

# 1st International Symposium on Wind Effects on Buildings and Urban Environment

March 8-9, 2004

## HOTEL ACCOMMODATIONS

### OFFICIAL TRAVEL AGENCY

Participants are requested to fill out the application form, and return it together with the payment to Kinki Nippon Tourist Co., Ltd. (KNT), the official travel agency for the Symposium.

Inquiries and applications in this regard should be addressed to:

c/o Events & Conventions, Tokyo  
Kinki Nippon Tourist Co., Ltd.  
Kyodo Bldg. 6F  
2-2, Kanda-Jimbocho, Chiyoda-ku,  
Tokyo 101-0051 JAPAN  
Tel: +81-3-3263-5581 Fax: +81-3-3263-5961

〒101-0051 東京都千代田区神田神保町 2-2  
共同ビル 6 階  
近畿日本ツーリスト株式会社  
東京イベント・コンベンション支店

e-mail: [ecc-univ@or.knt.co.jp](mailto:ecc-univ@or.knt.co.jp)

### HOTEL ACCOMMODATIONS

Rooms have been reserved at hotels around the Symposium venue (Science Council of Japan) by KNT. For room reservations, please send the application form to KNT by **February 13, 2004**. Reservations should be accompanied with the payment of the room deposit. No reservations will be confirmed in the absence of the payment. Hotel reservations are processed on a first-come-first-served basis. If your selected hotel is fully booked, we will make a reservation at your second choice hotel or similar.

#### Hotel List

	Name of Hotel	Single	Twin	Deposit	Access to the Hotel
A	ANA Hotel Tokyo	JPY 16,000	JPY 18,000	JPY 20,000	1 min. walk from Subway Tameike-sanno Sta. & Roppongi-1chome Sta. Limousine bus service is available from Narita Apt.
B	Shibuya Tokyu Inn	JPY 11,000	JPY 15,000	JPY 20,000	3 min. walk from Shibuya Sta.
C	Akasaka Yoko Hotel	JPY 7,800	JPY 13,000	JPY 10,000	3min. walk from Subway Asakasa Sta.

- 1) All room rates are per room per night including a 10% service charge. A 5% consumption tax and hotel tax are excluded.
- 2) The deposit will be deducted from your hotel bill. Please settle the balance at the hotel cashier.
- 3) Those who will stay for one night only should send the one night room charge as the deposit.
- 4) The above rates and the information are subject to change without notice.

#### Payment

Payment of the hotel deposit should be made in Japanese Yen only by one of the following methods.

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

\*Please fill in the necessary items with your signature in the credit card section of the registration form.

- 2) Bank transfer to : Bank of Tokyo-Mitsubishi  
Jimbo-cho Branch  
Account No.: 1044309  
Account Name: Kinki Nippon Tourist Co., Ltd.

東京三菱銀行 神保町支店  
普通口座 1044309  
口座名 近畿日本ツーリスト(株)

\* Please attach a copy of the bank receipt to your registration form.

#### Confirmation

KNT will send you a confirmation slip informing you of hotel reservation with the name of your hotel and necessary information. Please be sure to bring the confirmation slip when you check-in at your hotel.

#### Cancellation

In the event of a cancellation, a written notification should be sent directly to KNT to avoid any problems. The cancellation charges are:

Hotel accommodation

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

## Refund

Refund will be made during or after the symposium period, after deducting bank and/or credit card service charges and the cancellation penalties. If payment was made by credit card, the refund will be made to the same credit card. If payment was made by bank transfer, please inform us of your bank account.

## GENERAL INFORMATION

### Passports and Visas

Every person entering Japan must have a valid passport. In addition, persons coming from certain countries must have a visa issued by a Japanese consulate in their country. Please be aware that in some cases, it takes more than one month to obtain a visa. For details, please inquire at your nearest Japanese Embassy or Consulate.

Useful web site: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

### Currency Exchange

Only Japanese yen is acceptable at stores and restaurants in Japan. You can exchange money at the airport, foreign exchange banks, and other authorized exchanges upon presentation of your passport. We encourage you to exchange your money at the airport upon arrival. The exchange rate of the yen is about 120 yen to 1 U.S dollar, or 120 yen to 1 Euro (as of May 2003).

### Credit Cards and Traveler's Cheques

Visa, Master Card, American Express, Diners Club and JCB are widely accepted at hotels, department stores, shops and restaurants. Only major banks and hotels in principal cities can accept traveler's cheques, but their use in Japan is not as common as in some other countries.

### Banking

Most banks are available for foreign currency exchange transactions from 9:00 to 15:00 on weekdays. (24hr ATM is not available in Tsukuba city)

### Tipping

There is no custom of tipping in Japan. Instead, at places such as restaurants, bars and hotels, a 10% service charge is usually added to your bill.

### Insurance

Participants are advised to procure their own travel insurance, as the Organizing Committee will assume no responsibility for personal accidents, sickness, theft or property damage.

### Climate

The congress will be held during cold winter weather. The average temperature is around 10°C in the daytime and 4°C at night.

### Electrical Appliances

Japan operates on 100 volts for electrical appliances. The frequency is 50 Hz in eastern Japan.

### Tax

5% consumption tax will be added to your bill.

### Useful websites for travel in Japan

\*Japan Travel Updates : <http://www.jnto.go.jp/>

At this site, you may find useful information for travel plans, accommodation and shopping in Japan.

Several regional maps are also available on this site.