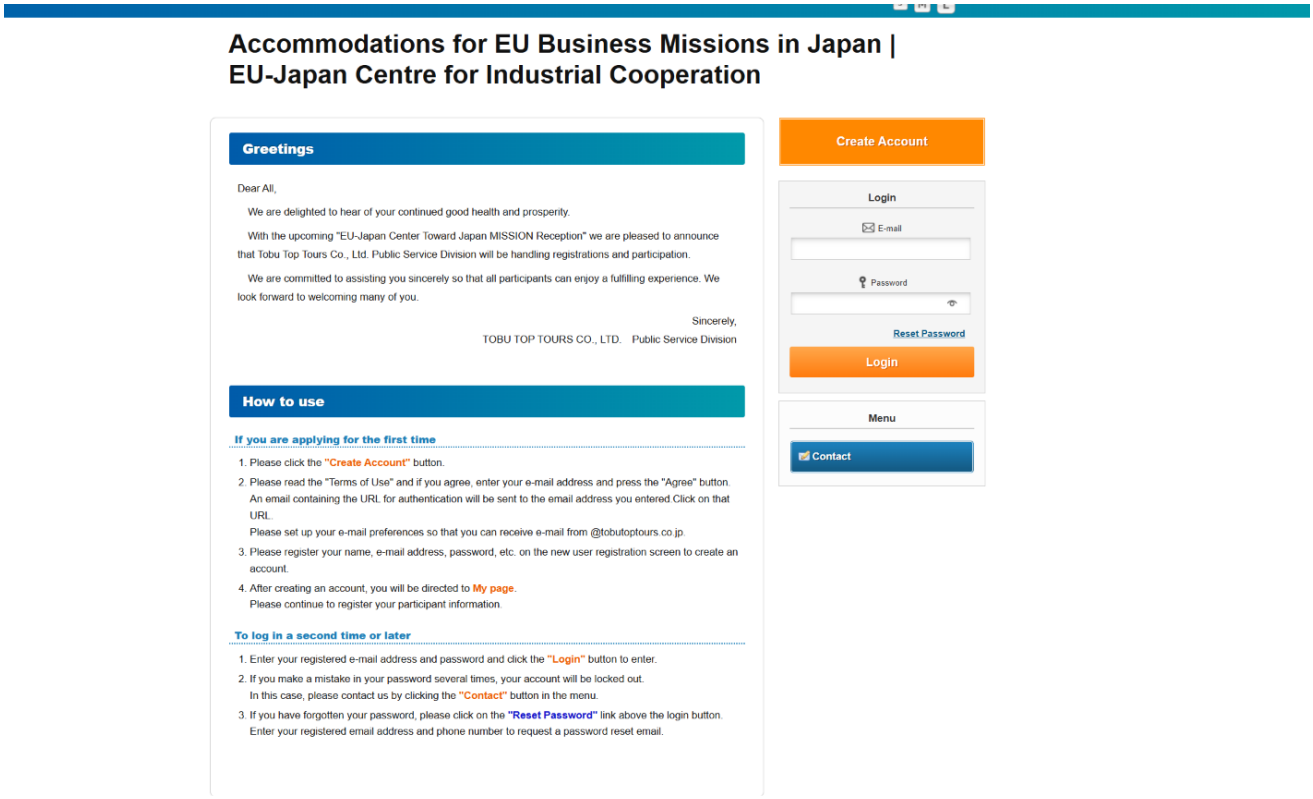
Guide to Using the Site for Accommodations

EU-Japan Centre Business Missions in Japan

1. Account Registration

Please access the accommodation website and click “Create Account” to create your account.

https://sec.tobutoptours.co.jp/web/evt/EU-Japan



2. Participant Registration

After creating your account, please proceed to Participant Registration and register the participant information.

