

Japan-America Frontiers of Engineering Symposium  
July 17-20, 2023  
Tokyo, Japan

## Before You Travel

### Information to make your travel and lodging arrangements

<b>Your Travel Coordinator</b>	Your assigned travel coordinator is your primary logistics contact for this meeting. Please reach out should you have any questions or need assistance. Sherri Hunter <a href="mailto:shunter@nae.edu">shunter@nae.edu</a>
<b>Authorized Travel Dates</b>	July 16-21, 2023 We cannot reimburse per diem expenses incurred outside these dates.
<b>Making Travel Arrangements</b> (NS)	<ul style="list-style-type: none"> <li>• You are responsible for making arrangements and paying for your travel to and from the meeting.</li> <li>• The closest airports are <a href="#">Haneda International Airport (HND)</a> (about 60 minutes by train or 20 minutes by car) or <a href="#">Narita International Airport (NRT)</a> (about 90 minutes by train or 60 minutes by car).</li> <li>• Please book your flights as soon as possible to get the best fares.</li> <li>• You will need to depart the US on Sunday, July 16 in order to arrive in Tokyo in time to attend the Welcome Reception on July 17.</li> <li>• Taking departing flights before 4pm on July 20 is discouraged, as participants are required to stay until the symposium ends around 12noon.</li> </ul>
<b>Ground Transportation</b>	<ul style="list-style-type: none"> <li>• Ground transportation is the responsibility of the participant. See <a href="#">this page</a>.</li> </ul>
<b>Hotel Reservations</b>	<p>Hotel accommodations will be arranged for your stay at the <a href="#">RIHGA Royal Hotel Tokyo</a> according to your response to the <a href="#">travel form</a>.</p> <p><a href="#">RIHGA Royal Hotel Tokyo</a> 1-104-19 Totsuka-machi Shinjuku-ku, Tokyo 169-8613 Japan T: +81 (0)3-5285-1121</p> <ul style="list-style-type: none"> <li>• Please do not contact the hotel directly to make a reservation.</li> <li>• Your room and taxes are direct-billed to EAJ and guaranteed for late arrival.</li> <li>• Dates included are check-in on July 17 and check-out on July 20 (3 nights). If you cannot leave after 4pm on July 20 due to flight schedules, the night of July 20 will also be covered.</li> <li>• If you are staying extra nights, you will pay the prevailing rate, currently ranging from \$144 to \$190 for a standard room. Suites cost more.</li> <li>• You will be responsible for paying for incidental expenses with your credit card.</li> <li>• Room charges incurred if lodging dates are changed without sufficient notice will be the responsibility of the participant.</li> <li>• <b>Please call the hotel and email Sherri Hunter immediately of any cancellations or changes in arrival time so that they may manage expectations with the hotel and reduce potential cancellation/attrition charges.</b></li> </ul>

## While You Travel

### Meeting details and information about tracking your out-of-pocket expenses

<b>Meeting Location and Times</b>	<ul style="list-style-type: none"> <li>• The meeting will be held at Waseda University, 1-104 Totsukamachi, Shinjuku-ku, Tokyo, 169-8050, Japan.</li> <li>• We will email you about two weeks before the symposium when the final program is posted on the symposium website.</li> </ul>
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