

■ Procedure of room reservation at [HOTEL METS KOKUBUNJI](#)

**STEP 1:** Book rooms directly by using the hotel's website:

<http://www.jrhotelgroup.com/eng/code/codeeng123.htm>

**STEP 2:** Contact us by e-mail to [icamechs2012@gmail.com](mailto:icamechs2012@gmail.com)

In your e-mail, please include the following information:

- First/Family name of all people who stay at the hotel
- Valid email address
- Name of the hotel where you stay (i.e., [HOTEL METS KOKUBUNJI](#))
- The words "Request of conference attendees certificate" in the subject field of the e-mail

**STEP 3:** Receive the certificate of conference attendees the conference registration desk sent.

**NOTICE:** The ICAMechS Secretariat does NOT book rooms instead of you.

After completing the above all procedures, please print and bring the certificate to the front desk at the hotel.

■ Special room rates

- Single 8100 JPY/day (Sep. 17-20)
- Single 8550 JPY/day (Sep. 16, 21, and 22)
- Twin 11700 JPY/day (Sep. 17-20)
- Twin 15300 JPY/day (Sep. 16, 21, and 22)
- Double 10800 JPY/day (Sep. 17-20)
- Double 14400 JPY/day (Sep. 16, 21, and 22)

The above charges include **breakfast** and consumption tax. No service fee.