

# 14th International Conference for Plant Mitochondrial Biology 2026 Kagoshima

## Accommodation and Tour Reservation Platform Operation Manual

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# How to create an account

1. Click the green button "New User" in the top left corner of the screen.
2. Please read the required information and click on "Registration for New Users."
3. Confirm Customers' Personal Information Protection Policy and click the "Agree" button.

4. Fill in required fields, and click on "Confirm your input"

5. After confirming the entered information, click on "Submit this form"

⇒ An automatic reply email (A) will be sent to the registered email address.

**An automatic reply email**

**An automatic reply email**

This email is being sent automatically by Nippon Travel Agency.  
Please contact [ips\\_2026@nra.co.jp](mailto:ips_2026@nra.co.jp) if you were not aware that you were going to receive it.

Dear Mr. [REDACTED]

We have received your personal information. Thank you.

Once you have signed in with your E-mail address and personal password, you can use all the personalized registration services.

If you forgot your password, please click the "Forgot your Password?" button. We will email the verification code to reset your password. If you do not wish to reset your password by email, please contact us.

E-mail address: [REDACTED]  
Password: [REDACTED]  
Inquiry Number: [REDACTED]

To review or edit your registered information, please log in from the following link and access "Edit Personal Account Information" page  
<https://ra.evolution.nra.co.jp/ips2026/ishiyama/PMOP/EditAlert.aspx>

Remember your password or write it down in a safe place. For your protection, if you use a shared computer make sure to click "LOGOUT" and close your browser when you finish using your computer.

Kyushu Corporate Sales, Nippon Travel Agency Co., LTD  
Address: 3F, 1-10 Higashita, Hakata-ku, Fukuoka 812-0007, Japan  
E-mail: [ips\\_2026@nra.co.jp](mailto:ips_2026@nra.co.jp)  
Business Hours: 9:30-17:30 (Closed on Sat, Sun & Public holidays)

# How to book an accommodation

## 1. Click on the 'Accommodations'

## 2. Select the number of guests in a room (1 person or 2 person)



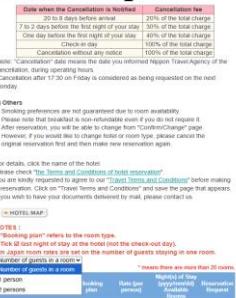
IPS 2026 Fukuoka – Official Accommodation Booking Portal

Accommodations

1) Accommodation fees  
- Per person, per night, including breakfast  
- (service charge, consumption tax and accommodation tax included)

2) Payment  
- Please pay the accommodation fee before deadline through this website.  
- (Credit card only)

3) Cancellation policy  
- Please take note that payments can NOT be made upon check-out at the front desk.  
- Please note that you will be responsible for all additional food and beverages and other expenses at your own expense upon check-out.  
- Receipt is able to be issued after the conference. Please click 'Receipt Issuance' button for receipt.



Date when the Cancellation is Notified	Cancellation fee
20 or 10 days before arrival	20% of the total charge
7 to 2 days before the first night of your stay	30% of the total charge
One day before the first night of your stay	50% of the total charge
Check-in day	100% of the total charge
Cancellation without any notice	100% of the total charge

\*Note: "Cancellation without any notice" means that you informed Report Travel Agency of the cancellation during operating hours. Cancellation after 17:30 on Friday is considered as being requested on the next Monday.

4) Others  
- Smoking preferences are not guaranteed due to room availability.  
- Please note that you will be responsible for all additional food and beverages and other expenses at your own expense upon check-out.  
- After renovation, you will be able to change from "Confirm/Change" page. However, if you would like to change hotel or room type, please cancel the original reservation and then make new reservation again.

For details, click the name of the hotel.  
Please read the following terms and conditions of hotel reservation:  
You are kindly requested to agree to our "Travel Terms and Conditions" before making a reservation. Please read "Travel Terms and Conditions" and save the page that appears if you wish to have your documents delivered by mail, please contact us.

