese/Western 6)Free of Charge 

4	Business	Star Hotel Tokyo Easy access to the local hotels and offices including Tokyo Government Office. 13:00 / 11:00	JPY 10,600	-	1)7-10-5 Nishi-Shinjuku, Shinjuku-ku, Tokyo 2)2+81-3-3361-1111 3)3 min walk from Shinjuku Sta. 4)7 min. walk to the venue hotel. 5)Japanese/Western 6)Free of Charge	
5	Economy	Hotel Vintage Shinjuku Convenient place for shopping and business. 15:00 / 11:00	JPY 9,450	-	1)2-40-3 Kabukicho, Shinjuku-ku, Tokyo 2)+81-3-3205-6300 3)10 minutes walk from Shinjuku Station 4)20 min. walk to the venue hotel 5)Western 6)Free of Charge	
6	Economy	Hotel Sunmembers Tokyo Shinjuku Conveniently located hotel for business users. 15:00 / 11:00	JPY 9,345	-	1)3-5-13 Nishi-shinjuku, Shinjuku-ku, Tokyo 2)+81-3-3349-8601 3)15 minutes walk from the South Exit of Shinjuku Station 4)7 min. walk to the venue hotel 5)Western 6)Free of Charge	
7	Business	Shinjuku New City Hotel Standing in a excellent area viewing Shinjuku Central Park and landmark buildings. 15:00 / 10:00	JPY 9,240	-	1)4-31-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo 2)+81-3-3375-6511 3)15 min. walk to JR Shinjuku Sta. West Exit or 5 min. by free shuttle bus from JR Shinjuku Sta. 4)9 min. walk to the venue hotel. 5)Western 6)Free of Charge	

- ◆ Room rates include service charge, a 5% consumption tax and hotel tax where applicable.
- ◆ Room rates include no meals except Keio Plaza Hotel.
- ◆ \* Indicates single occupancy of a twin or double room

#### OTHER REASONABLE HOTELS (UNOFFICIAL)

Please access to the website, and make your own reservations as you wish.

Nippon Seinenkan Hotel

<http://www.nippon-seinenkan.or.jp/hotel/languages/english/index.htm>

Hotel Kizankan

<http://www4.ocn.ne.jp/~kizanweb/>

Hotel Asia Center of Japan

<http://www.asiacenter.or.jp/eng/index.html>

#### OTHER YOUTH HOSTELS (UNOFFICIAL)

If you are looking for a very low budget lodging, information for youth hostel is available from the following site:

<http://www.jyh.or.jp/english/index.html>

#### APPLICATION AND PAYMENT

Participants wishing to reserve hotel accommodation should apply online to reach JTB GMT **no later than April 24, 2009** (Confirmation sheet will be sent by JTB GMT.)

Application should be accompanied by a remittance covering the hotel deposit (one night room charge) plus the handling charge of JPY525 due JTB GMT. (The hotel deposit will be credited to your bill. All hotel expenses deducting the hotel 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 remitter's name is different from the participant's name or the remittance covers more than one person, please inform us of 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 5. JCB

- A bank transfer to JTB Global Marketing & Travel Inc. (Message: CD100757-XXX)

Account at The Bank of Tokyo-Mitsubishi UFJ, Ltd. Shin-Marunouchi Branch (swift code: BOTKJPJT)

1-1-1 Otemachi, Chiyoda-ku, Tokyo 100-8114 Japan (Account number: 4760343)

**CANCELLATION**

In the event of cancellation, written notification should be sent to JTB GMT. The following cancellation fees will be deducted before any refund is made, in addition to the handling charge.

Hotels:	Up to 10 days before the first night of stay -----	None
	9 to 2 days before-----	20% of daily room charge
	1 day before -----	80% of daily room charge
	On the day of arrival or no notice given -----	100% of daily room charge