

Hotel Information for COLA'01

The JTB Tsuchiura Office has been appointed as a main travel agency for the 6th International Conference on Laser Ablation (COLA'01), scheduled to run for five days from October 1 (Mon) through 5 (Fri) at Tsukuba Science City. For the convenience of participants, we have kept a sufficient number of rooms at the hotels shown below, until July 31. Please apply for a reservation at your earliest convenience.

To: Fax: +81-298-24-1940
JTB Tsuchiura Office
c/o "COLA'01" Desk

1. Hotels and Rates

- 1) Period: September 30 (Sunday) through October 5 (Friday)
(If you want to extend your stay, please do not hesitate to contact JTB Office by fax or e-mail.)
- 2) Rates: per night including breakfast and service charge but not including consumption tax (5 %)

<Hotels & Rates>

Hotel name	Hotel code	Room type	Rate (per night)	Access
Okura Frontier Hotel (Main)	A	Twin	JPY 19,000	10 min. walk to the conference site (0 min. to Tsukuba Center)
		Double	JPY 19,000	
		Single	JPY 10,500	
Okura Frontier Hotel Epochal	B	Twin	JPY 21,000	0 min. from the conference site (10 min. walk to Tsukuba Center)
		Single	JPY 10,500	
Hotel Grand Shinonome	C	Single	JPY 8,900	15 min. walk to the conference site (10 min. walk to Tsukuba Center)
Gakuen Sakurai Hotel	D	Single	JPY 7,800	10 min. walk to the conference site (15 min. walk to Tsukuba Center)

University Guesthouse *	X	Single	JPY 3,000	(15 min. bus to Tsukuba Center)
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* Only for students and posdoc. researchers in overseas participants; limited 20 single rooms will be available.

<<Notes:>>

- (1) Please understand, if the requested room or hotel is fully booked, we will reserve based on another category.
- (2) Persons who request a twin room are asked to state the name of the person sharing the room in the attached application form. If there is no name mentioned, we will regard the request as a single use of a twin room and charge the price for two persons excluding breakfast.
- (3) We will number each application in the order received by the fax and assign rooms on a first-come-first-served basis.
- (4) Although a number of rooms have been secured in advance, we may book a different hotel from those listed above.

2. Application and payment procedures

- (1) Application should be made by completing the attached form and sending it by fax to reach JTB **no later than July 31, 2001.**
- (2) Settlement: After application is closed, a hotel confirmation sheet and invoice will be sent to you. Please do not remit payment before receiving the invoice.
- (3) Please note that, when preparing the invoice, we will add JPY 500 per person as a handling charge due JTB.
- (4) Alteration and cancellation:
If alteration or cancellation is required, please inform us by fax or e-mail at your earliest convenience.. (Notice of alteration or cancellation by telephone will not be accepted to preclude any misunderstanding). In case of cancellation, the following fees will be charged.

<Cancellation fee> When cancellation is received,

Before two weeks prior	13 to 6 days prior	5 to 2 days prior	The day before	Before 18:00 on the day	After 18:00 on the day
Nothing	JPY 1,000 per person and per night	20%	50%	80%	100%

We look forward to serving you.

Mr. Shinji Kugo
General Manager
JTB Tsuchiura Office

JTB Tsuchiura Office

c/o "COLA'01" Desk

Persons in charge: Ms. Inenobe, Ms. Kazama, and Ms. Doi

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