

Hotel Reservation Request Form
for
2nd Japan-EU Symposium on the "Future Internet"
October 13th-15th, 2009

Please complete the request form and send it by fax or e-mail to Mr. Takahashi of Hotel Grand Palace no later than September 12th.

(There are limited number of rooms, earlier reservations are appreciated.)

Fax number: 81-3-3230-6822

E-mail address: h-takahashi@grandpalace.co.jp

Name: _____ Company: _____

Check in: _____ Check out: _____

Address: _____

City: _____ State: _____ ZIP: _____

Country: _____ E-mail: _____

Phone: _____ Fax: _____

Accommodations: Please select your room type.

Single Room (17.0m²) (this room type is limited to the first 15 arrivals.)

15,850 JPY (without breakfast)

16,900 JPY (with breakfast)

Standard Room (Single use) 20,150 JPY (without breakfast)

(23.7m²~) 21,200 JPY (with breakfast)

Standard Room (Twin use) 22,050 JPY (without breakfast)

(23.7m²~) 24,150 JPY (with breakfast)

•These rates are applicable only for the bookings by this request form.

(Special rates for 2nd Japan-EU Symposium on the "Future Internet" meeting, including service charge and tax / per night)

•Please settle your bill by credit card or by cash when you check out.

Arrival Date: _____ Departure Date: _____

Arrival Flight: _____ Arrival Time at the Airport, Tokyo: _____

Credit Card Number: _____ Exp Date: _____

Credit Card Type

American Express

Visa

Master Card

Diners

JCB

Cancellation policy: Changes and/or cancellations are accepted 48 hours prior to the reserved arrival date. Guest who checks out prior to the reserved check-out date may incur an "early check-out fee" of one night charge. Guests wishing to avoid an early check out fee should advise the hotel at or before check-in of any change in the planned length of stay. Cancellation fee amounts to one night charge.

*In case of cancellation, the following fee (excluding service charge) will be charged. No Show: 100% of contracted amount. Accommodation Day: 80% of contracted amount. 1 Day Prior to Accommodation: 20% of contracted amount.

*For inquiries about the meeting and receptions, please contact

Ms.Kumiko Sekiguchi

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