http://www.keioplaza.com/

BOOKING FORM for

JUFBI 2018 PARTICIPANTS

**＊Please send this form by e-mail or fax to:**

 **JUFBI 2018 Secretary Office**

 **E-mail: jufbi-sec@ndmc.ac.jp**

 **FAX: +81-4-2996-2081**

I would like to make a following reservation.

|  |  |
| --- | --- |
| \*Check-in date & time: | May xx, 2017 xx:xx |
| \*Check-out date: | May xx, 2017 xx:xx |
| \*The number of guest: |  |
| \*Guest name: | Mr. / Ms.  |
| Preference: | Smoking / Non-smoking |
| Comment: |  |

\*\*Preference will be noted, however the hotel cannot guarantee every request.

Room Rate: inclusive of daily breakfast, in-room Wi-Fi, 10% service charge and taxes

Main Tower

|  |  |
| --- | --- |
| Standard Room (23.5 sqm): | 28,000 JPY per person per night for Single use |
|  | 33,000 JPY per person per night for Twin use |

**GENERAL CONDITIONS:**

Booking deadline for the special conference rates is **April 25th**. After this date the hotel no longer guarantees the availability of rooms at the contracted conference rate. Above room rates are applicable between the period of **May 7-14** (check-out on May 15), and reservations for any dates outside of this period will be confirmed at the best available rate depending on availability.

All hotel expenses should be made directly to the hotel upon check-out.

The official check-in time is 14:00; the official check-out time is 11:00. Clients arriving before 14:00 on the day of check-in will be accommodated depending on hotel’s availability.

**Cancellations must be made in writing at latest 5 pm on the day prior to the scheduled arrival date (Japan local time). If not received, the hotel is entitled to charge 1 (one) night’s accommodation fee (taxes included).**

The special rate is only valid when reservation is made by use of this form.