**HOTEL MAP**  
NOTE 1:  
- "Booking plan" refers to the room type.  
- The room type is subject to change at the hotel (not the check-out day).  
- "In Japanese room rates are set on the number of guests staying in one room.  
Number of guests in a room:  
1 person (there are more than 20 rooms)  
2 persons (there are more than 20 rooms)  
3 persons (there are more than 20 rooms)  
4 persons (there are more than 20 rooms)  
5 persons (there are more than 20 rooms)  
6 persons (there are more than 20 rooms)  
7 persons (there are more than 20 rooms)  
8 persons (there are more than 20 rooms)  
9 persons (there are more than 20 rooms)  
10 persons (there are more than 20 rooms)  
11 persons (there are more than 20 rooms)  
12 persons (there are more than 20 rooms)  
13 persons (there are more than 20 rooms)  
14 persons (there are more than 20 rooms)  
15 persons (there are more than 20 rooms)  
16 persons (there are more than 20 rooms)  
17 persons (there are more than 20 rooms)  
18 persons (there are more than 20 rooms)  
19 persons (there are more than 20 rooms)  
20 persons (there are more than 20 rooms)

## 3. A list of hotels will be displayed, click the 'Reservation' button for your desired hotel.

## 4. Check the box for your desired night(s) of stay.



Accommodation Name/Location Booking plan Rate (per person) Night(s) of Stay (Available Rooms) Reservation Request

Ark Hotel Royal Fukuoka Tenjin (6 min walk from Subway Tenjin St.) SGL (Breakfast included) JPY 13,900 2026/06/17(Wed) (10) 2026/09/18(Thu) (10) 2026/09/19(Fri) (10) 2026/09/20(Sat) (10) +JPY 3,300 2026/09/21(Sun) (10) +JPY 3,300 2026/09/22(Mon) (10) 2026/09/23(Tue) (10) 2026/09/24(Wed) (10) 2026/09/25(Thu) (10) 2026/09/26(Fri) (10) 2026/09/27(Sat) (10) +JPY 3,300 2026/09/28(Sun) (10) +JPY 3,300

Reservation



Fields with \* are required.

Accommodation	Ak Hotel Royal Fukuoka Tenjin
Address	3-13-20, Tenjin, Chuo-ku, Fukuoka city
Booking plan	SGL (Breakfast included)
Number of guests	1
Rate (per person)	JPY 13,900
Total Amount	
Name* <input type="text"/>	
Night(s) of Stay* <input type="checkbox"/>	2026/06/17(Wed) <input checked="" type="checkbox"/> 2026/09/18(Thu) <input type="checkbox"/> 2026/09/19(Fri) <input type="checkbox"/>
Comments	<input type="checkbox"/> hereby acknowledge that I have saved, understand and agree to the terms and conditions.
<a href="#">Travel Terms and Conditions</a>	

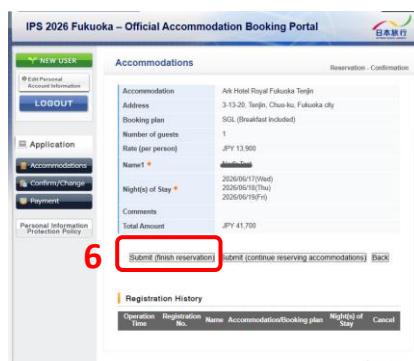
## 5. Review "Travel Terms and Conditions" and check the box, click "Confirm your input".

## 6. Review your reservation details and click "Submit" (finish reservation).

## 7. Hotel reservation is completed.

⇒ An automatic reply email (C) will be sent to you."

An automatic reply email (C)



IPS 2026 Fukuoka – Official Accommodation Booking Portal

Accommodations

Reservation - Confirmation

Accommodation: Ark Hotel Royal Fukuoka Tenjin  
Address: 3-13-20, Tenjin, Chuo-ku, Fukuoka city  
Booking plan: SGL (Breakfast included)  
Number of guests: 1  
Name\*:   
Night(s) of Stay\*: 2026/06/17(Wed)  2026/09/18(Thu)   
Comments:   
Total Amount: JPY 41,700  
Buttons: Submit (finish reservation)  [Cancel \(continue reserving accommodations\)](#) [Back](#)



IPS 2026 Fukuoka – Official Accommodation Booking Portal

Accommodations

Reservation

7) Registration History

Operation Time	Registration No.	Name	Accommodation/Booking plan	Night(s) of Stay	Cancel
2025/12/08 13:04:30	h2	Nodir Test	Ak Hotel Royal Fukuoka Tenjin SGL (Breakfast included)	2026/06/17(Wed) <input checked="" type="checkbox"/> 2026/09/18(Thu) <input type="checkbox"/> 2026/09/19(Fri) <input type="checkbox"/>	<a href="#">Cancel</a>

This email is being sent automatically by Nippon Travel Agency.  
Please contact [ips\\_2026@nta.co.jp](mailto:ips_2026@nta.co.jp) if you were not aware that you were going to receive it.

