

Hotel Reservation Form

You may make your Hotel Reservation by completing the hotel reservation form below.
The completed reservation form should be sent to the APAA 2015 Travel Desk by E-mail or Fax.

To : **APAA 2015 Travel Desk**

E-mail: 17apaa@ntaoka.co.jp FAX: +81-98-869-4705

Business hours: Monday to Friday 10:00 to 18:00, excluding Saturdays, Sundays and holidays (JST)

Last Name			First Name	
Check-in Date			Check-out Date	
Accompanying Person	No. of persons:			
	Name1:			
	Name2:			
	Name3:			
	Name4:			
Flight information	Arrival Flight No.		Depart Flight No.	
	Arrival date		Departure date	
	Arrival time		Departure time	
	Please tick <input checked="" type="checkbox"/> if you have not decided your flight yet.			

Accommodation

No.	Hotel	Room Type	Occupancy	Number of Rooms
First Choice				
Second Choice				

Smoking	Non-Smoking	Smoking
Comments		

Room Rates:

- A list of special room rates can be found on our website.
(http://www.apaa2015.com/accommodation/hotel_information.html).
These rates are only available when reservations are made through the APAA 2015 Travel Desk.
- All rates include breakfast.
- All personal charges incurred, such as mini-bar, laundry, or telephone charges, are the responsibility of the guest and must be settled directly with the hotel at check-out.

Hotel Transportation:

- Complimentary shuttle buses will be provided from Naha Airport to official hotels on arrival days, and between the OCC and all official hotels throughout the conference period.

Check-in and Check-out Times:

- With the exception of the Naha Terrace, the check in time is 14:00 and check-out time 11:00 at all hotels. (Naha Terrace allows check in and check out at 12:00 noon.)
- Early check-in is subject to availability and the policies of each hotel. To request early check-in, contact the APAA 2015 Travel Desk: (17apaa@ntaoka.co.jp). Attendees willing to pay an additional night's room tariff can guarantee early-check by reserving the room for the night prior to their expected arrival.
- Requests for late check-out should be addressed directly to the hotel. Please consult the hotel website or concierge for applicable charges.

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Cancellations

- Cancellation of your APAA 2015 registration will result in automatic cancellation of your hotel reservations. If you wish to cancel only your hotel reservation, please follow the instructions on the registration website, or contact the APAA 2015 Travel Desk directly.
- There is no charge for cancellations confirmed at least two weeks prior to check-in; after that date, the following charges will apply in addition to any registration cancellation charge:

Period	Cancellation Charge
Up to 7 days prior to check-in	20% of one night room charge
Up to 2 days prior to check-in	30% of one night room charge
Night prior to check-in	40% of one night room charge
Check-in date or later	100% of all charges through that night
No-shows	Full hotel charge

Payment Method

Bank transfer

Credit Card

Credit Card-information																
Credit Card*	<div>VISA MasterCard Diners Club JCB American Express</div>															
Credit Number																
Name of Card Holder																
Expiry Date (mm/yy)									Three or Four Digit Verification Code							
Authorized Signature									Date (dd/mm/yyyy)							

If you ticked "Bank transfer", you will receive notifications including invoices with payment instructions. Please follow those instructions to remit payment.