

28th International Planetarium Society Conference 2026 FUKUOKA

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.

The first screenshot shows the homepage with the 'NEW USER' button highlighted by a red box and a circled '1'. The second screenshot shows the 'NEW USER' page with the 'Registration for New Users' link highlighted by a red box and a circled '2'. The third screenshot shows the 'Personal Information' page with the 'Agree' button highlighted by a red box and a circled '3'.

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

The first screenshot shows the 'Personal Information' form with the 'Confirm your input' button highlighted by a red box and a circled '4'. The second screenshot shows the 'Personal Information' form with the 'Submit this form' button highlighted by a red box and a circled '5'. Below the form is an automatic reply email from Nippon Travel Agency, which includes the user's registration details and contact information.

1. Click on the 'Accommodations'

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

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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.

3

4

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)

67

Dear

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. ****
<https://va.apollon.nta.co.jp/jps2026/kessa/>

We have made your reservation. Please check the content below

Operation Time: 2025/12/08 13:04:30
Inquiry Number: 013718-4739618
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: XXXXXXXXXX

Total Amount: JPY 41,700

Comments:

Kyushu Corporate Sales, Nippon Travel Agency Co., LTD.
Address: 3F, 1-4-10 Higashihie, Hakata-ku, Fukuoka 812-0007, Japan
E-mail: 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

NEW USER

LOGOUT

Application

Accommodations

Tours

Confirm/Change

Payment

Personal Information

Protection Policy

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.

For details, click the name of the tour.

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

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)

IPS 2026 Fukuoka – Official Accommodation Booking Portal

NEW USER

LOGOUT

Application

Accommodations

Tours

Confirm/Change

Payment

Personal Information

Protection Policy

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Lunch included	Tax included JPY 16,000	2026/06/21	2	Reservation

IPS 2026 Fukuoka – Official Accommodation Booking Portal

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For details, click the name of the tour.

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Lunch included	Tax included JPY 16,000	2026/06/21	2	Reservation

IPS 2026 Fukuoka – Official Accommodation Booking Portal

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100% of the tour fee — After the tour starts / No show.

For details, click the name of the tour.

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

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 If you would like to make some changes, please modify them accordingly.

The screenshots show the following steps:

- Step 1:** The user is on the 'IPS 2026 Fukuoka – Official Accommodation Booking Portal'. In the left sidebar, the 'Confirm/Change' button is highlighted with a red box and the number 1.
- Step 2:** The 'Confirm/Change of Record' screen is shown. It displays a table of reservations. The 'Modify' button for the first reservation is highlighted with a red box and the number 2.
- Step 3:** The 'Registration History' screen is shown. The 'Confirm your input' button is highlighted with a red box and the number 3.

The 'Registration History' table shows the following details:

Operation Time	Registration No.	Name	Accommodation/Booking plan	Night(s) of Stay	Cancel
2025/12/08 13:04:30	h2	Nodir Test	Ark Hotel Royal Fukuoka Tenjin SQL (Breakfast included)	2026/06/17 (Wed) 2026/06/18 (Thu) 2026/06/19 (Fri)	Cancel

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

4. The modification is complete.

⇒ An automated email (D) will be sent to you.

The screenshots show the final confirmation and the resulting email:

- Step 3:** The 'Change Reservation - Confirmation' screen is shown. The 'Change Reservation' button is highlighted with a red box and the number 3.
- Step 4:** The 'Registration History' screen is shown. The 'Change Reservation' button is highlighted with a red box and the number 4.

The 'Registration History' table shows the following details:

Operation Time	Registration No.	Name	Accommodation/Booking plan	Night(s) of Stay	Cancel
2025/12/08 13:04:30	h2	Nodir Test	Ark Hotel Royal Fukuoka Tenjin SQL (Breakfast included)	2026/06/17 (Wed) 2026/06/18 (Thu) 2026/06/19 (Fri)	Cancel

An automated email (D)

IPS 2026 Fukuoka Accommodations(Change of Reservation) ID: h2

Summary of this email

fukuoka_ec@nta.co.jp
to me

This email is being sent automatically by Nippon Travel Agency.
Please contact us at 020-8888-0000 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 content below.

Operation Time: 2025/12/08 13:10:05
Inquiry Number: 013710-4730610
Registration Number: h2
Accommodation: Ark Hotel Royal Fukuoka Tenjin
Address: 3-13-20, Tenjin, Chuo-ku, Fukuoka city
Phone: 091-80-724-2222
Book plan: SQL (Breakfast included)
Number of guests: 1
Rate: JPY 13,900
Name: Nodir Test

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

Total Amount: JPY 41,700

Comments

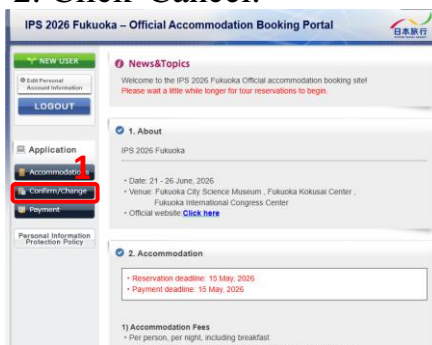
Kyushu Corporate Sales, Nippon Travel Agency Co., Ltd.
Address: 3F, 1-6-10 Higashinaka, Hakata-ku, Fukuoka 812-0007, Japan
E-mail: jia_2026@nta.co.jp
Business Hours: 9:30-17:30 (Closed on Sat, Sun & Public holidays)

How to Cancel your Accommodation / Tour(s)

1. Click the “Confirmation/Change” button.

⇒ A list of reservations will be displayed.