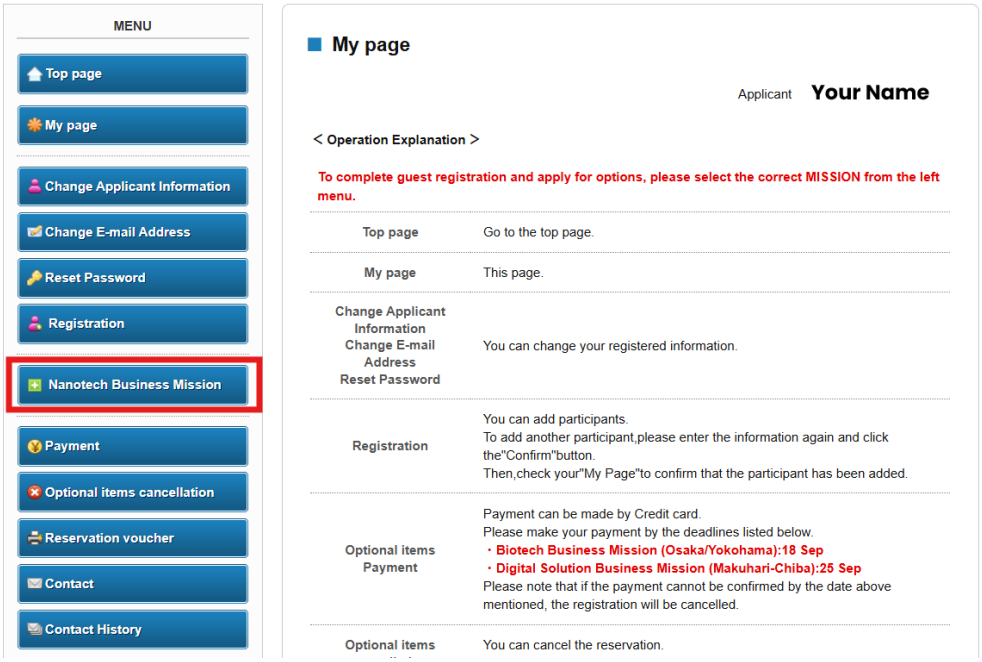
Participant registration is limited to one person per company per mission.

3. Select Your Business Mission

After completing the participant registration, “My Page” will be displayed. On My Page, please select “Nanotech Business Mission” from the menu on the left.

Please note that you need to select “Nanotech Business Mission” to proceed to the accommodation and optional request page.

Accommodations for EU Business Missions in Japan | EU-Japan Centre for Industrial Cooperation



4. Booking & Optional Requests

Your standard Business Mission accommodation has already been reserved. Please enter “1” in the Room field for your standard Business Mission accommodation. For any optional item(s) you would like to request, please enter the number of rooms required in the corresponding field.

The dates shown on the screen are for system purposes only. Requests can be made for different dates, or for your entire stay. Please simply enter the number of rooms you would like to request for each applicable optional item.

After you submit your request, the travel agency staff will contact you directly to confirm the details, availability and any additional charges, and make the necessary arrangements.

Nanotech Business Mission

Date of use	Details	Vacancy	Price	Reservation
2026/12/14	Nanotech Business Mission（Date of Stay: 14-17DEC 4Nights）			Room
2026/12/14	【Option-Request】Two people sharing one room		JPY 9,600	Room
2026/12/14	【Option-Request】Early-Check in （14DEC）		JPY 16,000	Room
2026/12/18	【Option-Request】Late-Check out		JPY 25,000	Room
2026/12/14	【Option-Request】Room Upgrade ＊Additional fee will be charged.（Depends on the room type）			Room
2026/12/14	【Option-Request】Additional Rooms for accompanying colleagues.（4nights）		JPY 105,000	Room

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For other requests, please email us via "Contact" in the menu.

The standard room charge for the primary participant (one person per company per mission) is fully covered, excluding breakfast charges.