Dear Mr. [REDACTED]

We have received your request for hotel reservation. Thank you.

\*\*Payment has NOT been completed. Reservation is complete upon payment so please proceed to payment.\*\*  
<http://va.addon.ips.nta.co.jp/ips2026/06458/>

We have made your reservation. Please check the content below.

Operation Time: 2025/12/08 13:04:30  
Inquiry Number: 013718-4736818  
Registration Number: h2  
Accommodation: Ark Hotel Royal Fukuoka Tenjin  
Address: 3-13-20, Tenjin, Chuo-ku, Fukuoka city  
Phone: +81-92-724-2222  
Booking plan: SGL (Breakfast included)  
Number of guests: 1  
Rate: JPY 13,900  
Name: [REDACTED]

Night(s) of Stay:  
2026/06/17(Wed)  
2026/09/18(Thu)  
2026/09/19(Fri)

Total Amount: JPY 41,700

Comments:

Kyushu Corporate Sales, Nippon Travel Agency Co., LTD.  
Address: 3F, 1-4-10 Higashihite, Hakata-ku, Fukuoka 812-0007, Japan  
E-mail: [ips\\_2026@nta.co.jp](mailto:ips_2026@nta.co.jp)  
Business Hours: 9:30-17:30 (Closed on Sat, Sun & Public holidays)

# How to make reservation for Tour(s)

1. Click on the 'Tours'

2. A list of tours will be displayed. Click the 'Reservation' button for your desired tour.



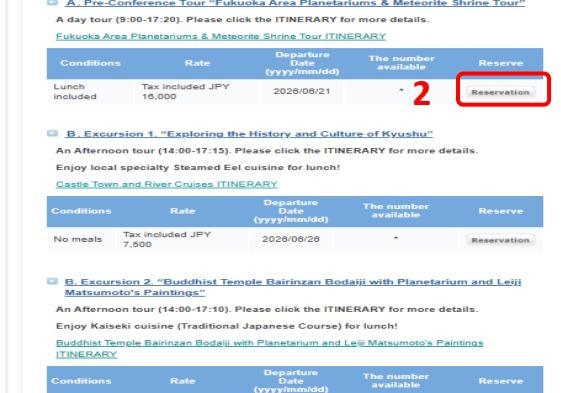
IPS 2026 Fukuoka – Official Accommodation Booking Portal

**Tours**

Maximum 45 people, minimum 20 people for each tour.  
Reservation deadline: 15 May 2026  
Payment deadline: 15 May 2026  
Applicants will need to pay the fees in advance of the deadline through the NTA portal, by credit card only.  
All tours will depart from and return to the Hotel Okura Fukuoka.

**The tour will be cancelled if there are less than 20 bookings with payment on deadline 1 Sep and NTA will send a notice to cancel the tour via the NTA portal and refund the credit card payment to the applicant.**

Cancellation policy  
20% of the tour fee ----- 10 to 8 days before the tour.  
30% of the tour fee ----- 7 to 2 days before the tour.  
40% of the tour fee ----- 1 day before the tour.  
50% of the tour fee ----- On the tour day, before starting time.  
100% of the tour fee ----- After the tour starts / No show.



