

Reservation Request Form

The personal information you provide will be used for travel arrangements only and procedures on your behalf.

The information will also be shared between both Fujitsu and JTB.

Fujitsu will properly handle your personal information in accordance with our company's [Privacy Policy](#).

For information on disclosure, correction, deletion or suspension of use of personal information, please contact the following contact: contact-events-guest@cs.jp.fujitsu.com

Please place a check in this box to consent to the use of personal information

Please fill in required items on this form (yellow highlighted)

Reservation deadline: by September 25th Thursday 17:00 (Japan time)

Fujitsu ActivateNow Summit JTB Desk Information JTB Global Marketing & Travel Inc. Office Hours: from Mon. to Fri. 10:00 - 17:00 (JST) *Except Public Holidays	To apply, please send the form to global.events@fujitsu.com & fujitsu2025@gmt.jtb.jp
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Traveller Information

Name	Title	First Name	Last Name		
Company Name					
Email address					
Arrival to Japan	Date		Departure from Japan	Date	
	Flight #			Flight #	
	Time			Time	

Hotel Information (Please choose hotel room type request and fill in the check in/out date)

Hotel/ Room Type	CANDEO Hotels TOKYO ROPPONGI Executive Deluxe King (18-20㎡) JPY 46,900/ single use, per night included breakfast / non-smoking Executive Queen (16㎡) JPY 42,500/ single use, per night included breakfast / non-smoking *Applicable Period: 28th Oct Check in - 1st Nov Check out. *Room type's availability will be checked at the time of your reservation request.		
Room Type Request			
Check in date		Check out date	

[Optional] Airport Transportation

(Airport transportation to the hotel is an option, availability will be checked at the time of your reservation request.)

Car type: Chartered Van / Alphard (4 seats / 2 luggage)

Including attendant service : Airport meeting staff to escort to the car.

Haneda Airport - Hotel / Hotel - Haneda Airport JPY 44,800-

Narita Airport - Hotel / Hotel - Narita Airport JPY 72,600-

*JST 22 : 00~05 : 00 : JPY 12,000 will be added to the total cost as a late night or early morning charge.

【Arrival】			
Please select method of travel			
【Departure】			
Please select method of travel			
English speaking driver	Haneda Airport JPY 4400- Narita Airport JPY 6600-		

Other Requests (Allergies, Check-in/out time (Early/Late) , Additional Requests, etc)

Arrangement Flow

1. After receiving this request form, we will send you "Quotation" and "Agreement form".
2. When you confirm them, please send us name & email address for agreement sign and payment.
3. We will send you "Agreement form" and payment form.
*Please complete payment within 3 days
4. Once payment is confirmed, the arrangement will be completed.

※Request of cancellation: from Mon. to Fri. 10:00 - 17:00 (JST)

*Except Public Holidays

CANDEO Hotels TOKYO ROPPONGI

Date of cancellation [in case of total cancellation/reduced rooms]	Cancellation Fee
①From 30 days (26. Sep 00:00 JST) to 22 days (6. Oct 17:00 JST) before the first day of hotel stay	「Subtotal of accommodation fee」of 10%
②From 21 days (6. Oct 17:01 JST) to 15 days (10. Oct 17:00 JST) before the first day of hotel stay	「Subtotal of accommodation fee」of 40%
③From 14 days (10. Oct 17:01 JST) to 8 days (20. Oct 17:00 JST) before the first day of hotel stay	「Subtotal of accommodation fee」of 90%
④From 7 days (20. Oct 17:01 JST) - on the day/ no overnight stay	「Subtotal of accommodation fee」of 100%

Chartered Van

Date of cancellation [in case of total cancellation/partial cancellation]	Cancellation Fee
①From 21 days (7. Oct 00:00 JST) to 15 days (10. Oct 17:00 JST) before the arrival day	「Subtotal of chartered van fee」of 30%
②From 14 days (10. Oct 17:01 JST) to 8 days (20. Oct 17:00 JST) before the first day of hotel stay	「Subtotal of chartered van fee」of 40%
③From 7 days (20. Oct 17:01 JST) to 6 days (22. Oct 17:00 JST) before the arrival day	「Subtotal of chartered van fee」of 80%
④From 5 days (22. Oct 17:01 JST) - on the day	「Subtotal of chartered van fee」of 100%