

Sylff Administrators Meeting 2014 FAQ

Registration

Q1: What if my university is unable to decide whom to send to the meeting by the registration deadline of June 27, 2014?

A1: First, tell us (leadership [a] tkfd.or.jp *[a] must be replaced by @) when the university will be able to decide. Then, inform us of the decision as soon as it is made. Until then, all important e-mails will be sent to the person to whom the May 20 letter was addressed.

Q2: What if there is a need to change the meeting participant after registration?

A2: Please be sure to promptly inform the Tokyo Foundation of any change(s).

Q3: Should I register my spouse/family members if they will accompany me to Tokyo?

A3: Yes, if they will be attending the sessions, joining us for the welcome cocktail, welcome dinner or farewell dinner, or staying with you at the Hotel Okura. Please list their names and provide the necessary information in the registration form.

Travel Funds

Q1: The cost of a round-trip, economy-class flight available at my travel agent is more than what is being offered as "travel funds." Can the Tokyo Foundation make up the difference?

A1: No. The Foundation is unable to provide funds in excess of the amount stated in the letter of May 20, 2014. The travel funds have been calculated by the Tokyo Foundation, and additional travel expenses will not be offered.

Q2: When will I receive the travel funds?

A2: The travel funds will be transferred to the main participant's designated bank account after the meeting, in January 2015. The participant will be asked to provide bank account details in September 2014.

Q3: Can I be paid the travel funds before the meeting?

A3: In principle, the funds will be paid after the meeting, in January 2015. Please contact the Foundation if you need prior payment in order to attend.

Q4: Will the Foundation cover any additional charges I may incur when I change or cancel my flight due to an unexpected change in schedule?

A4: No. The Tokyo Foundation will be unable to cover any extra fees. The Foundation will provide only the amount stated as your travel funds in the letter of May 20, 2014. Any extra fees must be paid by the participant or the university. To avoid any surcharges, please plan your trip and book your flight carefully.

Q5: May I upgrade the class of my flight, using the travel funds?

A5: Yes. You can upgrade the class of your flight using the travel funds, but any extra costs must be covered by the participant.

Q6: Can I use the travel funds to purchase a ticket that will allow me to stop over in other countries?

A6: Yes. You can purchase the air ticket to stop over in other countries, but any extra costs incurred must be covered by the participant.

Accommodations

Q1: How and when should I reserve a hotel room?

A1: You should book your accommodations through a website scheduled to go online in September 2014. We will make an email announcement as soon as the site opens. A sufficient number of rooms have already been reserved for meeting participants and accompanying persons.

Q2: What is the room type provided?

A2: "Standard rooms" (twin or double, with floor space of over 30 m²) will be provided.

Q3: What are the check-in and check-out times?

A3: The normal check-in time is 14:00, and the normal check-out time is noon.

Q4: Is the hotel equipped with XX facilities?

A4: Please contact the hotel directly.

<http://www.hotelokura.co.jp/tokyo/en/> (English)

Q5: How can I get to Hotel Okura Tokyo from the airport?

A5: There is a limousine bus making a stop at the hotel. You can also use the train or taxi. The following hotel site provides more specific access information.

<http://www.hotelokura.co.jp/tokyo/en/information/access/index.html>

Q6: Can I extend my stay at Hotel Okura Tokyo?

A6: Yes. You can extend your stay. The Tokyo Foundation will cover the cost of accommodations for five (5) nights from the evening of Sunday, December 7, through the morning of Friday, December 12, 2014. The cost for any extra nights should be borne by the participant. The rates will be announced in September, when the online booking site opens.

Q7: Can I share my room with accompanying persons?

A7: Yes. You can share your room with accompanying persons. The additional cost is likely to be around 5,600 Japanese yen per person per night. Arrangements should be made through the online booking site. Exact rates will be announced in September.

Q8: Will the Tokyo Foundation cover the cost for early check-in on December 7?

A8: The Foundation will pay the cost for an early check-in on December 7 if you arrive at the hotel early due to your flight. The cost should be covered by the participant if you are checking in early for personal reasons.

Q9: Will the Tokyo Foundation pay for late check-out on December 12?

A9: No. The cost incurred by late check-out should be covered by the participant.

Q10: Will there be a cancellation fee in case I need to cancel my hotel reservation because of a sudden change in my schedule.

A10: Yes. There will be a fee charged according to the hotel's cancellation policy. We will pay for the fee for invited participants, but accompanying persons should pay the fee on their own. Details regarding the cancellation policy will be announced on the online booking site.

Visa

Q1: Can your designated travel agency provide visa application assistance for my spouse or family member?

A1: No. Your spouse or family member should prepare visa documents on their own. Visa application documents will be provided only to participants from the university.

Accompanying Person(s)

Q1: Will the Tokyo Foundation provide travel funds for more than one participant from my university? My university is planning to send more than one Sylff Steering Committee member to the meeting.

A1: No. However, they are welcome to join the meeting at their own expense. Accompanying Sylff and university personnel are invited to the welcome cocktail on December 7, welcome dinner on December 8, and farewell dinner on December 10, as well as lunch during the meeting. Information must be provided on the registration form for all accompanying personnel.

Q2: Can accompanying person(s) reserve a room at Hotel Okura Tokyo?

A2: Yes, at the special rate for this meeting. The special rate applies only when making reservations through our designated travel agency's online booking site. It will NOT be available if you book directly with the hotel. The travel agency's contact information will be announced in September.

Q3: Can my colleague(s) attending the meeting stay at a different hotel?

A3: Yes, at their own expense. However, we advise them to use a hotel that is relatively close to the Foundation so they can attend all sessions (morning sessions start at 9:00 am). The address is 1-2-2 Akasaka, Minato-ku, Tokyo, Japan, 107-0052.

Q4: How much extra do I have to pay if I share a room with my spouse/family members?

A4: The additional cost is likely to be around 5,600 Japanese yen per person per night for the period from December 7 to 12, 2014. The rates on other dates may vary. Exact rates will be announced in September.

Optional Tour

Q1: What are the plans for the optional tour?

A1: The optional tour is currently being developed. It will be designed to facilitate a better understanding of Japan and will be announced as soon as it takes shape.

Others

Q1: Can Sylff investment income be used to attend the meeting?

A1: A part of annual income may be used to cover any extra travel expenses for Sylff Steering Committee members. Please note, though, such expenses should be itemized as "administrative expenses," which, as outlined in the Operation Manual, must not exceed 5% of annual total "expenditures." Sylff income may not be used to cover personal expenses, expenses of family members, and costs not related to the meeting.

To ask a question that doesn't appear on this list, contact us at leadership@tkfd.or.jp.