**A. Pre-Conference Tour "Fukuoka Area Planetariums & Meteorite Shrine Tour"**  
A day tour (9:00-17:20). Please click the ITINERARY for more details.  
[Fukuoka Area Planetariums & Meteorite Shrine Tour ITINERARY](#)

Conditions	Rate	Departure Date (yyyy/mm/dd)	The number available	Reserve
Lunch included	Tax included JPY 16,000	2026/06/21	2	<b>Reservation</b>

**B. Excursion 1. "Exploring the History and Culture of Kyushu"**  
An Afternoon tour (14:00-17:15). Please click the ITINERARY for more details.  
Enjoy local specialty Steamed Eel cuisine for lunch!  
[Castle Town and River Cruises ITINERARY](#)

Conditions	Rate	Departure Date (yyyy/mm/dd)	The number available	Reserve
No meals	Tax included JPY 7,500	2026/06/26	-	<b>Reservation</b>

**C. Excursion 2. "Buddhist Temple Bairinzen Bodaiji with Planetarium and Leiji Matsumoto's Paintings"**  
An Afternoon tour (14:00-17:10). Please click the ITINERARY for more details.  
Enjoy Kaiseki cuisine (Traditional Japanese Course) for lunch!  
[Buddhist Temple Bairinzen Bodaiji with Planetarium and Leiji Matsumoto's Paintings ITINERARY](#)

Conditions	Rate	Departure Date (yyyy/mm/dd)	The number available	Reserve
No meals	Tax included JPY 7,500	2026/06/26	-	<b>Reservation</b>

1

3. Fill in required fields, adding participant(s) name(s).

4. Review "Travel Terms and Conditions" and check the box, click "Confirm your input".

5. Review your reservation details and click "Submit" (finish reservation).

6. Tour reservation completed.

⇒ An automatic reply email (F) will be sent to you.

An automatic reply email (F)

## Cancellation policy

20% of the tour fee ----- 10 to 8 days before the tour.  
30% of the tour fee ----- 7 to 2 days before the tour.  
40% of the tour fee ----- 1 day before the tour.  
50% of the tour fee ----- On the tour day, before starting time.  
100% of the tour fee ----- After the tour starts / No show.

You are kindly requested to agree to our "Travel Terms and Conditions" before making a reservation. Click on "Travel Terms and Conditions" and save the page that appears. If you wish to have your documents delivered by mail, please contact us.

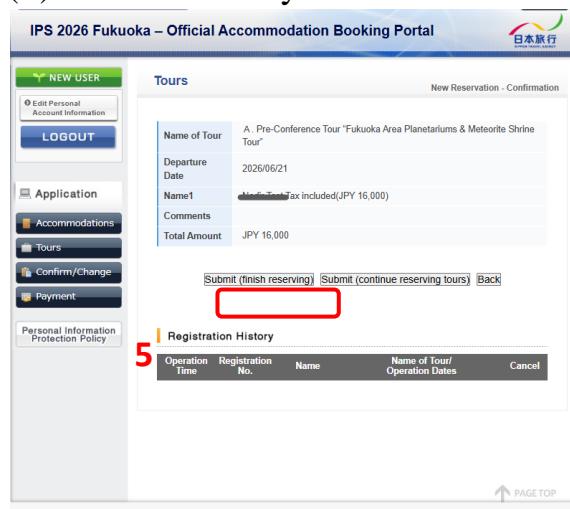
Fields with \* are required.

Name of Tour: A. Pre-Conference Tour "Fukuoka Area Planetariums & Meteorite Shrine Tour"  
Departure Date: 2026/06/21  
Total Amount: 3  
Name1\*: Tax included(JPY 16,000) 3  
Name2: Please select  
Name3: Please select  
Name4: Please select  
Comments: 4

Travel Terms and Conditions  
I hereby acknowledge that I have saved, understand and agree to the terms and conditions.

Confirm your input. Back

Registration History



IPS 2026 Fukuoka – Official Accommodation Booking Portal

**Tours**

New Reservation - Confirmation

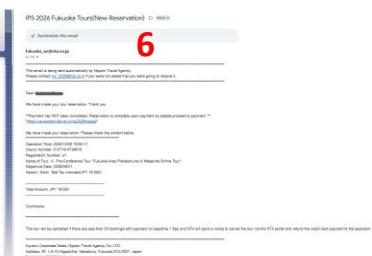
Name of Tour: A. Pre-Conference Tour "Fukuoka Area Planetariums & Meteorite Shrine Tour"  
Departure Date: 2026/06/21  
Name1: **Nodir Test** Tax included(JPY 16,000)  
Comments:   
Total Amount: JPY 16,000

**Submit (finish reserving)** **Submit (continue reserving tours)** Back

**5** **Registration History**

Operation Time	Registration No.	Name	Name of Tour/ Operation Dates	Cancel

6



IPS 2026 Fukuoka Tour(New Reservation) > [mailto:6]

Subject: Reservation Confirmation

Dear [Name],

This is a booking confirmation for your travel agency.

