

June 20, 2018

Kanagawa Institute of Technology International Symposium 2018  
Important notes on flight arrangements, etc.

Thank you for being part of the Kanagawa Institute of Technology International Symposium 2018. In preparation for the event, we ask that you note the following points concerning flight arrangements and accommodations.

1. Check the name on your ticket

Please check that the name on your ticket matches the name on your passport exactly. Your name should be spelled correctly, with the first name (given name) and last name (surname) in the proper places. Note that some tickets may be non-changeable and/or non-refundable.

2. Inform us of your flight schedule

After purchasing your ticket, please send us your flight schedule. The information should include your flight number, local departure time, arrival time in Japan, and, where applicable, your connection (stopover) location(s), connection arrival time(s), and connection departure time(s).

3. Provide your ticket details (purchase date/total price)

Please inform us of your ticket purchase date and total ticket price, including an itemized breakdown of the price of the airfare itself, applicable fuel surcharges, airport fees, and other extra fees. We will reimburse you for the total price of your ticket (in Japanese yen) on the day of the Symposium. When making your ticket purchase, we ask that you choose the most economical option: a seat in economy class on the most direct (shortest-distance) flight to Japan. Please provide us with a copy of the receipt for your ticket purchase in your local currency. We will calculate your total reimbursement based on the posted exchange rates in effect as of August 20, 2018.

4. Check the relevant visa requirements

The Japanese authorities require inbound passengers from certain countries to

submit visa documents and/or other new documents upon entering the country. We thus ask that you check the corresponding requirements and your relevant status in advance. Once you have completed the necessary procedures, please inform us accordingly.

5. Note the details on your stay at Rembrandt Hotel Atsugi  
Accommodations for the Symposium are at Rembrandt Hotel Atsugi (<https://rembrandt-group.com/atsugi>). Check-in is on Monday, September 3, and check-out is on Thursday, September 6. When checking in to the hotel, please provide the reception with a copy of your passport. We have based the hotel accommodation arrangements on the assumption that guests will be arriving in Japan on Monday, September 3, and leaving Japan on Thursday, September 6. If you would like to arrive earlier or leave later for sightseeing or other purposes, please notify us in advance. Note, however, that we are unable to add nights to your stay at Rembrandt Hotel Atsugi.