

## IRG #24 Kyoto Meeting Logistic Information

IRG N 1109

IPSJ/ITSCJ (on behalf of JISC) is glad to host the IRG #24 Meeting in Kyoto, Japan. If you have any question, please let us know.

### MEETING LOCATION

The meeting will be held on the Kyoto International Community House (京都市国際交流会館) owned by Kyoto City International Foundation. It is just next to Nanzenji (南禅寺), a famous Zen Buddhist temple. The plenary meeting will be in the Seminar Room (研修室) of the House.

Kyoto International Community House	京都市国際交流会館
2-1 Torii-cho, Awataguchi	京都市左京区粟田口鳥居町 2-1
Sakyo-ku, Kyoto, JAPAN	
+81 (75) 752 3010 (Telephone)	<a href="http://www.kcif.or.jp/en/footer/02.html">http://www.kcif.or.jp/en/footer/02.html</a>
+81 (75) 752 3510 (FAX)	

A map to the meeting site is available on the foundation's web site (<http://www.kcif.or.jp/en/footer/05.html>). Recommended access to the House is by Subway Tozai Line (地下鉄東西線). The House is six minutes walk from Keage (蹴上) subway station.

Please note that the meeting site opens at 9:00 a.m. every day. You cannot enter the building before the time. So, please be sure not to come too early in the morning. (You will have to wait outside the gate otherwise...)

### HOTELS

50 rooms are booked for the meeting on three hotels. You should choose and contact a hotel by yourself to reserve a room no later than May 1. Please indicate clearly that you are attending "IRG Meeting" when you contact to one of the hotels so that you can get a discount.

Shown room rates are for a single room, one person, one night. Breakfast, service charges, and applicable tax are all included in the prices. Other types of rooms may be available. Please contact each hotel for details.

Hotel GIMMOND Kyoto (ホテルギンモンド京都)

Rate: JPY 8,500.-

Address: Takakura-Oike-dori, Nakagyo-ku, Kyoto  
京都市中京区御池通高倉西入ル

Telephone: +81 75 221 4111

FAX: +81 75 221 8250

URL: <http://www.gimmond.co.jp/kyoto/khome-e.htm>

Email: [kyoto@gimmond.co.jp](mailto:kyoto@gimmond.co.jp)

Hearton Hotel Kyoto (ハートンホテル京都)

Rate: JPY 8,500.-

Address: Higashi no Toin Dori Oike Agaru, Nakagyo-ku, Kyoto  
京都市中京区東洞院通御池上ル

Telephone: +81 75 222 1300

FAX: +81 75 222 1313

URL: <http://www.hearton.co.jp/english/kyoto.html>

Email: [kyo@hearton.co.jp](mailto:kyo@hearton.co.jp)

Kyoto Royal Hotel (京都ロイヤルホテル)

Rate: JPY 9,500.-

Address: Sanjo-Agaru, Kawaramachi, Nakagyo-ku, Kyoto  
京都市中京区河原町三条上ル

Telephone: +81 75 223 1234

FAX: +81 75 223 1702

URL: <http://www.ishinhotels.com/kyoto-royal/en/>

Email: [oyaku@kyoto-royal.co.jp](mailto:oyaku@kyoto-royal.co.jp)

You have no duty to stay in one of the above three hotels. For your convenience, other nearby hotels are listed in the attachment. Note that there is only one hotel, Westin Miyako Hotel, in a walking distance from the meeting site (Kyoto International Community House) and that it is one of the most expensive hotels in Kyoto. Other hotels in the list are near stations of Subway Tozai Line.

PASSPORT, VISA and VACCINATION

It is advised that you should check regulations regarding passport, visa and vaccination to come to Japan with your travel agency and/or Japanese embassies/consulates. If you need a visa, you should note how long you need to obtain one. If you need any document such as an invitation letter, please contact the host as soon as possible.

## HOST CONTACT

### Visa Support:

Ms. Toshiko Kimura  
[kimura@itscj.ipsj.or.jp](mailto:kimura@itscj.ipsj.or.jp)

IPSJ/ITSCJ  
Kikai-Shinko Kaikan Bldg.  
3-5-8, Shiba-koen, Minato-ku, Tokyo 105-0011 JAPAN  
+ 81 (3) 3431 2808 (Telephone), + 81 (3) 3431 6493 (FAX)

### Logistics, Hotel, Meeting Information:

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5030 Totsuka-cho, Totsuka-ku, Yokohama 244-8555 JAPAN  
+81 (45) 862 8587 (Telephone), +81 (45) 862 8599 (FAX)

### ... anything else:

Mr. Masahiro Sekiguchi  
[seki@jp.fujitsu.com](mailto:seki@jp.fujitsu.com)  
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2-15-16 Shinyokohama, Kohoku-ku, Yokohama 222-0033 JAPAN  
+81 (45) 476 4591 (Telephone), +81 (45) 476 4749 (FAX)

## ADDITIONAL HOTELS

Following hotels are shown for your convenience. The list shows the lowest room rates of each hotel. You need to contact the hotel to ensure the availability and rates of rooms. Please **don't** use the attached reservation form if you contact one of these hotels. They don't know anything on IRG.

### Kyoto Garden Hotel (京都ガーデンホテル)

Rate: JPY 5,250.-  
Address: Muromachi-dori Oike minamiiru Nakagyo-ku, Kyoto  
京都市中京区室町通御池南入レ  
Telephone: +81 75 255 2000  
FAX: +81 75 255 2389  
URL: [http://www.kyoto-gardenhotel.co.jp/index\\_e.html](http://www.kyoto-gardenhotel.co.jp/index_e.html)  
Email: [office@kyoto-gardenhotel.co.jp](mailto:office@kyoto-gardenhotel.co.jp)

### The Westin Miyako Kyoto (ウェスティン都ホテル京都)

Rate: JPY 23,000.-  
Address: Keage, Sanjo, Higashiyama-ku, Kyoto  
京都市東山区三条けあげ  
Telephone: +81 75 771 7111  
FAX: +81 75 751 2490  
URL: <http://www.westinmiyako-kyoto.com/>

### The Westin Miyako Kyoto (京都ホテルオークラ)

Rate: JPY 16,000.-  
Address: Kawaramachi-Oike, Nakagyo-ku, Kyoto  
京都市中京区河原町御池  
Telephone: +81 75 223 2333  
FAX: +81 75 221 7770  
URL: [http://www.kyotohotel.co.jp/oike/index\\_e.html](http://www.kyotohotel.co.jp/oike/index_e.html)

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## Hotel Reservation Form for IRG #24 Kyoto Meeting

Please fill the following items and send it to the chosen hotel via FAX or email  
**no later than May 1.**

Hotel (choose one):

Hotel GIMMOND Kyoto

¥8,500. per night per person

FAX: +81 75 221 8250 / Email: [kyoto@gimmond.co.jp](mailto:kyoto@gimmond.co.jp)

Hearton Hotel Kyoto

¥8,500. per night per person

FAX: +81 75 222 1313 / Email: [kyo@hearton.co.jp](mailto:kyo@hearton.co.jp)

Kyoto Royal Hotel

¥9,500. per night per person

FAX: +81 75 223 1702 / Email: [oyaku@kyoto-royal.co.jp](mailto:oyaku@kyoto-royal.co.jp)

Name (please print):

Email:

Telephone:

FAX:

Organization:

Address:

Preferred contact method:  Email /  Telephone /  FAX

Type of room:

Number of guests:

Check-in date:

Check-out date:

Number of nights:

Planned arrival time:

Smoking preference:

Other notes (if any):