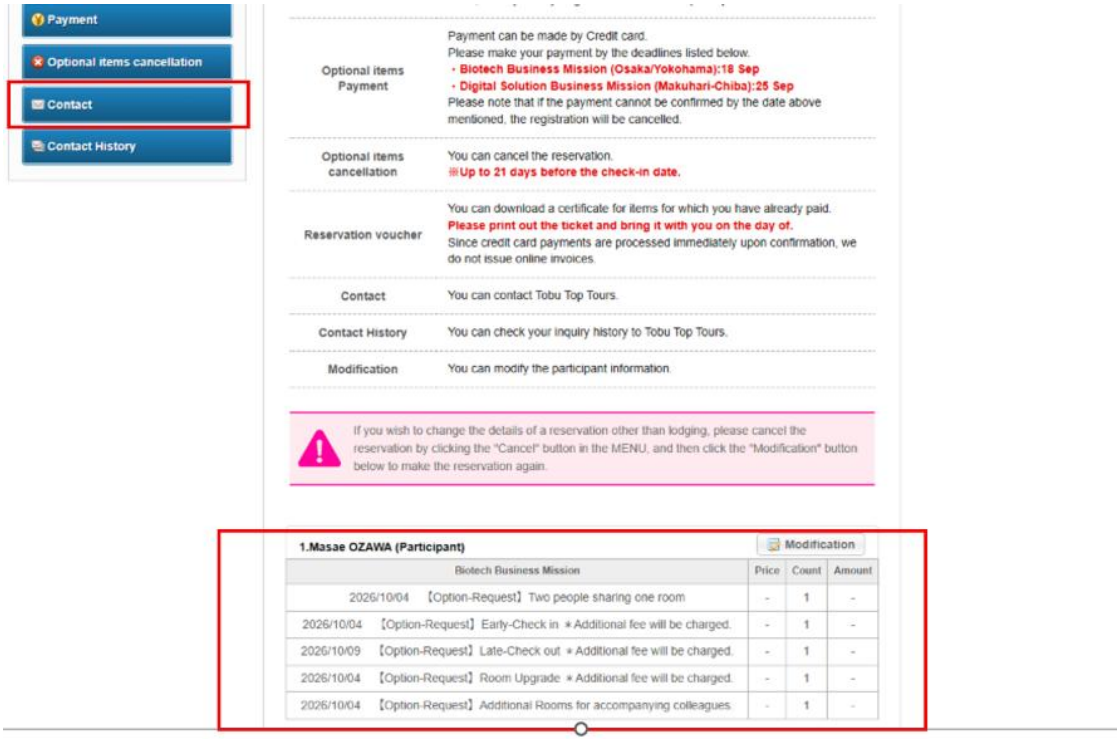
The following optional arrangements may be requested (subject to extra charges):

- Two-person room sharing
- Early check-in / Late check-out

- Room upgrade (*Additional fee will be charged)
- Additional room(s) for accompanying colleagues

If you are traveling with a companion, you may request a two-person room share or an additional room.

After submitting your optional request(s), you can review the requested items on My Page.



Please note: If you wish to extend your stay beyond the standard Business Mission accommodation period, this cannot be requested through the optional items above. Please contact the travel agency directly using the "Contact" button in the menu.

5. Payment Method

No payment is required if you do not select any optional arrangements.

Once your optional requests are successfully confirmed, please complete the payment securely via credit card.

Please make your payment by the applicable deadline shown on My Page. If payment for an optional item is not confirmed by the deadline, the registration for that optional item will be cancelled.

6. Optional Item Cancellation

Optional item reservations can be cancelled up to a certain number of days before the check-in date. Please check the cancellation information on the site. If you wish to cancel optional items, please use "Optional items cancellation" in the menu.

7. Issuance of Hotel Voucher

If no additional fees are incurred, your hotel voucher can be issued immediately upon confirmation of the booking.

If you have requested paid options, the voucher will be available for issuance immediately after your credit card payment is successfully processed.

Please download and print the voucher and bring it with you on the day of check-in. Since credit card payments are processed immediately upon confirmation, online invoices are not issued.

8. Contact

For inquiries regarding accommodation arrangements or optional requests, please contact Tobu Top Tours.

E-mail: hitoshi_aoki@tobutoptours.co.jp