

Accommodation

JTB Tsuchiura Office is appointed as the official travel agent for MVA2005. The conference will run for 3 days, Monday May 16 through Wednesday 18 in Tsukuba Science City. For the convenience of the participants, several categories of accommodations will be offered with special rates. We recommend you reserving a hotel room at your earliest convenience. The deadline for reservations is **April 9, 2005**.

1. Hotels and Rates

Period during which special rates apply: May 15 (Sun) through May 18 (Wed)

Hotel name	Hotel code	Room type	Special Rate per person / per night	Access
Okura Frontier Hotel Epochal	A1	Single	9,975 JPY	7min.walk to Tsukuba Center. (1min. from Conference site)
Okura Frontier Hotel (Main)	A2	Single	9,975 JPY	1min. walk to Tsukuba Center. (7min. walk to Conference site)
Hotel Grand Shinonome	A3	Single	7,875 JPY	10min. walk to Tsukuba Center. (12min. walk to Conference site)
Hotel Route Tsukuba	B1	Single	6,825 JPY	5min. taxi to Tsukuba Center. (5min. taxi to the Conference site)
Hotel New Takahashi	B2	Single	7,140 JPY	15min. walk to Tsukuba Center. (5min. walk to the Conference site)

* Notes:

- ◎ Rates include breakfast, service charge and 5 % consumption tax.
- ◎ For each reservation, a handling charge of 500 JPY will be applied.
- ◎ If the requested room or hotel is fully booked, another room can be reserved upon request.
- ◎ Participants who request a twin room must state the name of the person who is to share the room on the form. If not stating the name, the request will be regarded as a single use of a twin room. The charge applied for this case is twice of the price for a single room with a breakfast for one person.
- ◎ Rooms are offered on a first-come, first-served basis.
- ◎ Additional hotels can be found at: <http://www.epochal.or.jp/english/05hotel/hotel.htm>.

2. Application and Payment

(1) For application, please fill out the Hotel Reservation Form, and send it to the following address before **April 9, 2005** by fax or e-mail.

JTB Tsuchiura Office
c/o MVA2005 desk
Urara 2, 9-2 Yamato-cho, Tsuchiura-city, Ibaraki 300-0036, Japan
Fax: +81-29-824-1940 E-mail: tsuchiura_ei1@kit.jtb.co.jp

The form is downloadable from the conference website, otherwise please ask JTB Tsuchiura Office. Sending the form with the credit card number written on it by e-mail is not advisable for security reasons.

(2) Payment: After accepting the application, JTB Tsuchiura Office will send a hotel confirmation sheet and invoice. No deposit is required before receiving the invoice.

(3) Any change of reservation must be notified to JTB Tsuchiura Office, not directly to the hotel. Notification of any change or cancellation must be made by sending fax or e-mail. JTB Tsuchiura Office can not accept phone calls. In case of cancellation, the following cancellation fees will be applied.

<Cancellation Fees>

Before two weeks prior to arrival	13 to 6 days prior to arrival	5 to 2 days prior to arrival	The day before arrival	On the day of arrival
No fee	1,000 JPY per person/per night	20%	50%	100%