

6. Reservation: To book a room in the Guesthouse, please fill out a reservation form and send it to "mg2018.kashiwa@issp.u-tokyo.ac.jp" by e-mail.

*You can get a reservation form here: <https://www.issp.u-tokyo.ac.jp/public/MG-XVI/accommodation.html>

7. Payment: Main Building (1st floor) please visit the **Kyodo Riyou Gakari (共同利用係)** on the second floor in the ISSP. ~~At the ISSP Main Building (1st floor) please visit the Kyodo Riyou Gakari (共同利用係) on the second floor in the ISSP.~~ that **payment must be made in cash**. Credit cards are not acceptable.

8. Check-in/check-out and key receipt/return:

[Check-in] You can check-in the room at or after 1:00 p.m. of the day of your stay. If you arrive at ISSP before 16:30, you can receive the key from the aforementioned Kyodo Riyou Gakari. If you arrive later than that (or on weekends and public holidays), please receive the key from the gate keeper stationed in the Gate House near the main entrance of the Kashiwa Campus.

[Check-out] You need to check out by 9:30 a.m. The key should be returned by dropping it off into the “Key Box” at the inside entrance of the Guesthouse. Please DO NOT drop off the key into the box until your final departure because once you return it, you cannot take it out from there.

