

# The 13th International Workshop on Advanced Motion Control

March 14 – 16, 2014

Hiyoshi Campus, Keio University, Kanagawa, Japan

## OFFICIAL TRAVEL AGENT

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

JTB Global Marketing & Travel Inc.  
Convention Center (CD100720-654)

2-3-11 Higashi-Shinagawa, Shinagawa-ku,  
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## HOTEL ACCOMMODATIONS

JTBGMT has booked rooms at hotels for the workshop period. Reservations will be processed in order of application.

Area	No	Hotel Name (Check-in & out time)	Room Rates without Breakfast		Room Rates with Breakfast		1) Address 2) Phone 3) Access to the hotel 4) Access to the venue
			Single with bath	Twin with bath	Single with bath	Twin with bath	
Musashi -kosugi (Kanagawa)	1	Richmond Hotel Premire Musashikosugi 14:00/11:00	JPY11,000	JPY16,000	JPY12,000	JPY18,000	1) 3-1175-1 Shinmarukohigashi, Nakahara-ku, Kawasaki-shi, Kanagawa 2) +81-44-430-0076 3) 5 min. walk from JR & Tokyu Musashi-Kosugi Sta. 4) From Musashi-Kosugi Sta. to Hiyoshi Sta. by Tokyu Toyoko Line & 3 min. walk
Shibuya (Tokyo)	2	Shibuya Tokyu Inn 15:00/10:00	JPY14,275	JPY16,800	JPY15,745	JPY19,740	1) 1-24-10 Shibuya, Shibuya-ku, Tokyo 2) +81-3-3498-0109 3) 2 min. walk from JR & Tokyu Shibuya Sta. 4) From Shibuya Sta. to Hiyoshi Sta. by Tokyu Toyoko Line & 3 min. walk
Yokohama (Kanagawa)	3	Yokohama Kokusai Hotel 15:00/11:00	JPY9,300	JPY18,600	JPY10,800	JPY21,600	1) 2-16-28 Minamisaiwai, Nishi-ku, Yokohama-shi, Kanagawa 2) +81-45-311-1311 3) 5 min. walk from JR & Tokyu Yokohama Sta. 4) From Yokohama Sta. to Hiyoshi Sta. by Tokyu Toyoko Line & 3 min. walk
Meguro (Tokyo)	4	Hotel Princess Garden 15:00/12:00	JPY7,000	JPY8,500	JPY8,000	JPY10,500	1) 2-23-7 Kamiosaki, Shinagawa-ku, Tokyo 2) +81-3-3779-1010 3) 4 min. walk from JR & Tokyu Meguro Sta. 4) From Meguro Sta. to Hiyoshi Sta. by Tokyu Meguro Line & 3 min. walk

◆ Room rates include service charge and a 5% consumption tax.

## APPLICATION AND PAYMENT FOR HOTELS

Participants wishing to reserve hotel accommodation should apply online **no later than February 14, 2014**

Application should be accompanied by a remittance the total amount of the room charge due JTBGMT. (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.

After making a remittance, please send us a copy of the bank receipt to avoid possible confusion.

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: AMC2014)

Account at The Bank of Tokyo-Mitsubishi UFJ, Ltd. Shin-Marunouchi Branch (swift code: BOTKJPJT)

1-4-1 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