

# FPL Japan Electronic Trading Summit 2006

October 6, 2006

Royal Park Hotel, Tokyo, Japan

## OFFICIAL TRAVEL AGENT

JTB Global Marketing & Travel Inc. (JTB GMT) has been appointed as the official travel agent for the conference and will handle hotel accommodation.

JTB Global Marketing & Travel Inc.

Convention Center (CD 101923-661)  
2-3-11 Higashi-Shinagawa, Shinagawa-ku,  
Tokyo 140-8604 Japan

Fax: +81-3-5495-0685

Phone: +81-3-5796-5445

E-mail: fixj@jtb.jp

## HOTEL ACCOMMODATION

JTB GMT has booked rooms at hotels in Tokyo for the conference period. Reservations will be processed in order of receipt of application form. If the hotel of your first choice is fully booked, you will be assigned to a room at a hotel of the same grade.

No.	Hotel Name (Check-in & out time)	Room Rates		(1) Address (2) Tel (3) Access to the nearest station (4) Access to the conference site
		Single with bath	Twin with bath	
1	Royal Park Hotel (12:00 / 12:00)	*JPY23,300 (26 sqm)	JPY26,765 (26 sqm)	(1) 2-1-1, Nihonbashi-Kakigara-cho, Chuo-ku, Tokyo (2) +81 3 3667 1111 (3) Adjacent to Tokyo Metro Suitengu-mae Sta. (4) The site
2	Kayabacho Pearl Hotel (15:00 / 11:00)	JPY9,135 (14 sqm)	----	(1) 1-2-5 Shinkawa, Chuo-ku, Tokyo (2) +81 3 3553 8080 (3) 10 min. walk to JR Tokyo Sta.or 3 min. walk to Tokyo Metro Kayabacho Sta. (4) 10 min. walk to the site
3	Center Hotel Tokyo (15:00 / 10:00)	JPY8,925 (10 sqm)	-----	(1) 15-13 Kabutocho, Nihonbashi, Chuo-ku, Tokyo (2) +81 3 3667 2711 (3) 10 min. walk to JR Tokyo Sta.or 3 min. walk to Tokyo Metro Kayabacho Sta. (4) 13 min. walk to the site

◆ Room rates include service charge, a 5% consumption tax and hotel tax where applicable.

◆ Room rates include no meals.

◆ \* indicates single occupancy of a twin or double room.

## APPLICATION AND PAYMENT FOR HOTELS

Participants wishing to reserve hotel accommodation should apply online or fax the filled form to reach JTB GMT **no later than September 22, 2006.** (Confirmation sheet will be sent by JTB GMT.)

Application should be accompanied by a remittance covering the hotel deposit (one night room charge) plus a handling charge of JPY525 per room. (The hotel deposit will be credited to your bill. All hotel expenses deducting the deposit should be paid directly to the hotel.)

No reservation will be confirmed in the absence of this payment. All payment must be in Japanese yen. If the remitter's name is different from the participant's name or the remittance covers more than one person, please clarify the name of each participant.

Payment should be in the form of:

- One of the following credit cards 1. VISA 2. MasterCard 3. Diners Club 4. AMEX 5. JCB

- A bank transfer to JTB Global Marketing & Travel Inc. (Message: CD101923-661)

Account at The Bank of Tokyo-Mitsubishi UFJ, Ltd. Shin-Marunouchi Branch (swift code: BOTKJPJT)  
1-4-2 Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan (Account number: 4760343)

## CANCELLATION

In the event of cancellation, written notification should be sent to JTB GMT. The following cancellation fees will be deducted before any refund is made, in addition to the handling charge.

Hotels:	Up to 10 days before the first night of stay -----	None
	9 to 2 days before-----	20% of daily room charge
	1 day before -----	80% of daily room charge
	On the day of arrival or no notice given -----	100% of daily room charge

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## APPLICATION FORM FOR HOTEL ACCOMMODATION

Please complete and return this form to:

JTB Global Marketing & Travel Inc.  
Convention Center (CD 101923-661)  
2-3-11 Higashi-Shinagawa, Shinagawa-ku,  
Tokyo 140-8604 Japan

Deadline: September 22, 2006

Fax: +81-3-5495-0685

(Please type or print in block letters and check appropriate boxes.)

