



General Information & Payment Conditions

■Room reservation will be handled by JTB.

Contact person: Shizuko MINAMI

Tel : +81-3-5909-8090

E-mail: wc2022@jtb.com

■Official Hotel

HOTEL NEW OTANI TOKYO

Address: 4-1 Kioi-cho, Chiyoda-ku, Tokyo 1028578, Japan

Tel : +81-3-3265-1111

■Hotel room reservation

1st step

Please send your **complete** "**ACCOMODATION AND TRANSPORTATION FORM**" by e-mail no later than 24 of JUN. 2022 (Fri.)

*No guarantee can be given with respect to late booking.

2nd step

The details of your request shall be confirmed by e-mail.

3rd step

The invoice will be sent to you by e-mail

4th step

Complete payment within 1 week after you received the invoice.

CANCELLATION POLICY

•21 or more days (JST) prior to your check-in date

30% of the total amount will be charged

•20 to 8 days (JST) prior to your check-in date

50% of the total amount will be charged

•7 to 4 days (JST) prior to your check-in date

80% of the total amount will be charged

•after 3-days (JST) prior to your check-in date

100% of the total amount will be charged