

2001 International Symposium on Electrical Insulating Materials

TRAVEL INFORMATION

1. Official Travel Agent

The Japan Travel Bureau, Inc.(JTB)has been appointed as the Official Travel Agency and will handle all travel arrangements to and within Japan. All inquiries and application forms for hotel accommodation should be addressed to:

Japan Travel Bureau, Inc.(JTB)
Group Tours Kobe Office
Event & Convention Center
7F Kobe F-Bldg.,
1-3-1,Sannomiya-cho,Chuo-ku,Kobe 650-0021,
Japan
TEL:+81(78)331-3643
FAX:+81(78)391-3983

2. Hotel Accommodations

Japan Travel Bureau, Inc.(JTB) has reserved a sufficient number of rooms at the following hotel for the participants at special discount rates.

Please complete the enclosed application form for hotel reservation, and return it to JTB before 27 Oct. 2001.

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

Daily room charges are as follows: (per person per night including breakfast, service charge (10%), and consumption tax (5%).

HOTEL	Room Rate(Per person)	
	Single	Twin
Hotel Sungarden Himeji	¥8,500	¥8,000

Note:1)The deposit of ¥5,000 per room will be deducted when settling the bill with the hotel.

2)Personal checks are NOT accepted to JTB.

3)A handling fee of including communication charge ¥700 per person will be charged.

3. Technical Visits

The following technical visits will be scheduled during the symposium. Each course includes lunch.

Course A : Japan Synchrotron Radiation Research Institute (SPring-8)	13:00-17:30	1,000Yen
Course B : Communications Research Laboratory, Kansai Advanced Research Center (KARC)	13:00-17:30	1,000Yen
Course C : Mitsubishi Electric Corporation, Ako Works (Large Transformers)	13:00-17:30	1,000Yen

The above visits are scheduled in the afternoon of November 21 (Wed).

Participants from power apparatus manufacturers are requested not to choose Course C.

4. Cancellation

In case of hotel cancellation, written notification should be sent directly to JTB.

Deposit will be refunded after deduction the following cancellation charges, when the notification is received by JTB.

9 days before or earlier	no charge
8~5 days before	¥2,000
4~1 days before	¥3,000
day of reservation or no notice given	100% of the daily room charge

2001 International Symposium on Electrical Insulating Materials Hotel and Technical Visit Reservation Form

Type or print in BLOCK LETTERS.

Name: Prof. Dr. Mr. Ms. _____ , _____ _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Family Name) (First Name) (Middle Name) </div>		
Affiliation: _____		
Address: _____		
_____		Nationality: _____
Telephone: _____	Fax: _____	
Accompanying Person(s): _____ , _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Family Name) (First Name) </div>		

Hotel Accommodations

Name of Hotel	Room Type&Number Of Room(s)	Check-in & out Dates	Night(s)
<u>Hotel Sungarden Himeji</u>	_____ Twin room(s)	in / out	night(s)
	_____ Single room(s)	Hotel Deposit ¥5,000 × _____ Room(s) Total ¥ _____ (A) Handling Charge ¥700 × _____ person(s) (B)	

Technical Visits

Course A	¥ 1,000 × _____ person(s) = Total _____ (C)
Course B	¥ 1,000 × _____ person(s) = Total _____ (D)
Course C	¥ 1,000 × _____ person(s) = Total _____ (E)

Grand Total = (A) + (B) + (C) + (D) + (E) = ¥ _____

PAYMENT

I charge the above total to my credit card.

Total Amount : ¥ _____

Name of Card : Diners / Master Card / VISA / AMEX / JCB

Credit Card No : _____

Expiration Date : _____

Card holder's Name : _____

Card holder's Signature : _____

Date : _____ Signature : _____

(This application will be valid upon your receiving confirmation from JTB.)