Please contact [6](mailto:6) if you have any questions.

We have made your reservation. Please check the contents below.

Operation time: 2026/06/21

Registration No.: 6

Name of Tour: A. Pre-Conference Tour "Fukuoka Area Planetariums & Meteorite Shrine Tour"

Name of Tour: B. Excursion 1. "Exploring the History and Culture of Kyushu"

Name of Tour: C. Excursion 2. "Buddhist Temple Bairinzen Bodaiji with Planetarium and Leiji Matsumoto's Paintings"

Total amount: JPY 16,000

Comments:   
The tour will be cancelled if there are less than 20 bookings with payment on deadline 1 Sep and NTA will send a notice to cancel the tour via the NTA portal and refund the credit card payment to the applicant.

Agence: [Name], Nodir Test Agency Co., Ltd.

Address: 1-1-1, Nihonbashi, Chuo-ku, Tokyo 103-0027, Japan

Email: [6](mailto:6)

Phone: +81 3 5536 0100

URL: [www.6.com](http://www.6.com)

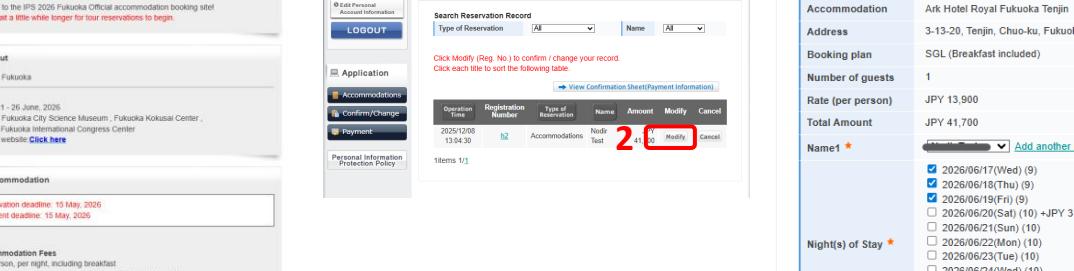
## How to Confirm and Change Accommodation/Tour Reservation(s)

1. Click the “Confirmation/Change” button.  
⇒ A list of reservations will be displayed.

2. Click the 'Modify' button to transition to the registration screen with the details reflected from the database. If you would like to make some changes, please modify them accordingly.

3. “Confirm your input” and click “Change Reservation”

4. The modification is complete.



IPS 2026 Fukuoka – Official Accommodation Booking Portal

IPS 2026 Fukuoka – Official Accommodation Booking Portal

IPS 2026 Fukuoka – Official Accommodation Booking Portal

Fields with \* are required.

Registration Number	h2
Accommodation	Ark Hotel Royal Fukuoka Tenjin
Address	3-13-20, Tenjin, Chuo-ku, Fukuoka city
Booking plan	SGL (Breakfast included)
Number of guests	1
Rate (per person)	JPY 13,900
Total Amount	JPY 41,700
Name1 *	<input type="text"/> Add another name
Night(s) of Stay *	<input checked="" type="checkbox"/> 2026/06/17(Wed) (9) <input checked="" type="checkbox"/> 2026/06/18(Thu) (9) <input checked="" type="checkbox"/> 2026/06/19(Fri) (9) <input type="checkbox"/> 2026/06/20(Sat) (10) +JPY 3,300 <input type="checkbox"/> 2026/06/21(Sun) (10) <input type="checkbox"/> 2026/06/22(Mon) (10) <input type="checkbox"/> 2026/06/23(Tue) (10) <input type="checkbox"/> 2026/06/24(Wed) (10) <input type="checkbox"/> 2026/06/25(Thu) (10) <input type="checkbox"/> 2026/06/26(Fri) (10) <input type="checkbox"/> 2026/06/27(Sat) (10) +JPY 3,300
Comments	<input type="text"/>
Travel Terms and Conditions	<input checked="" type="checkbox"/> I hereby acknowledge that I have saved, understand and agree to the terms and conditions.

