



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.itbgmt.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

The screenshot shows the top navigation bar with buttons for 'Accommodation' and 'Map'. Below this is a 'New application' section with an 'Entry' button. To the right, there is a 'Guideline' section with instructions on how to apply, payment methods, and confirmation details.

Click to start new reservation (points to the 'Entry' button)

Click to see hotel rates & location map (points to the 'Accommodation' and 'Map' buttons)

New application
Please click here to make a new application.

Log in
ID Number: - 000 - 00
Password:
Due to security reasons, if a failure count of password reaches 6 times, your account will be locked for 30 minutes.

Online registration period: November 2, 2018.
The 11th ACM SIGGRAPH Conference and Exhibition on Computer Graphics and Interactive Techniques in Asia will take place in Tokyo, Japan at Tokyo International Forum. The annual event, which rotates around the Asian region, attracts the most respected technical and creative people from all over the world who are excited by research, science, art, animation, gaming, interactivity, education and emerging technologies.

Guideline
< How to apply >
1. Click the "Entry" button to open the online application input form.
2. Fill in the online form to send your personal information including password and requests.
3. After your application is completed, you will get your ID number.
4. Please complete your payment.
< Payment >
Payment by credit card or bank transfer is acceptable.
Please complete the payment by November 2, 2018.
< Confirmation >
#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.
#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 of this. 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 on the day.



3. Read and accept the Privacy Policy. Click to proceed.

Privacy Policy

Please confirm how to handle the Personal Information provided by you on this website to Privacy Policy displayed on our homepage (<http://www.jtbgmt.com/en/privacy/privacy.html>).

In the event that you request to attend a convention or an event, we will provide your Personal Information provided on this website to the organizers which operate the conventions or events you have requested.

If you agree to the above, please click the following "Agree" button and next "Continue" button.

If you agree to the above, please check the "Agree" button and proceed to the application page.

Agree Not Agree

Click agree and continue

4. Key in your personal information.

Personal Information

Personal Data

Please input personal data.

Delegate	
Title *	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Dr. <input type="radio"/> Other <input style="width: 100px;" type="text"/>
Last Name *	<input style="width: 100%;" type="text"/> e.g. Smith
First Name *	<input style="width: 100%;" type="text"/> e.g. John
Middle Name	<input style="width: 100%;" type="text"/> e.g. Mick
Country *	Please specify on the blank when you choose "other" <input style="width: 100px;" type="text"/>
Affiliation *	<input style="width: 100%;" type="text"/>
Phone *	<input style="width: 100%;" type="text"/> Country code-City code-Number ex.) +81-3-3333-1111
FAX	<input style="width: 100%;" type="text"/> Country code-City code-Number ex.) +81-3-3333-1111
Address Type	<input type="radio"/> Affiliation <input type="radio"/> Home



Accompanying Person(s)	
Number of accompanying Person(s)	0 ▼
Password (Please enter a password)	
Password*	<input type="password"/>
The password needs to be at least 8 characters and include at least one number and capital letter.	
Password (for confirmation)*	<input type="password"/>
Please fill in again to confirm.*	
E-mail Address	
E-mail*	<input type="text"/>
E-mail address for return mail.	
E-mail (for confirmation)*	<input type="text"/>
For confirmation, please enter the same E-mail address as above. Your E-mail address must be filled in if you request for information to be sent by E-mail.	

State if you have an accompanying person staying with you

Password is required to log in to your personal page

5. Select your accommodation.

(i) Check if you have an accompany person.

<input checked="" type="checkbox"/> Delegate	<input checked="" type="checkbox"/> 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



Hotel name	Room Type	Select	12/02	12/03	12/04	12/05	12/06	12/07	12/08
Courtyard Marriott Ginza Tobu Hotel Detail	TB	<input type="radio"/>	△ (36,040)	○ (36,040)	○ (36,040)	○ (36,040)	○ (36,040)	○ (36,040)	△ (36,040)
	TB/B	<input type="radio"/>	△ (41,028)	○ (41,028)	○ (41,028)	○ (41,028)	○ (41,028)	○ (41,028)	△ (41,028)
Hotel Metropolitan Tokyo Marunouchi Detail	TB	<input type="radio"/>	△ (43,100)	△ (43,100)	△ (43,100)	△ (43,100)	△ (43,100)	△ (43,100)	△ (45,500)
	TB/B	<input type="radio"/>	△ (47,900)	△ (47,900)	△ (47,900)	△ (47,900)	△ (47,900)	△ (47,900)	△ (50,300)
Hotel Sunroute Ginza Detail	TB	<input type="radio"/>	×	△ (31,520)	△ (31,520)	△ (31,520)	△ (31,520)	△ (31,520)	×
	TB/B	<input type="radio"/>	×	△ (34,320)	△ (34,320)	△ (34,320)	△ (34,320)	△ (34,320)	×
Imperial Hotel Detail	TB	<input type="radio"/>	○ (30,100)	○ (30,100)	○ (30,100)	○ (30,100)	○ (30,100)	○ (30,100)	△ (30,100)
	TB/B	<input type="radio"/>	○ (37,120)	○ (37,120)	○ (37,120)	○ (37,120)	○ (37,120)	○ (37,120)	△ (37,120)
Marunouchi Hotel Detail	TB	<input type="radio"/>	△ (38,200)	△ (38,200)	△ (38,200)	△ (38,200)	△ (38,200)	△ (38,200)	△ (38,200)
	TB/B	<input type="radio"/>	△ (44,140)	△ (44,140)	△ (44,140)	△ (44,140)	△ (44,140)	△ (44,140)	△ (44,140)
Palace Hotel Tokyo Detail	TB	<input type="radio"/>	○ (69,304)	○ (69,304)	○ (69,304)	○ (69,304)	○ (69,304)	○ (69,304)	△ (69,304)
	TB/B	<input type="radio"/>	○ (77,976)	○ (77,976)	○ (77,976)	○ (77,976)	○ (77,976)	○ (77,976)	△ (77,976)

(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.