NAME:  Prof.  Dr.  Mr.  Ms.

Family name \_\_\_\_\_ Given name \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS:  Office  Home \_\_\_\_\_

Postal code \_\_\_\_\_ Country \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Accompanying Person(s), if any:

Mr.  Ms. Family name \_\_\_\_\_ Given name \_\_\_\_\_

Flight Schedule: Arriving at \_\_\_\_\_ (airport) on \_\_\_\_\_ (date) by \_\_\_\_\_ (flight number)

### HOTEL ACCOMMODATION

Hotel name	Room type	Period of stay	Amount of deposit
1st choice	<input type="checkbox"/> Single	Check-in _____	= JPY _____ (One night room charge)
2nd choice	<input type="checkbox"/> Twin	Check-out _____ ( ) nights	

REMITTANCE: (1) + JPY525 (handling charge) = JPY \_\_\_\_\_

Credit card:  VISA  MasterCard  Diners Club  AMEX  JCB

Card number: 

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Name of cardholder: \_\_\_\_\_ Expiration date: \_\_\_\_\_ / \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Bank transfer

I(We) have remitted the above sum of total on \_\_\_\_\_ (date) in the name of \_\_\_\_\_ (name of remitter) through \_\_\_\_\_ (name of bank) to:

The Bank of Tokyo-Mitsubishi UFJ Ltd., Shin-Marunouchi Branch (swift code: BOTKJPJT)  
1-4-2 Marunouchi, Chiyoda-ku, Tokyo 100-0005 Japan  
Account number: 4760343 Account name: JTB Global Marketing & Travel Inc. (Message: CD 101923-661)

\*We would appreciate your sending us a copy of the bank receipt for your remittance to avoid possible confusion.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(This application will become valid upon receipt of confirmation from JTB GMT.)

## **GENERAL INFORMATION**

### **PASSPORT AND VISA**

To visit Japan, you must have a valid passport. A visa is required for citizens of countries that do not have visa-exempt agreements with Japan. Please contact the nearest Japanese Embassy or Consulate for visa requirements.

### **DUTY FREE IMPORT**

Personal effects and professional equipment can be brought into Japan duty free as long as their contents and quantities are deemed reasonable by the customs officer. You can also bring in 400 cigarettes, 500 grams of tobacco or 100 cigars; 3 bottles of alcoholic beverages; 2 ounces of perfume; and gifts and souvenirs whose total market price is less than 200,000 yen or its equivalent. There is no allowance for tobacco or alcoholic beverages for persons aged 19 years or younger. Firearms and other types of weapons, and narcotics are strictly prohibited.

### **INSURANCE**

The organizer cannot accept responsibility for accidents that might occur. Delegates are encouraged to purchase travel insurance before leaving their home country. Insurance plans typically cover accidental loss of belongings, medical costs in case of injury or illness, and other possible risks of international travel.

### **CLIMATE**

The temperature in Tokyo during the period of the conference ranges between 15-21 degrees Celsius.

### **CURRENCY EXCHANGE**

Only Japanese yen (¥) is acceptable at regular stores and restaurants. Certain foreign currencies may be accepted at a limited number of hotels, restaurants and souvenir shops. You can buy yen at foreign exchange banks and other authorized money exchangers on presentation of your passport.

### **TRAVELER'S CHECKS AND CREDIT CARDS**

Traveler's checks are accepted only by leading banks and major hotels in principal cities, and the use of traveler's checks in Japan is not as popular as in some other countries. VISA, MasterCard, Diners Club, and American Express are widely accepted at hotels, department stores, shops, restaurants and nightclubs.

### **TIPPING**

In Japan, tips are not necessary anywhere, even at hotels and restaurants.

### **ELECTRICITY**

Electric current is uniformly 100 volts, AC, throughout Japan, but with two different cycles: 50 in eastern Japan including Tokyo, and 60 in western Japan including Kyoto, Osaka and Nara. Leading hotels in major cities have two outlets of 100 and 220 volts but their sockets usually accept a two-leg plug only.

### **SHOPPING**

Shops and other sales outlets in Japan are generally open on Saturdays, Sundays and national holidays as well as weekdays from 10:00 to 20:00. Department stores, however, are closed on one weekday, differing by store, and certain specialty shops may not open on Sundays and national holidays.