

If you are conference participants or arranging a travel for conference participants, please read this information carefully.

If you know someone attending the conference, please let them know this information.

Thank you for your cooperation.

## **Dear Conference Participants,**

Thank you for your registration to attend the 3rd Global Conference of the Alliance for Healthy Cities.

We are pleased to see you all soon.

We now would like to inform you about following issues:

- 1. Booking of your accommodation**
- 2. Arrangement of a complimentary transportation from the airport to the hotels**
- 3. Final deadline of online registration, hotel booking, sending of your flight information, Thursday, October 2, 2008**
- 4. Hotel cancellation policy**
- 5. Provisional Program**

### **1. Booking of your accommodation**

We strongly recommend you to stay at our Official Hotels.

Those who have not booked your accommodation yet, please book it immediately, and **no later than October 2.**

Unlike other international conferences, participants will need to take 30-40 minutes bus ride from the hotels to the conference venue during the conference. Complementary shuttle service will be available only from our official hotels in Makuhari-area.

**If you are going to stay at these official hotels, you do not have to worry about how to get to the meeting places.**

**If you have not yet reserved your room, please do it immediately.**

October is a high season for travel in Japan.

**After the deadline (October 2), it may not be easy to find a room in a good location for your conference participation.**

\*How to enter the hotel information:

Please go to "Hotel" pages of the conference website and find information on official hotels.

## **2. Arrangement of a complimentary transportation from the airport to the hotels**

Conference organizer will provide a complimentary transportation from the Narita International Airport to the official hotels upon your completion of your flight details.

**For you to be taken care of by this complimentary transportation, please enter your flight information online NOW.**

For those who will be arriving at Narita International Airport, please look for AFHC Ichikawa Conference guides on your arrival, when you get out of customs. They will take you to get on a complimentary transportation provided by the conference organizer.

Please note, this complimentary transportation is available from October 22 to October 27.

\*How to enter your flight information:

Please enter the following four items on the "Personal Information" pages

1. Expected date of entry to Japan
2. Arrival airport /Airline/Flight number
3. Expected date of departure from Japan
4. Departure airport /Airline/Flight number

Otherwise, please take a Limousine bus operating from the airport to the hotels at your own cost.

## **3. Final deadline of online registration, hotel booking, sending of your flight information**

The final deadline of online registration is **Thursday, October 2, 2008**. After this deadline, additional registrations and changes of the details (hotel bookings, flight information, others) through the website will not be accepted. It may cause you any inconveniences, however, we would like to guarantee the arrangement for the participants who have successfully completed registration by that time.

Please update your information, if relevant, including hotel booking, your flight information, others, to make your travel comfortable.

Conference Web site

<http://www.city.ichikawa.chiba.jp/afhc2008/english/index.html>

Registration page

<https://entry2.jtb.ne.jp/mel/web/ichikawa/logine.asp>

#### **4. Hotel cancellation policy**

October is a high season for travel.

Participants are responsible to pay for the rooms if your cancellation or notice of changes do not reach to the office appropriately.

After the deadline of online registration (October 2, 2008), please send any change of your plan by email to the Conference Secretariat at [ihc2008@city.ichikawa.chiba.jp](mailto:ihc2008@city.ichikawa.chiba.jp)

#### **Rules of cancellation of accomodation booking**

Cancellation charges will be applied as follows:

Free of charge up to 10 days prior to the day of arrival

20% of one night's room rate for cancellations 2 days to 9 days prior to the day of arrival

80% of one night's room rate for cancellations on the previous day

100% of one night's room rate for cancellations on the day of arrival, or in the event of a no-show

#### **5. Provisional Program**

Please find provisional program. An opening memorial concert will start in the evening of Thursday, October 23. There will be no other programs during daytime on October 23, except 'Welcome Japan' activities in which you will find a lot of cultural things by attending individually, according to your interest.

Provisional program

English [http://www.city.ichikawa.chiba.jp/afhc2008/english/program/E\\_schedule.pdf](http://www.city.ichikawa.chiba.jp/afhc2008/english/program/E_schedule.pdf)

Japanese [http://www.city.ichikawa.chiba.jp/afhc2008/program/J\\_Schedule.pdf](http://www.city.ichikawa.chiba.jp/afhc2008/program/J_Schedule.pdf)

If you have any inquiries, please contact the conference secretariat.

We look forward to seeing you in Ichikawa, in October.

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Inquiries for Registration

Inter Group

The 3rd Global Conference of the Alliance for Healthy Cities Desk

FAX: +81-3-3597-1097

E-mail: [ichikawa\\_info@intergroup.co.jp](mailto:ichikawa_info@intergroup.co.jp)

Office hours: 9:00-17:00

(weekdays only)

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Inquiries for system use

Proactive Inc.

The 3rd Global Conference of the Alliance for Healthy Cities Desk

FAX: +81-78-332-2506

E-mail: info@pac.ne.jp

Office hours: 9:30-17:00

(weekdays only)

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Inquiries for others

The 3rd Global Conference of the Alliance for Healthy Cities

Conference Secretariat c/o Ichikawa City Government, Planning Division

TEL +81-47-704-0257 FAX +81-47-336-8291

E-mail: ihc2008@city.ichikawa.chiba.jp

Address:1-1-1 Yawata Ichikawa City Chiba Prefecture, 272-8501, Japan

<http://www.city.ichikawa.chiba.jp/afhc2008/english/index.html>

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