Registration History

3 Confirm your input Back

3. “Confirm your input” and click “Change Reservation”

4. The modification is complete.  
⇒ An automated email (D) will be sent to you.

+ NEW USER

Edit Personal Account Information

[LOGOUT](#)

Application

[Accommodations](#)

[Confirm/Change](#)

[Payment](#)

Personal Information Protection Policy

IPS 2026 Fukuoka – Official Accommodation Booking Portal

[Accommodations](#)

[Change Reservation - Confirmation](#)

Registration Number: h2

Accommodation: Ark Hotel Royal Fukuoka Tenjin

Address: 3-13-20, Tenjin, Chuo-ku, Fukuoka city

Booking plan: SGL (Breakfast included)

Number of guests: 1

Rate (per person): JPY 13,900

Name1:

Night(s) of Stay:  2026/06/17(Wed)  
 2026/06/18(Thu)  
 2026/06/19(Fri)

Comments:

Total Amount: JPY 41,700

**4 | Registration History**

Operation Time	Registration No.	Name	Accommodation/Booking plan	Night(s) of Stay	Cancel
2026/12/08 13:16:05	<b>h2</b>	Nodir Test	Ark Hotel Royal Fukuoka Tenjin	2026/06/17(Wed) 2026/06/18(Thu) 2026/06/19(Fri)	<a href="#">Cancel</a>

**3 | Change Reservation**

[Change Reservation](#) [Back](#)

**Registration History**

Operation Time	Registration No.	Name	Accommodation/Booking plan	Night(s) of Stay	Cancel
2025/12/08 13:04:30	<b>h2</b>	Nodir Test	Ark Hotel Royal Fukuoka Tenjin	2026/06/17(Wed) 2026/06/18(Thu) 2026/06/19(Fri)	<a href="#">Cancel</a>

IPS 2026 Fukuoka – Official Accommodation Booking Portal

[Accommodations](#)

[Change Reservation](#)

Thank you for your reservation.  
A confirmation notice will be sent to you by e-mail.  
click [here](#) to view your registration.

**4 | Registration History**

Operation Time	Registration No.	Name	Accommodation/Booking plan	Night(s) of Stay	Cancel
2025/12/08 13:16:05	<b>h2</b>	Nodir Test	Ark Hotel Royal Fukuoka Tenjin	2026/06/17(Wed) 2026/06/18(Thu) 2026/06/19(Fri)	<a href="#">Cancel</a>

**An automated email (D)**

IPS 2026 Fukuoka Accommodations(Change of Reservation) [View](#)

Summarize this email

[fukuoka\\_ec@ntta.co.jp](#)  
to me ▾

This email is being sent automatically by Nippon Travel Agency.  
Please contact [ips\\_2026@ntta.co.jp](#) if you were not aware that you were going to receive it.

Dear Mr. Nodir Test,

We have received your request to change your hotel reservation. Thank you.

We have changed your reservation as requested. Please check the

## An automated email (D)

# How to Cancel your Accommodation / Tour(s)

1. Click the “Confirmation/Change” button.  
⇒ A list of reservations will be displayed.

2. Click 'Cancel'.



IPS 2026 Fukuoka – Official Accommodation Booking Portal

IPS 2026 Fukuoka – Official Accommodation Booking Portal

1. About

2. Accommodation

3. Accommodation Fees

4. Confirm/Change

5. Payment

6. Personal Information Protection Policy

7. News&Topics

Welcome to the IPS 2026 Fukuoka Official accommodation booking site! Please wait a little while longer for your reservations to begin.

