

## To All Conference Participants

### 1 Registration

Sunday, July 20, 2:00 p.m. ~ Gotemba Kogen Hotel 2<sup>nd</sup> floor

※Participants staying at Gotemba Kogen Hotel, Hotel Brush Up, and Slow House Villa will receive their room key at the conference registration desk.

Monday, July 21, 8:20 a.m. ~ Gotemba Kogen Hotel 2<sup>nd</sup> floor

Tuesday, July 22, 8:20 a.m. ~ Gotemba Kogen Hotel 2<sup>nd</sup> floor

Wednesday, July 23, 8:20 a.m. ~ Gotemba Kogen Hotel 2<sup>nd</sup> floor

Thursday, July 24, 8:20 a.m. ~ Gotemba Kogen Hotel 2<sup>nd</sup> floor

※Depending on the time of the day, the reception desk may be located in FUJI or SAKURA on the 2nd floor of Gotemba Kogen Hotel. If you do not know where the registration desk is, please ask a committee member whose has a yellow name tag.

### 2 Lunch

Lunch will be distributed on the 2nd floor of Gotemba Kogen Hotel (in front of SAKURA). Please pick lunch up in time.

Day	Receiving Time	Lunch Location	Remarks
Monday, July 21	12:40-13:00	FUJI	
Tuesday, July 22	12:20-13:00	FUJI	Specialty tour participants are requested to eat on the bus. Please pick up your own lunch box and board the bus.
Wednesday, July 23	12:20-13:00	Hotel Brush Up Meeting Room 1 Meeting Room 3 Meeting Room 4	Delegates on Convention are requested to eat at FUJI. Please pick up your lunch boxes and come to FUJI

### 3 Break Room

Please use the lobby on the 1st floor of Hotel Brush Up or the lobby on the 1st floor of Gotemba Kogen Hotel for break room. Please take a look at corporate exhibits by our sponsors on Wednesday, July 23 in Meeting Room 2 of Hotel Brush Up.

### 4 Cloakroom

We will keep your baggage at the following time and place. Please keep your valuables with you.

<Storage Location and Hours>

July 20 (Sunday) 14:00~21:00 Gotemba Kogen Hotel 2nd floor  
SAKURA3

July 24 (Thursday) 8:00~13:00 Gotemba Kogen Hotel 2nd floor  
AJISAI

※ Please note that the cloakroom will be different on the first day (20th) and the last day (24th).

※ Regarding the last day (24th), you are not allowed to leave your luggage in your room.

Please make sure to check out by 10:00 a.m. on the 24th and leave your luggage at the cloakroom.

### 5 Welcome Reception

July 20 (Sunday) 17:00~

Venue: Gotemba Kogen Hotel 2nd floor SAKURA

Participants are supposed to have a “red” sticker on their name tag.

### 6 Banquet

July 23 (Wednesday) 18:00~

Venue: Gotemba Kogen Hotel 2nd floor SAKURA

Participants are supposed to have a “green” sticker on their name tag.

### 7 Tours

July 21, afternoon

Cross-cultural Experience: The bus will depart from the 1st floor entrance of Kogen Hotel at 13:30.

Participants will be split into two buses and take part in a tour of

Fujigaku Taiko (viewing and experiencing taiko drums) and Chichibunomiya Memorial Park (kimono dressing, tea ceremony, etc.), experiencing them a taste of Japanese culture.

Participants will return to the conference venue at 18:00 and plan to have dinner at Tokinosumika (Buffet Restaurant Mugibatake). There are two buses, YELLOW and BLUE, so please be careful not to get on the wrong one. Participants on the YELLOW bus will have a “yellow” sticker on their name tag, and participants on the BLUE bus will have a “blue” sticker on their name tag.

※ The overseas participants and domestic participants are planning to become “buddies” and enjoy the tour together.

※ At Chichibunomiya Memorial Park, overseas participants are planning to try on yukata with the cooperation of domestic participants. Domestic participants who would like to wear yukata should bring a yukata, two waist straps, obi, geta sandals or zori sandals.

※ During kimono dressing experience, you are going to put it on over your clothes. Please wear casual clothing.

Recreation: Please gather at the 1<sup>st</sup> floor entrance of Gotemba Kogen Hotel at 13:30.

At the foot of Mt. Fuji, participants are going to enjoy Japanese self-directed body conditioning “Jiriki Seitai” and games surrounded by nature, so that participants can communicate with one another. Participants are planning to have dinner at 18:00 Tokinosumika (Buffet Restaurant Mugibatake). Participants are heading to the venue on foot. Please bring your own towels and waters. Participants are supposed to have their name tag with the letter of “R”.

July 22, afternoon

Specialty Tour: Please gather at the 1<sup>st</sup> floor entrance of Gotemba

Kogen Hotel at 12:40. Participants are going to take a look at Koyama Hospital, elementary school and high school, and to eat dinner at Daikan Yashiki. Participants are supposed to have their name tag with a flower mark.

Sightseeing: Please gather at the 1<sup>st</sup> floor entrance of Gotemba Kogen Hotel at 13:00. Participants should eat lunch by that time, so please be punctual. Participants are supposed to have their name tag with a star mark.

※ Participants who have applied for these tours and completed the payment by May 23, 2025 can join.

※ Participants who have not replied by June 10, 2025 will join in the tour that the ※ Participants who have accompanying person have to complete the payment (9000 yen per person) at the reception desk on July 20. Kids can join by paying for the meal.

## 8 Pre-Congress

July 20 (Sunday) 14:00~16:00

Venu:Hotel Brush Up 1<sup>st</sup> floor Meeting Room 2

Before the conference, Gotemba city will hold the pre-congress for celebrating the 70<sup>th</sup> anniversary of the city. No reservation is required. Free participation.

## 9 Other

- (1) Within the conference venue, please power down your mobile phone or put it on silent mode.
- (2) During the conference, the secretariats who wear yellow name tag and the press who wear an armband may take photos or film a video. These photos and videos may be used for creating a report of this event and posted on Facebook or Instagram. If you cannot allow us to do so, please let the staff or the press taking photos and filming videos know.

- (3) Within the conference venue, please separate the garbage.
- (4) When you leave, please answer a questionnaire.
- (5) Within the conference venue, please stay away from cigarettes.
- (6) Participants who stay in Gotemba Kogen Hotel, Hotel Brush Up, 御  
Slow House Villa, have to complete the payment at the reception  
desk on the 1<sup>st</sup> floor of Gotemba Kogen Hotel by June 23.

### Crisis-Management

- When an emergency has occurred such as fire or earthquake, please follow the instruction of the staff.
- The main office has a first-aid kit. Please let the staff know in case of serious injury or sudden illness.