SIGGRAPH Asia Hotel Booking Portal Guide

Please book your accommodations before 2 November 2018 (UTC +9, Tokyo, Japan time).

Please review the information that is provided on each page before making selections or entering any information. Use the buttons at the bottom of the page to navigate back and forth between pages. You may need to scroll down to see these navigational buttons.

Click on the following link to make reservation: https://mice3.jtbgmt.com/siggraph2018/ (copy and paste onto your browser if the page does not load)

1. Click and to view hotel rates and location.

2. Click to start new reservation.

SIGGRAPH Asia 2018 Hotel Booking Portal
3. Read and accept the Privacy Policy. Click **Continue** to proceed.

![Privacy Policy](image)

Click agree and continue

-----------------------------------------------

4. Key in your personal information.

```
> Personal Information
> 
> Personal Data
> Please input personal data.
> 
> Delegate
> 
> Title *
> ○ Mr. ○ Ms. ○ Dr. ○ Other [Other]
> 
> Last Name *
> e.g. Smith
> 
> First Name *
> e.g. John
> 
> Middle Name
> e.g. Mick
> 
> Country *
> Please specify on the blank when you choose "other"
> 
> Affiliation *
> 
> Phone *
> Country code-City code-Number ex.) +81-3-3333-1111
> 
> FAX
> Country code-City code-Number ex.) +81-3-3333-1111
> 
> Address Type
> ○ Affiliation ○ Home
```
5. Select your accommodation.

(i) Check if you have an accompanying person.

Delegate
Accompanying person(s) 1
Hotel list for 2 or more.

(ii) Select your preferred hotel.

Room Type Code
SB : Single Room with bathtub
SB/B : Single Room with bathtub & Breakfast
SU : Single Room with Twin/Double Bed with Bathtub
SU/B : Single Room with Twin/Double Bed with Bathtub & Breakfast
TB : Twin Room with Bathtub
TB/B : Twin Room with Bathtub & Breakfast

State if you have an accompanying person staying with you
Password is required to log in to your personal page
(iii) Select check-in and check-out dates and click **Add**.

**How to book accommodation**

After selecting check-in and check-out dates, please click on the "Add" button below.

Check-in [ ] Check-out [ ] Add

(iv) Read and accept the terms and conditions of travel contracts. Click **Continue** to proceed.

**Click to read the terms and conditions**

**CONDITIONS OF TRAVEL CONTRACTS**

**CONDITIONS OF TRAVEL**

Agree
6. Confirm your personal information and reservation details. Click to proceed or to edit details.

7. After your application is completed, you will receive your ID Number and a confirmation email. Click to complete your payment.

Or

Click if you wish to make another booking.

8. Once the booking and payment process are completed, you will receive a confirmation e-mail stating your reservation is successful.
9. Confirmation

(i) Those who have made the payment by credit card.

After you complete your payment on the web site, your confirmation sheet will be available to print out from your personal page. Please log in to your personal page again with your ID number and password and click the "Confirmation" button on the right hand side of each application box.

(ii) Those who will pay by bank transfer.

After we confirm your payment, we will change the status of your payment and send you an E-mail. The confirmation sheet will be available from your personal page. It will take about 2 weeks for us to confirm your payment, so please kindly wait.

Please bring your confirmation sheet during check-in.

-----------------------------------------------------------------------------------------------------------------------------

10. Change / Cancellation

Please log in to your personal page with your ID number and password. You can make changes to your reservations from your personal page by pressing the "Revise" button on the right hand side of each box. Changes can be made until November 2, 2018 (UTC +9, Tokyo, Japan time).

-----------------------------------------------------------------------------------------------------------------------------

11. Enter your ID Number and Password to log in to your personal page.
Contact Information

JTB Global Marketing & Travel Inc.

Tokyo Front Terrace Bldg.7F, 2-3-14 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-8604 Japan

Email: siggraph2018@gmt.jtb.jp

Tel: +81-3-5796-5445 Fax: +81-3-5495-0685

Office Hours: 10:00-17:00 Except Saturday, Sunday and National Holiday