1. About

IPS 2026 Fukuoka

Date: 21 - 26 June, 2026

Venue: Fukuoka City Science Museum, Fukuoka Kokusai Center, Fukuoka International Congress Center

Official website: [Click here](#)

2. Accommodation

Reservation deadline: 15 May, 2026

Payment deadline: 15 May, 2026

1) Accommodation Fees

Per person, per night, including breakfast

2) Confirm/Change of Record

3) Search Reservation Record

4) Type of Reservation

5) Name

6) Amount

7) Modify

8) Cancel

9) Operation Time

10) Registration Number

11) Type of Reservation

12) Name

13) Amount

14) Modify

15) Cancel

16) Operation Time

17) Registration Number

18) Type of Reservation

19) Name

20) Amount

21) Modify

22) Cancel

23) Operation Time

24) Registration Number

25) Type of Reservation

26) Name

27) Amount

28) Modify

29) Cancel

30) Operation Time

31) Registration Number

32) Type of Reservation

33) Name

34) Amount

35) Modify

36) Cancel

37) Operation Time

38) Registration Number

39) Type of Reservation

40) Name

41) Amount

42) Modify

43) Cancel

44) Operation Time

45) Registration Number

46) Type of Reservation

47) Name

48) Amount

49) Modify

50) Cancel

51) Operation Time

52) Registration Number

53) Type of Reservation

54) Name

55) Amount

56) Modify

57) Cancel

58) Operation Time

59) Registration Number

60) Type of Reservation

61) Name

62) Amount

63) Modify

64) Cancel

65) Operation Time

66) Registration Number

67) Type of Reservation

68) Name

69) Amount

70) Modify

71) Cancel

72) Operation Time

73) Registration Number

74) Type of Reservation

75) Name

76) Amount

77) Modify

78) Cancel

79) Operation Time

80) Registration Number

81) Type of Reservation

82) Name

83) Amount

84) Modify

85) Cancel

86) Operation Time

87) Registration Number

88) Type of Reservation

89) Name

90) Amount

91) Modify

92) Cancel

93) Operation Time

94) Registration Number

95) Type of Reservation

96) Name

97) Amount

98) Modify

99) Cancel

100) Operation Time

101) Registration Number

102) Type of Reservation

103) Name

104) Amount

105) Modify

106) Cancel

107) Operation Time

108) Registration Number

109) Type of Reservation

110) Name

111) Amount

112) Modify

113) Cancel

114) Operation Time

115) Registration Number

116) Type of Reservation

117) Name

118) Amount

119) Modify

120) Cancel

121) Operation Time

122) Registration Number

123) Type of Reservation

124) Name

125) Amount

126) Modify

127) Cancel

128) Operation Time

129) Registration Number

130) Type of Reservation

131) Name

132) Amount

133) Modify

134) Cancel

135) Operation Time

136) Registration Number

137) Type of Reservation

138) Name

139) Amount

140) Modify

141) Cancel

142) Operation Time

143) Registration Number

144) Type of Reservation

145) Name

146) Amount

147) Modify

148) Cancel

149) Operation Time

150) Registration Number

151) Type of Reservation

152) Name

153) Amount

154) Modify

155) Cancel

156) Operation Time

157) Registration Number

158) Type of Reservation

159) Name

160) Amount

161) Modify

162) Cancel

163) Operation Time

164) Registration Number

165) Type of Reservation

166) Name

167) Amount

168) Modify

169) Cancel

170) Operation Time

171) Registration Number

172) Type of Reservation

173) Name

174) Amount

175) Modify

176) Cancel

177) Operation Time

178) Registration Number

179) Type of Reservation

180) Name

181) Amount

182) Modify

183) Cancel

184) Operation Time

185) Registration Number

186) Type of Reservation

187) Name

188) Amount

189) Modify

190) Cancel

191) Operation Time

192) Registration Number

193) Type of Reservation

194) Name

195) Amount

196) Modify

197) Cancel

198) Operation Time

199) Registration Number

200) Type of Reservation

201) Name

202) Amount

203) Modify

204) Cancel

205) Operation Time

206) Registration Number

207) Type of Reservation

208) Name

209) Amount

210) Modify

211) Cancel

212) Operation Time

213) Registration Number

214) Type of Reservation

215) Name

216) Amount

217) Modify

218) Cancel

219) Operation Time

220) Registration Number

221) Type of Reservation

222) Name

223) Amount

224) Modify

225) Cancel

226) Operation Time

227) Registration Number

228) Type of Reservation

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# How to make Payment (Credit Card Only)

1. Click the 'Payment' button.
2. Click 'Online payment by credit card' and click 'Next'

1

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4. Select the Type of Reservation (Accommodations or Tours), check the box for [item(s) to be paid and click "Application Details". Confirmation Application Details provides detailed billing information,

5. The 'Confirm Application' button will take you to Credit Card Information Page.

4

5

7. Once credit card information is successfully processed:  
⇒ An automated email of payment confirmation will be sent.

Once the payment is completed, your accommodation booking is fully completed.

