

Application Form : Room Reservation & Reception

Workshop on System and Control Perspective for Smart City

RIHGA Royal Hotel Hiroshima

6-78 Motomachi, Naka-ku, Hiroshima 730-0011, Japan

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Email: hiroshima@rihga.co.jp

This is the application form to attend the reception for 'Workshop on System and Control Perspective for Smart City' held on December 13th at RIHGA Royal Hotel Hiroshima, and to book the accommodations in the hotel. Please fill out the application form below and send it to the hotel by email or fax.

Guest Name: ☐ Mr ☐ Ms ☐ student
(Last Name) _____ (First Name) _____ (Affiliation) _____

☐ Mr ☐ Ms ☐ student
(Last Name) _____ (First Name) _____ (Affiliation) _____

Arrival Date: ☐ December 12th, 2015 ☐ December 13th, 2015

Departure Date: ☐ December 13th, 2015 ☐ December 14th, 2015

Room Type: ☐ Single Room JPY10,000 per night per person
☐ Twin Room(Double occupancy) JPY 8,000 per night per person

*The room charge is inclusive of 8 % consumption tax, 10 % service charge, and daily breakfast

Smoking/ ☐ Smoking ☐ Non-smoking
Non-smoking:

Number of ☐ 1 (non-student) ☐ 2 (non-students)

Reception ☐ 1 student ☐ 2 students ☐ Not attending the reception

Tickets *The reception fee is JPY6,000 (JPY3,000) per person (one student), including consumption tax

*Food Requests (if any) : _____

Cancellation Policy:

In the event of cancellation or substantial reduction of all or part of the contracted accommodation room of the Client, RIHGA Royal Hotels will assess cancellation fee (excluding service charge and tax) based upon the following schedule:

For accommodation	
2 days prior to arrival date:	No penalty
1 day prior to arrival date:	20% of one night room rate
On the day of arrival:	80% of one night room rate
No-show:	One night room rate