

## IAJU IEC 2025 Information for Hotels

**The link to accommodation booking with rates exclusive to IEC 2025 can be accessed on the "My Page" of the registration website after you complete online registration.**

- Bookings for the following hotels will be accepted on a first-come-first-served basis. If the bookings reach the number of rooms the host has arranged, participants are requested to book accommodation on their own.
- After the booking is completed, the final itinerary (booking confirmation) will be uploaded to My Page by the departure date.
- There will be no staff attending you at the hotel and the participants are responsible for checking in/out, and managing their stay at the hotels.
- The booking and rates below are for single-room use. Please do not share your room with other person. If you have a spouse or family member who is accompanying you, please book 2 rooms or a standard double room (only available at Hotel New Otani).
- For participants who would like to stay at the Jesuit Residence on campus, please contact Sophia University Office of Global Education and Collaboration at <overseas-co@sophia.ac.jp> by December 15, 2024.
- This booking service is managed as a "Subscription Type Organized Tour Contract." The minimum number of participants (reservations) for the services to be offered is 1 person.

### Hotel information and rates (per night, per person. Tax-included)

Hotel Information	Room Type	Check in: 25 Feb 2025, stay through 28 Feb 2025	Check out: 2 Mar 2025
<b>Hotel New Otani Tokyo</b>	Standard double room (1 adult occupancy)	38,500 JPY (approx. 250USD)	49,500 JPY (approx. 325USD)
	Standard double room (2 adult occupancy)	22,000 JPY (approx. 145USD)	27,500 JPY (approx. 180USD)
<a href="tel:+81-3-3265-1111">TEL: +81-3-3265-1111</a>	Address: 4-1, Kioi-cho, Chiyoda-ku, Tokyo 102-8578, JAPAN		
Located a 3-minute walk from Akasaka-mitsuke Station on the Subway Ginza Line / Subway Marunouchi Line.	<ul style="list-style-type: none"> <li>* Non-smoking room</li> <li>* Check-in 3:00 PM / Check-out 12:00 Noon</li> <li>* One wide bed (1,800mm)</li> <li>* Occupancy: 2 adults</li> <li>* Breakfast included</li> <li>* Located a 10-minute walk from Sophia University.</li> </ul>		
<a href="https://www.newotani.co.jp/en/tokyo/">https://www.newotani.co.jp/en/tokyo/</a>			

Hotel Information	Room Type	Check in: 25 Feb 2025 Check out: 2 Mar 2025	
<b>Hotel Monterey Hanzomon</b>	Standard room	22,000 JPY (approx. 145USD)	
<a href="tel:+81-3-3556-7111">TEL: +81-3-3556-7111</a>	Address: 23-1 Ichiban-cho, Chiyoda-ku, Tokyo 102-0082, JAPAN		
Located a 1-minute walk from Hanzomon Station on the Hanzomon Subway Line.	<ul style="list-style-type: none"> <li>* Non-smoking room</li> <li>* Check-in 3:00 PM / Check-out 11:00 AM</li> <li>* One single bed (1,200mm)</li> <li>* Occupancy: 1 adult</li> <li>* Breakfast included</li> <li>* Located a 20-minute walk from Sophia University.</li> </ul>		
<a href="https://www.hotelmonterey.co.jp/en/hanzomon/">https://www.hotelmonterey.co.jp/en/hanzomon/</a>			

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Hotel Information		Room Type	Check in: 25 Feb 2025 Check out: 2 Mar 2025
<b>Tokyu Stay Yotsuya</b>	Standard room	20,900 JPY (approx. 140USD)	
<a href="tel:+81-3-3354-0109">TEL: +81-3-3354-0109</a>	Address: 2-1-3 Yotsuya, Shinjuku-ku, Tokyo 160-0004, JAPAN		
Located a 3-minute walk from Yotsuya Station on the JR Chuo Line / Subway Marunouchi Line.	* Non-smoking room * Check-in 3:00 PM / Check-out 11:00 AM * One single bed (1,200mm) * Occupancy: 1 adult <b>* Breakfast not included</b> * Located a 10-minute walk from Sophia University.		
<a href="https://www.tokyustay.co.jp/e/hotel/YOT/">https://www.tokyustay.co.jp/e/hotel/YOT/</a>			

## ■ Itinerary

DAY	Schedule	Meal (Breakfast included)	Meal (Breakfast not included)
1	(Transfer to the hotel without assistance) ... Hotel Check-in	Breakfast (○) Lunch (×) Dinner (×)	Breakfast (×) Lunch (×) Dinner (×)
2	Hotel ... (Travel to the venue on your own) ... Venue ... (Return to the hotel by yourself) ... Hotel	Breakfast (○) Lunch (×) Dinner (×)	Breakfast (×) Lunch (×) Dinner (×)
3	Hotel ... (Travel to the venue on your own) ... Venue ... (Return to the hotel by yourself) ... Hotel	Breakfast (○) Lunch (×) Dinner (×)	Breakfast (×) Lunch (×) Dinner (×)
4	Hotel ... (Travel to the venue on your own) ... Venue ... (Return to the hotel by yourself) ... Hotel	Breakfast (○) Lunch (×) Dinner (×)	Breakfast (×) Lunch (×) Dinner (×)
5	Hotel ... (Head out and return to the hotel by yourself) ... Hotel	Breakfast (○) Lunch (×) Dinner (×)	Breakfast (×) Lunch (×) Dinner (×)
6	Hotel ... (Check-out to the hotel by yourself)	Breakfast (○) Lunch (×) Dinner (×)	Breakfast (×) Lunch (×) Dinner (×)

※ The schedule above is subject to change and adjustments may be made depending on the length of your stay.

## ■ Cancel Policy for Subscription Type Organized Tour Contract

In the event that the contract (booking) is cancelled at the request of the customer within 20 days or less, the following cancellation fee will be charged.

- (1) When canceling 20 days before the check-in date: 20% of the fee
- (2) 7 days before the check-in date: 30% of the fee
- (3) The day before the check-in date: 40% of the fee
- (4) On the check-in date: 50% of the fee
- (5) No-show: 100% of the fee