# Output of Invoice and Reservation Confirmation

1. Click the 'Payment' button.

2. **3** Click “View” and Reservation Confirmation Document.



1 Application  
2 Accommodations  
3 Confirm/Change  
4 Payment  
Personal Information Protection Policy

1 Please make sure to confirm the payment method.  
Payment Method

2 Online payment by credit card  
Payments may be made with several credit cards.  
Please select the billing items.  
Please verify your invoice or confirmation sheet.  
Credit card statement will show NTA MICE Div as the charger.  
Next

3 Billing choice for accounting purposes.  
View

4 Payment History  
Confirmation Date of Your Payment Date of Payment Method of Payment Amount of Payment  
Amount paid JPY 0  
Total Amount JPY 27,800  
Balance due JPY 27,800

IPS 2026 Fukuoka – Official Accommodation Booking Portal  
日本旅行

Payment Information  
Search Reservation Record  
Type of Reservation All  
Name All

1 Invoice or confirmation  
3  Invoice  Confirmation

2 Billing address  
Mr. Nodir Test  
Nodir Test

3 Please select the billing items.  
Show payment history

Registration Number	Type of Reservation	Name	Amount	Confirm	Choice
h3	Accommodations	Nodir Test	JPY 27,800	JPY 0	<input checked="" type="checkbox"/>

View Back

PAGE TOP

3. Click either 'Invoice' or 'Confirmation' to output.

4. The recipient's name and affiliation are inscribed as default; editing is also possible.

5. Click “View”, the document will be displayed on a separate screen. Please use the “Print” option in the upper right corner to print or save as a PDF.



2005/12/08  
Invoice number: 9922-015719-000473951-0000000000-001

Invoice

Inquiry Number: 013718-4739518  
Mr. Nodir Test

Invoice Registration Number: T1010401025408  
Kyushu Corporate Sales, Nippon Travel Agency Co., LTD.  
Address: 3F, 1-4-10 Hestashite, Hekikita-ku, Fukuoka  
TEL: +81-97-496-0600  
Person in charge: Ayaka Tsubaki (S), Yosuke Matsuda (M)

Convention name  
IPS 2026 Fukuoka

Total amount due	Total amount paid to date	Balance of account
JPY 27,800	JPY 0	JPY 27,800

Registration Number	Name/Details	Amount of payment	Total amount
02-Accommodation h3	AA Hotel Royal Fukuoka Tenjin (SGL Breakfast included) 2005/12/8 13,800*	JPY 27,800	JPY 27,800
	AA Hotel Royal Fukuoka Tenjin (SGL Breakfast included) 2005/12/8 13,800*	JPY 0	JPY 0

Total amount due	JPY 27,800	Consumption tax	JPY 2,527	
10%	JPY 27,800	Consumption tax	JPY 2,527	
TAX(0%) for tax-exempt business entity	JPY 0	Consumption tax	JPY 0	
Applicable tax rates	8%	JPY 0	Consumption tax	JPY 0
	TAX(0%) for tax-exempt business entity	JPY 0	Consumption tax	JPY 0
	0%	JPY 0	Consumption tax	JPY 0

\* Reduced tax rate

# **Contact Information for Accommodation and Tour Reservations**

## **14th International Conference for Plant Mitochondrial Biology**

### **2026 Kagoshima**

Kyushu Corporate Sales, Nippon Travel Agency Co., LTD.

**Address:** 3F, 1-4-10 Higashihie, Hakata-ku, Fukuoka 812-0007, Japan

**E-mail:** icpmb2026\_kagoshima@nta.co.jp

**Business Hours:** 09:30 AM - 05:30 PM

(Closed on Saturdays, Sundays, and Public Holidays)

**Contact Person:** Nick (Mr) , Yosuke Masuda (Mr)