



ATTENDANCE FORM

**WSBI-ADBI POLICY FORUM
AND
22nd MEETING OF THE WSBI ASIA REGIONAL GROUP
6-8 April 2016**

ASIAN DEVELOPMENT BANK INSTITUTE
KASUMIGASEKI BUILDING 8F, 3-2-5, KASUMIGASEKI, CHIYODA-KU,
TOKYO 100-6008, JAPAN

To register, please fill out the attendance form and return it before **4 March, 2016** by fax or e-mail to Tania Lemos (fax: + 32 2 211 11 99; e-mail: tania.lemos@wsbi-esbg.org).

CONTACT INFORMATION

(Mr/ Mrs/ Ms) Surname	
Name	
Gender	
Nationality	
Date of birth	
Job Title	
Department	
Accompanying Person	
Organization	
Address with zip code	
Country	
Phone/ Mobile	Fax :
Email	

PARTICIPATION (Please tick [√] all that apply)

Yes	No	MEETING & ACTIVITIES	
[]	[]	6 April 2016 (Wednesday)	22 nd Meeting of the WSBI Asia/Pacific Regional Group
[]	[]	7 April 2016 (Thursday)	2016 Asia-Pacific Forum on Financial Inclusion
[]	[]	8 April 2016 (Friday)	2016 Asia-Pacific Forum on Financial Inclusion

Yes	No	LUNCHES	
[]	[]	6 April 2016 (Wednesday)	Lunches
[]	[]	7 April 2016 (Thursday)	
[]	[]	8 April 2016 (Friday)	





Yes	No	DINNERS	
[]	[]	6 April 2016 (Thursday)	Dinner
[]	[]	7 April 2016 (Thursday)	

PLEASE ADVISE IF YOU HAVE ANY DIETARY REQUIREMENTS: _____

ACCOMMODATION INFORMATION

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For your convenience, we have blocked a number of rooms at the hotels below. We recommend that you make your reservation **as soon as possible** as the number of rooms is limited.

- 1. Villa Fontaine Tokyo-Shiodome** (approx. 2 km from ADBI premisses)
<http://www.hvf.jp/eng/location/shiodome.php>

Double Room / Superior Room: JPY 16,500 (USD 140) per night, breakfast included

Please send an e-mail to: Mr. Hideki Kawahara (hkawahara@adbi.org)

- 2. Villa Fontaine Roppongi** (approx. 2 km from ADBI premisses)
<http://www.hvf.jp/eng/location/roppongi.php>

Superior room: single JPY 20,000 (USD 170) / double JPY 23,500 (USD 200) per night, breakfast included

Please send an e-mail to: roppo@villa-fontaine.co.jp and indicate the **reservation code 13297403**

Cancellation policy:

- 1 day prior to Check-in: 50% of 1st night room charge
- On the Check-in day: 80% of 1st night room charge
- No-Show: 100% of 1st night room charge

- 3. Atagoyama REI Tokyu Hotel** (approx. 1 km from ADBI premisses)
http://www.tokyuhotelsjapan.com/en/hotel/TR/TR_ATAGO/index.html

Single room: 11,556JPY (USD 102) per night, breakfast included

Please download the reservation form available [here](#) and send it to atagoyama-r.ro@tokyuhotels.co.jp

Cancellation policy is as follows:

- 9 days before arrival = 10%
- 1 day before arrival = 80%
- Day of arrival = 100%



VISA INFORMATION

Please contact the Embassy of Japan in your jurisdiction to find out whether you need a visa and what are the necessary documents and procedures to obtain the visa. If necessary, an invitation letter can be provided by the Asian Development Bank Institute for this purpose. You are advised to do this well in advance as it may take the Embassy one week or more to process the visa.