

ATTENDANCE FORM

(Please fill out and return this form by October 15, 2011)

PERSONAL INFORMATION :

(Mr./Ms./Mrs/Dr./Prof.) Last Name _____ Middle Name _____ First Name _____

Institution/Organization _____

Business Address _____

City / Postcode _____ Country _____

Phone No. _____ Fax No: _____

E-mail address: _____

PASSPORT INFORMATION FOR VISA: (Not necessary if Visa is not Required)

Passport No. _____ Date of Issue _____ Expiry Date _____

Place of Issue: _____ Date of Birth _____ Place of Birth _____

FLIGHT INFORMATION:

Arrival Flight: (Flight No./Date/Time) _____ / _____ / _____

Departure Flight: (Flight No./Date/Time) _____ / _____ / _____

HOTEL ACCOMMODATION: Booking will be handled by the Office of International Relations.

Hotel: Kyoto Royal Hotel & Spa (<http://www.ishinhotels.com/kyoto-royal/en/index.html>)

Address: Sanjo-Agaru, Kawaramachi, Nakagyo-ku, Kyoto 〒604-8005

Tel : +81-75-223-1234 Fax : +81-75-223-1702

Please tick your preference.

- ☐ Superior Semi-Double room (JPY 11,500 / night, Bed Only, Breakfast JPY1,500)
- ☐ Superior Double room (on request)
- ☐ Superior Twin room (on request)
- ☐ Business Suite room (on request)

☐ Smoking ☐ Non-Smoking

Check In Date: _____ Check Out Date: _____

For Twin booking, I will share with _____

Additional Information / Requests (If any):

Please Return To: Office of International Relations

National Astronomical Observatory of Japan, 2-21-1 Osawa, Mitaka, Tokyo 181-8588 Japan
Fax: +81 422 343778 Email: irc@nao.ac.jp