

ICITS 2009

December 3 - 6, 2009

Shizuoka Convention & Arts Center (Grand Ship), Shizuoka, Japan

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

JTB Global Marketing & Travel Inc.

Convention Center (CD 289299-002)

2-3-11 Higashi-Shinagawa, Shinagawa-ku,

Tokyo 140-8604 Japan

Fax: +81-3-5495-0685

Phone: +81-3-5796-5445

E-mail: icits2009@jtb.jp

HOTEL ACCOMMODATION

JTB GMT has booked rooms at comfortable hotels in Shizuoka with an affordable price for the congress participants. Reservations will be processed in order of receipt of application form. If the hotel of your first choice is fully booked, assignment will be booked to your second choice.

No.	Hotel Name (Check-in & out time)	Room Rates		Address Phone Access to the nearest station
		Single with bath	Twin with bath	
1	Hotel Garden Square Shizuoka 15:00 / 11:00	JPY 8,500 (with breakfast)	---	11-1 Koyamachi Aoi-ku Shizuoka, Shizuoka +81-54-252-6500 5 min. walk from JR Shizuoka sta. North exit.
2	Hotel Century Shizuoka 13:00 / 11:00	JPY 9,200	JPY 15,000	18-1 Minami-cho, Suruga-ku, Shizuoka, Shizuoka +81-54-284-0111 1min. walk from JR Shizuoka sta. South exit.
3	Hotel Associa Shizuoka 14:00 / 11:00	JPY 10,000	JPY 16,000	56, Kurogane-cho, Aoi-ku, Shizuoka, Shizuoka +81-54-254-4141 1min. walk from JR Shizuoka sta. North exit.

◆ Room rates include service charge and a 5% consumption tax.

◆ Room rates include no meals except Hotel Garden Square Shizuoka.

APPLICATION AND PAYMENT FOR HOTEL

Participants wishing to reserve hotel accommodation should apply online to reach JTB GMT **no later than November 27, 2009.**

After applying a confirmation sheet will be sent by JTB GMT.

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

Payment should be in the form of either one of the following

- 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: CD289299-002)

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.

Hotels:

1 day before -----50% of daily room charge

On the day of arrival or no notice given -----100% of daily room charge

GUIDED TOURS

Guided tours are available in major cities such as Tokyo, Kyoto, Osaka, Nagoya, etc.

For details and reservation, please visit: <http://japanican.com/tours/?AFF=GMTCD>

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APPLICATION FORM FOR HOTEL ACCOMMODATION

Please complete and return this form to:

JTB Global Marketing & Travel Inc.
Convention Center (CD 289299-002)
2-3-11 Higashi-Shinagawa, Shinagawa-ku,
Tokyo 140-8604 Japan

Deadline: **November 27, 2009**

Fax: +81-3-5495-0685

(Please type or print in block letters and check appropriate boxes.)

NAME: ☐ Prof. ☐ Dr. ☐ Mr. ☐ Ms.

Family name

Given name

ORGANIZATION:

ADDRESS: ☐ Office ☐ Home

Postal code

Country

Phone:

Fax:

E-mail:

Name of Accompanying Person(s), if any:

☐ Mr. ☐ Ms. Family name

Given name

Flight Schedule: Arriving at _____ (airport) on _____ (date) by _____ (flight number)

HOTEL ACCOMMODATION

Hotel name	Room type	Period of stay	Amount of deposit
1st choice	<input type="checkbox"/> Single <input type="checkbox"/> Twin	Check-in _____	= JPY _____ (One night room charge) (1)
2nd choice		Check-out _____ () nights	

REMITTANCE: Grand Total: (1) = JPY _____

☐ Credit card: ☐ VISA ☐ MasterCard ☐ Diners Club ☐ AMEX ☐ JCB

Card number:

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Security code*:

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*Other than AMEX: final 3 digits on the reverse side of the end, AMEX: final 4 digits on the front of the card (Upper level)

Name of cardholder: _____ Expiration date: _____ / _____

Authorized signature: _____

☐ Bank transfer

I(We) have remitted the above sum of total on _____ (date) in the name of

_____ (name of remitter) through

_____ (name of bank) to:

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 Account name: JTB Global Marketing & Travel Inc. (Message: CD 289299-002)

*We would appreciate your sending us a copy of the bank receipt for your remittance to avoid possible confusion.

Date: _____ Signature: _____

(This application will become valid upon receipt of confirmation from JTB GMT.)

GENERAL INFORMATION

PASSPORT AND VISA

To visit Japan, you must have a valid passport. A visa is required for citizens of countries that do not have visa-exempt agreements with Japan. Please contact the nearest Japanese Embassy or Consulate for visa requirements.

DUTY FREE IMPORT

Personal effects and professional equipment can be brought into Japan duty free as long as their contents and quantities are deemed reasonable by the customs officer. You can also bring in 400 cigarettes, 500 grams of tobacco or 100 cigars; 3 bottles of alcoholic beverages; 2 ounces of perfume; and gifts and souvenirs whose total market price is less than 200,000 yen or its equivalent. There is no allowance for tobacco or alcoholic beverages for persons aged 19 years or younger. Firearms and other types of weapons, and narcotics are strictly prohibited.

INSURANCE

The organizer cannot accept responsibility for accidents that might occur. Delegates are encouraged to purchase travel insurance before leaving their home country. Insurance plans typically cover accidental loss of belongings, medical costs in case of injury or illness, and other possible risks of international travel.

CLIMATE

The temperature in Shizuoka during the period of the Congress ranges between 10-15 degrees Celsius.

CURRENCY EXCHANGE

Only Japanese yen (JPY) is acceptable at regular stores and restaurants. Certain foreign currencies may be accepted at a limited number of hotels, restaurants and souvenir shops. You can buy yen at foreign exchange banks and other authorized money exchangers on presentation of your passport.

TRAVELER'S CHECKS AND CREDIT CARDS

Traveler's checks are accepted only by leading banks and major hotels in principal cities, and the use of traveler's checks in Japan is not as popular as in some other countries. VISA, MasterCard, Diners Club, and American Express are widely accepted at hotels, department stores, shops, restaurants and nightclubs.

TIPPING

In Japan, tips are not necessary anywhere, even at hotels and restaurants.

ELECTRICITY

Electric voltage is uniformly 100 volts, AC, throughout Japan, but with two different cycles: 50 in eastern Japan including Shizuoka and Tokyo, and 60 in western Japan including Nagoya, Kyoto, and Osaka. Leading hotels in major cities have two outlets of 100 and 220 volts but their sockets usually accept a two-leg plug only.

SHOPPING

Shops and other sales outlets in Japan are generally open on Saturdays, Sundays and national holidays as well as weekdays from 10:00 to 20:00. Department stores, however, are closed on one weekday, differing by store, and certain specialty shops may not open on Sundays and national holidays.