2. Click 'Cancel'.



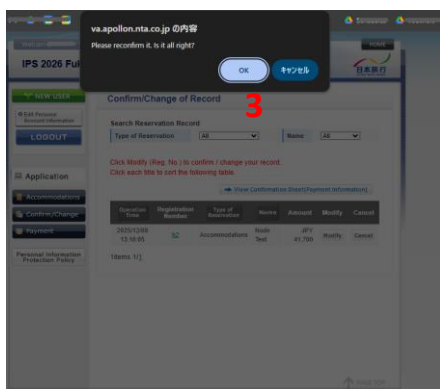
3. A confirmation screen will appear asking if you want to cancel the reservation.

If there are no issues, click [OK].

4. Cancellation is complete

⇒ An automated email (E) will be sent to you.

An automated email (E)



IPS 2026 Fukuoka Accommodations(Cancellation) > 印刷



How to make Payment (Credit Card Only)

1. Click the 'Payment' button.

2. Click 'Online payment by credit card' and click 'Next'

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 item.
Please verify your invoice or confirmation sheet.
Credit card statement will show IATA/MCCS fee as the charger.

Next

3 Billing choice for accounting purposes

View

4 Payment History

Confirmation Date of Year	Date of Payment	Method of Payment	Amount of Payment
		Amount paid	JPY 0
		Total Amount	JPY 27,800
		Balance due	JPY 27,800

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.

IPS 2026 Fukuoka – Official Accommodation Booking Portal

Payment Information

Search Reservation Record

Type of Reservation: Accommodations

Name: [Redacted]

Application Details

Confirm Application

Reservation

Agency/Hotel: Kyushu Corporate Sales, Nippon Travel Agency Co., LTD.
Address: 3F, 1-4-10 Higashikuze, Minami-ku, Fukuoka 815-0002, Japan
Phone: 092-654-0001
Person in charge: Akira Takahashi, Travel Agents BFO

Direction name: IPS 2026 Fukuoka

Registration Number	Name/Details	Amount of payment	Total amount
0000000000	IPS 2026 Fukuoka	JPY 27,800	JPY 0

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

IPS 2026 Fukuoka – Official Accommodation Booking Portal

Credit card information

Please enter your credit card number and expiration date.

credit card number: [Redacted]

expiration date: 01/2025 - 01/2025

card holder's name: (Mr. TAKAHASHI AKIRA)

card holder's email: [Redacted]

amount: JPY 27,800

security code: [Redacted]

Next

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.

The left screenshot shows the 'Payment' button highlighted with a red box and a red '1'. The right screenshot shows the 'Payment Information' page with the 'Invoice' button highlighted with a red box and a red '3'.

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.

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2025/12/08
Invoice number: 9122-013718-0004739818-000000000-001

Invoice

Inquiry Number: 013718-4739818
Akita Hotel
Akita Hotel

Invoice Registration Number: T1010401020408
Kyushu Corporate Sales, Nippon Travel Agency Co., LTD.
Address: 3F, 1-4-10 Higashibaru, Hakata-ku, Fukuoka 812-0001, Japan
TEL: +81-92-461-0633
Person in charge: Ayaka Tsubota(MS), Yosuke Masuda (MF)

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
01:Accommodation h3	Ak Hotel Royal Fukuoka Tenjin (SGL (breakfast included)) 1 person(s) in a room 2025/06/17(Wed)JPY 13,900	JPY 27,800	
2025/12/8	Ak Hotel Royal Fukuoka Tenjin (SGL (breakfast included)) 1 person(s) in a room 2025/06/18(Thu)JPY 13,900		

Total amount due	JPY 27,800	Consumption tax	JPY 2,927
10%	JPY 27,800	Consumption tax	JPY 2,927
TAX(0%) for tax-exempt business entity	JPY 0	Consumption tax	JPY 0
0%	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

28th International Planetarium Society Conference 2026 FUKUOKA

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

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

TEL: +81-92-451-0633

E-mail: ips_2026@nta.co.jp

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

(Closed on Saturdays, Sundays, and Public Holidays)

Contact Person: Ayaka Tsuboi (Ms) , Yosuke Masuda (Mr), Nick (Mr)