

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

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

<http://www.jrhotelgroup.com/eng/code/codeeng124.htm>

STEP 2: Contact us by e-mail to 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 MUSASHISAKAI](#))
- 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 printout 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)

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