

ACCOMMODATION (for overseas participants)

Instructions for Hotel Reservation

Mail or fax the attached **Hotel Reservation Form (B)** to Tohoku University Co-operative Travel division no later than 31st July 1998.

All reservations must be made using this form. We regret that it is not possible to make reservations by telephone. A credit card guarantee is required to make a reservation, so you should fill in your credit card details.

A hotel reservation voucher will arrive approximately 3 weeks prior to the beginning of the symposium.

When you receive the voucher, please check whether your reservation information is correct. If there are any problems or changes you wish to make, please send a written request to Tohoku University Co-operative Travel division immediately.

Please make full payment of all hotel charges (room charge, room service, refrigerator use, telephone etc.) when you check out.

*Room charge includes tax but not meals

*Room space in the table below includes the bathroom space.

*Deadline of the hotel reservation is 31st May 1998.

*Cash and credit cards are accepted for hotel payment.

Hotel Category (code)	Hotel	Room Charge Single (Yen/night)	Room Charge Twin (Yen/night)	Room Space Single/Twin (m2)
A	Sendai Plaza Hotel	14,500	20,500	21/26
B	Hotel Bel Air Sendai	8,900	16,800	18/24
C	Sendai Washington Hotel 2	8,700	15,300	12/17

Hotel Cancellation

If you wish to cancel your hotel reservation prior to or after receiving your hotel voucher, please send a written request directly to Tohoku University Co-operative Travel division.

Cancellation charges

Up to 7 days prior to the first night of reservation: no charge

2 to 6 days prior to the first night of reservation : 20% of the room rate

1 day prior to the first night of reservation : 50% of the room rate

On the day of the reservation or a "no show" : 100% of the room rate

Excursion

The following two programs are scheduled to take place during the Symposium. Both will be offered with an English speaking guide. If you are interested in either of the programs, please mark the programme number shown in the hotel reservation form.

E1: Matsushima, Monday, 24 August-full day (about 10,000 yen)

Matsushima is the famous ocean coast which is known as one of the three most beautiful spots in Japan. This tour includes a boat cruise and visits to the Zuiganji temple and museum.

E2 : City tour, Wednesday, 26 August-afternoon (about 4,000 yen)

This tour includes several historical spots in Sendai, eg., the Sendai castle and the shrine for Date family who governed Sendai for about 300 years, from the end of the 16th century.

ISPMM'98 Hotel Reservation Form (B)

(Please type or use block letters in the space provided.)

Deadline : 31st July 1998

(Person to whom confirmation should be mailed)

Mr. Ms.

Given Name: _____ M.I.: _____ Family Name: _____

Job Title: _____ Department: _____ Affiliation
Company: _____

Mail address:

Post Code/Zip Code _____ Country _____

Phone Number _____ Fax Number _____

E-Mail address: _____

Hotel Preference : Use the code shown in the hotel list (e.g.A,B,C)

First choice _____ , Second choice _____

Check-in date: ____ / ____ (day/month) Check-out date: ____ / ____ (day/month)

Room type : Single Twin (sharing the room with: _____)

Credit Card

VISA Master

Card Number: _____ Expire date: ____ / ____ (month/year)

Card holder's name: _____

Signature: _____ Date: ____ / ____ / ____ (day/month/year)

Excursion Request : Please check the boxes

E1: Matsushima tour E2: City tour

Mail or fax this form to

Tohoku University Co-operative Travel Division
(Accommodation office of ISPMM'98)
2-1-1, Katahira, Aoba-ku, Sendai, 980, Japan
Fax. +81-22-261-1015