

Booking Procedure

1. First of all, you need to register yourself on-line as a participant.
2. Complete the booking form and sign as required.
3. On the bottom half of the booking form is the Deed of Adherence, which we ask you to study carefully. Should you agree with the content, please sign where indicated.
Please note that your booking may not be accepted if the Deed is not agreed and signed in good faith.
4. Prepare one set of copies of 1) your student ID card and 2) your passport (the pages that contain your photo, name and passport number.)
5. Fax the completed booking form together with copies of above 1) and 2) to:
+81-6-6781-8883.
6. Please make your payment. Booking is confirmed only after full payment is completed.
We will issue you a Booking Confirmation and detailed information of the accommodation.
If you require an invoice for arranging your payment, please let us know.
7. When checking-in, please present the Booking Confirmation and your passport.

Cancellations and Alterations

If you need to change or cancel your bookings, please contact the Congress Secretariat at your earliest convenience.

Following cancellation fees will apply depending on when the notification is received:

2-3 days prior to arrival:	20%
1 day prior to arrival:	50%
On the day of arrival:	100% (no refund)

Queries: Secretariat

wcon2011@oucow.daishodai.ac.jp

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