






## 2024RWJP

### How to Make the Reservation at Designated Hotels by Ritsumeikan

If you wish to stay at the hotel designated by the university, please follow the steps below to make your reservation individually.

\*For inquiries regarding accommodations, please contact the hotel directly.

<b>STEP 0</b> Preparation- Payment Program Fee	<p>- <u>After completing the payment for the 2024RWJP participation fee</u>, the university will contact you to confirm the receipt of the payment. At that time, we will provide you with information about the <u>hotel reservation process</u>. Kindly proceed to contact your preferred hotel directly to make your reservation.</p>	
Procedure	Participants	Accommodation
<b>STEP 1</b> Reservation	<div style="text-align: center;">  </div> <p>Contact your preferred hotel. Please be sure to mention you're the participant of "2024 RWJP."</p> <p>※You are required to participate in the program <b><u>from the orientation on the first day to the completion ceremony on the final day</u></b>. Therefore, please ensure you check in at the hotel no later than the day before the program's start date.</p> <p>Please review your flight schedule and, if you plan to arrive earlier or depart later, kindly contact the hotel for inquiries.</p>	<div style="background-color: #FFF9C4; border-radius: 15px; padding: 10px; display: inline-block;"> <p>【Reservation Period】 <b><u>Mid-November to December 14<sup>th</sup>, 2023</u></b></p> </div>
<b>STEP 2</b> Confirmation	<p>You will receive a reservation confirmation from the hotel.</p> <p>Please review the instructions provided. </p> <p>※Please note that there is limited availability for rooms.</p>	<div style="text-align: center;">             Confirmation of Reservation Availability         </div>
<b>STEP 3</b> Check-in Payment	<div style="text-align: center;">  </div> <p>Please check in on the date you have reserved.</p> <p>If payment has not been made yet, please settle the payment at the hotel.</p>	<div style="text-align: center;">             Confirmation of Check-in &amp; Accommodation Payment         </div>

※Please be aware that if you choose to make a reservation using methods other than those mentioned above, the prices and terms indicated on the website of RSJP/RWJP may not apply.

※Cancellations: Cancellations are accepted free of charge until the reservation period ends on December 14th (Thursday). For cancellations after that date, please contact the hotel directly.