http://www.keioplaza.com/

BOOKING FORM for

IFBIC 2023 PARTICIPANTS

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

**IFBIC 2023 Secretary Office**

**E-mail: ifbic2023@ndmc.ac.jp**

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

I would like to make a following reservation.

|  |  |
| --- | --- |
| \*Check-in date & time: | May xx, 2023 xx:xx |
| \*Check-out date: | May xx, 2023 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, 15% service charge and 10% 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 28th**. 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 15-22** (check-out on May 23), 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-in.

The official check-in time is 16:00; the official check-out time is 11:00. Clients arriving before 16:00 on the day of check-in will be accommodated depending on hotel’s availability.

**Cancellations must be made in writing on the 3 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.