Delete	Hotel name	Room Type	Check-in	Check-out	Guest	Room Rate
Delete	Imperial Hotel	TB/B	2018/12/02	2018/12/09	Delegate Accompanying person(s)1	JPY259,840
Total						JPY259,840

Click to read the terms and conditions

CONDITIONS OF TRAVEL CONTRACTS

[CONDITIONS OF TRAVEL](#) Agree

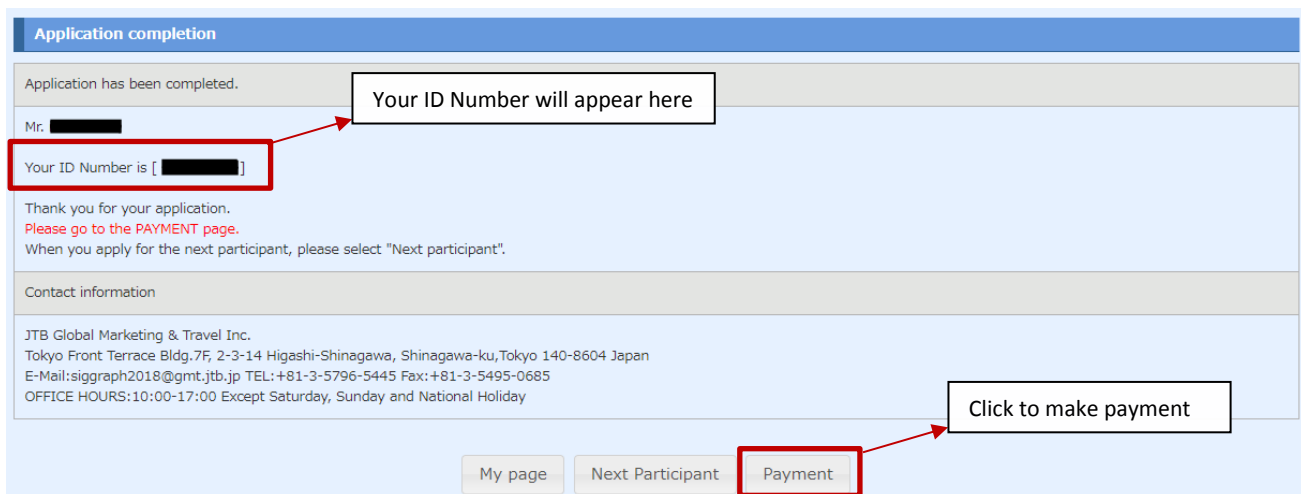


6. Confirm your personal information and reservation details. Click to proceed or to edit details.
-

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.



Application completion

Application has been completed.

Mr. [REDACTED]

Your ID Number is [REDACTED]

Your ID Number will appear here

Thank you for your application.
Please go to the **PAYMENT** page.
When you apply for the next participant, please select "Next participant".

Contact information

JTB Global Marketing & Travel Inc.
Tokyo Front Terrace Bldg.7F, 2-3-14 Higashi-Shinagawa, Shinagawa-ku, Tokyo 140-8604 Japan
E-Mail: 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

My page Next Participant **Payment**

Click to make payment

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.

<p>application.</p> <p style="text-align: center;">Entry</p> <div style="border: 2px solid red; padding: 5px;"> <p>Log in</p> <p>ID Number</p> <p><input type="text"/> - 000 - 00</p> <p>Password</p> <p><small>Due to security reasons, if a failure count of password reaches 6 times, your account will be locked for 30 minutes.</small></p> <p><input type="password"/></p> <p style="text-align: center;">Log in</p> <p style="text-align: center;">Forgot Your ID number or Password</p> </div>	<p>place in Tokyo, Japan at Tokyo International Forum. The annual event, which rotates around the Asian region, attracts the most respected technical and creative people from all over the world who are excited by research, science, art, animation, gaming, interactivity, education and emerging technologies.</p> <p>Guideline</p> <p>< How to apply ></p> <ol style="list-style-type: none"> 1. Click the "Entry" button to open the online application input form. 2. Fill in the online form to send your personal information including password and requests. 3. After your application is completed, you will get your ID number. 4. Please complete your payment. <p>< Payment ></p> <p>Payment by credit card or bank transfer is acceptable. Please complete the payment by November 2, 2018.</p> <p>< Confirmation ></p> <p>#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.</p> <p>#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 of this. 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.</p>
---	---



CONFERENCE 4 – 7 December 2018
EXHIBITION 5 – 7 December 2018
Tokyo International Forum, Japan

CROSSOVER

The 11th ACM SIGGRAPH Conference and Exhibition on
Computer Graphics and Interactive Techniques in Asia

SA2018.SIGGRAPH.ORG

#SIGGRAPHAsia



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