

INFORMATION ON HOTEL RESERVATION FOR JSAI2004 International Workshops

Hotel Reservation

JTB Corp., Event & Convention Sales Department, JTB Kanazawa branch (hereafter referred to as JTB) has been appointed as the official travel agent for the JSAI2004 International Workshops to handle all related travel arrangements and hotel accommodations.

The following hotel has been reserved for the convenience of JSAI2004 International Workshops participants.

Hotel assignment will be made on a first-come, first-served basis.

Hotel Accommodations

JTB has reserved a sufficient number of rooms at the following hotel for the participants during the Conference period at special discount rates.

*Hotel rates below are for one night per person, included service charges and tax.

ANA Hotel Kanazawa

Location: 1 min. walk from JR Kanazawa station

Check in/ 13:00 Check out / 12:00

16-3, Showamachi, Kanazawa, Ishikawa, Japan

Phone: +81-76-224-6111 Fax: +81-224-6100

Reserved from May 30th to June 1st

*Hotel rates below are for one night per person, included service charges and tax

Room Type	Maximum Occupancy	Breakfast	Rate	Mark
Single	1	Included	12,000 JPY	A - S
Twin	2		11,000 JPY	A - T
Single	1	Not included	11,000 JPY	B - S
Twin	2		10,000 JPY	B - T

1. In order to use a twin room efficiently, please apply for it by two persons in principle.
2. Those who wish a twin room also need to write down a roommate name in the application form.
3. Fundamentally, we will arrange in the order of the applications received. When the above-mentioned accommodations become no vacancy, other accommodations may be prepared.
4. When you wish to stay on days other than the above, please write down in the notes column of an application form.

Reservation Procedure

Please write down a required matter in an application form, and please apply to the following address by fax.

JTB Corp., Event & Convention Sales Dept, JSAI2004 Desk.
Fax : +81-76-224-3447

Deadline of Reservations

The deadline of reservations is May 11th 2004.

(Please note that reservations will also be closed when all the accommodations have become full.)

Payment Procedure

In order to make your hotel reservation, full deposit will be necessary.

Payment is possible only by credit card.

Your accommodation charge will be charged to your credit card until May 19th, 2004.

Confirmation

Your reservation confirmation slip will be sent to you by fax or email after receiving your reservation information and verifying your payment of deposit.

Please take this confirmation slip with you and present it to the front desk at your hotel when checking-in.

Cancellation/Revision

In case of cancellation, your deposit will be refunded though your card after deducting the following cancellation charges.

Please note all refunds will be made after the conference.

Revision and/or cancellation of your reservation can be made only by fax.

CANCELLATION FEE

When notice is given;

7 to 2 days prior to the first night	20% of daily room charge
1 day prior to the first night	80% of daily room charge
The first night or no notice given	100% of daily room charge

Inquiries for Reservation

Acceptance of reservations has been entrusted to the institution below. Please ask us for inquiries regarding accommodation and payments.

JTB Corp., Event & Convention Sales Dept, JSAI2004 Desk

Fax: +81-76-224-3447

E-mail ; kanazawa-dantai-op@cub.jtb.co.jp

Office hours; 10:00-17:30 (From Mon. to Fri. except for national holidays)

JSAI2004 International Workshops

Application form of accommodations

Workshops to participate	EELC / WABM'04/ LENLS/ AM2004 (Please check your workshops.)		
First Name			
Middle name			
Family name			
Title	Prof / Dr / Mr. / Ms.	Title in Organization	Ex: Professor, Associate Professor, Instructor
Affiliation	Ex: XXXX University, Department of XXXX		
Credit card Information	Name		
	Card issuer	EX: VISA	Valid until Ex: 30 / 2010
	Number		
Address			
Postal code	Ex: 920-0912	Country	Ex: JAPAN
Above address is	OFFICE / HOME		
Phone	Ex: +81-76-264-XXXX		
Fax	Ex: +81-76-264-XXXX		
E-mail			
Send confirmation by	E-mail / Fax		

Name	Age and sex	Accommodations			
		May 30 th	May 31 st	June 1 st	Roommates
Ex John Smith	30 M	A-T	A-T	A-T	} Mary Smith } John Smith
Mary Smith	30 F	A-T	A-T	A-T	
1					
2					
Notes					

- 1.Those who wish a twin room need to bundle roommates. (Refer to the example)
- 2.In an application of 3 or more persons, please copy this paper.
- 3.Please copy this application form and keep it until after the conference end.

<JTB Corp., Event & Convention Sales Dept Fax:+81-76-224-3447>