

Accommodation Allocation  
for PRESS

Press Accommodation Request Form

Accommodation Request Procedures

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- The following written in this Accommodation Request Procedures are items which will be shown in the Press Accommodation Request Form online.
  - The URL of the Press Accommodation Request Form is:  
<https://goo.gl/forms/DxHCRriHVLrck5Z33>
  - Please confirm your request carefully before sending it to us. **You can submit your accommodation request online only one time.**

# 0. Introduction

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1. Please kindly consult the Press Accommodation Guide including the Hotel List, Hotel Information sheets, and Hotel maps to fill out this request form.
2. Only accredited members of the press are allowed to reserve rooms from Tokyo 2020. The number of rooms requested cannot exceed the number of accreditation assignments.
3. Tokyo 2020 will do its best to fulfill your request; however, we would like to ask for your understanding that there may be circumstances where we are unable to satisfy your needs.
4. Please feel free to contact us ([Accommodation\\_prs@tokyo2020.jp](mailto:Accommodation_prs@tokyo2020.jp)) if you have any questions.

# 1. Information

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Please enter your name, organization name, email address and telephone number below:

## 1. **Name**

\*Please enter your name in the alphabetic characters.

1. **Family Name**

2. **First Name**

3. **Middle Name**

\*If you don't have any Middle Names, please leave it blank.

## 2. **Organization name**

\*Please enter the official name as shown on your accreditation. An abbreviated name is not acceptable.

## 3. **E-mail**

\*Your e-mail address written here will be used when Accommodation FA notifies the allocated accommodation to you on the Accommodation Management System (AMS).

## 4. **Telephone**

\*Please enter your telephone number including your country code and hyphens.

e.g. +81-X-XXXX-XXXX

## 2. Accommodation Request

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Please indicate your room requirements by Area: (1) Bay, (2) West, (3) Central, (4) Yokohama, (5) Makuhari, (6) Suburban, (7) Tsurigasaki, (8) Enoshima and, (9) Izu and (10) Oyamacho.

### Notes:

1. The Olympic Games Tokyo 2020 Accommodation Guide for football, baseball and softball games in co-host cities (Sapporo, Miyagi, Kashima, and Fukushima) and the Tokyo 2020 Paralympic Games Accommodation Guide will be issued separately, so you do not have to answer accommodation request for these co-host cities and Paralympic Games for this time.
2. Please select your top 3 preferred choices by each Area except for Yokohama, and Makuhari and Oyamacho. As for Yokohama and Makuhari, you do not have to select hotels because there is only one hotel in Yokohama and Makuhari respectively which Tokyo 2020 have rooms to allocate for you.
3. Please leave items blank other than necessary information items.
4. Please confirm Hotel Information Sheet carefully when you select hotels. In the document, you can find information about hotel facilities and services such as breakfast style, air conditioning, function rooms etc. Please note that Hotel Information Sheet of two hotels in Oyamacho are not included because they are in process of creation.

5. Room types are as follows.

Room type	
Single room	The guest capacity is one person (room which has one bed and breakfast for one person).
Double room	The guest capacity is two persons (room which has one bed and breakfast for two persons).
Twin room	The guest capacity is two persons (room which has two beds and breakfast for two persons).
Other room (=Japanese-style room)	The guest capacity is two persons unless otherwise noted (room with <i>tatami</i> -mat flooring sleeping on futons instead of beds, and that breakfast is included for two persons).

6. Please leave your comment in the very last item of the Accommodation Request Form (“3. Other Request and Comments”) to help us to allocate your accommodation (e.g. It is acceptable for us to stay at several hotels close to each other when we all cannot stay at the same hotel.)

## 2. (0) Numbers of those who need accommodation for the Olympic Games Tokyo 2020

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### ***0. Total number of those who need accommodation for the Olympic Games Tokyo 2020***

\*Please input using half-width numbers.

*<Breakdown>*

***1. Journalist***

***2. Photographer***

***3. Others***

\*Please input using half-width numbers.

## 2. (1) Bay

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### 1. *Do you have accommodation requests in Bay area?*

If you have no request of (1) Bay area, but have requests both of (2) West and (3) Central areas, please choose “No (Go to request of (2) West area)” and answer request of (2) West area first, and then answer request of (3) Central area.

\*Select one among the following multiple choices.

- Yes
- No (Go to request of (2) West area)
- No (Go to request of (3) Central area)
- No (Go to request of (4) Yokohama area)
- No (Go to request of (5) Makuhari area)
- No (Go to request of (6) Suburban area)
- No (Go to request of (7) Tsurigasaki area)
- No (Go to request of (8) Enoshima area)
- No (Go to request of (9) Izu)
- No (Go to request of (10) Oyamacho)

## 2. (1-1) ~ (1-5) Bay

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### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Double room

2-3 Twin room

\*Please input using half-width numbers.

### 3. **Preferred hotel name**

\*You can select maximum 3 choices. Please use the pull-down menu to choose hotels.

### 4. **Do you have any other different request in Bay area (e.g. different check-in/check-out dates in Bay area)?**

- Yes
- No

\*You can answer up to five different requests.

\*If you have more than five different requests in Bay area, please indicate them in the comment field after answering five requests.

## 2. (2) West

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### 1. *Do you have accommodation requests in West area?*

If you have no request of (2) West area, but have requests both of (3) Central and (4) Yokohama areas, please choose “No (Go to request of (3) Central area)” and answer request of (3) Central area first, and then answer request of (4) Yokohama area.

\*Select one among the following multiple choices.

- Yes
- No (Go to request of (3) Central area)
- No (Go to request of (4) Yokohama area)
- No (Go to request of (5) Makuhari area)
- No (Go to request of (6) Suburban area)
- No (Go to request of (7) Tsurigasaki area)
- No (Go to request of (8) Enoshima area)
- No (Go to request of (9) Izu)
- No (Go to request of (10) Oyamacho)
- No (Go to Other Request and Comments (the last page))

## 2. (2-1) ~ (2-5) West

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### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Double room

2-3 Twin room

\*Please input using half-width numbers.

### 3. **Preferred hotel name**

\*You can select maximum 3 choices. Please use the pull-down menu to choose hotels.

### 4. **Do you have any other different request in West area (e.g. different check-in/check-out dates in West area)?**

- Yes
- No

\*You can answer up to five different requests.

\*If you have more than five different requests in West area, please indicate them in the comment field after answering five requests.

## 2. (3) Central

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### 1. *Do you have accommodation requests in Central area?*

If you have no request of (3) Central area, but have requests both of (4) Yokohama and (5) Makuhari areas, please choose “No (Go to request of (4) Yokohama area)” and answer request of (4) Yokohama area first, and then answer request of (5) Makuhari area.

\*Select one among the following multiple choices.

- Yes
- No (Go to request of (4) Yokohama area)
- No (Go to request of (5) Makuhari area)
- No (Go to request of (6) Suburban area)
- No (Go to request of (7) Tsurigasaki area)
- No (Go to request of (8) Enoshima area)
- No (Go to request of (9) Izu)
- No (Go to request of (10) Oyamacho)
- No (Go to Other Request and Comments (the last page))

## 2. (3-1) ~ (3-5) Central

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### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Double room

2-3 Twin room

\*Please input using half-width numbers.

### 3. **Preferred hotel name**

\*You can select maximum 3 choices. Please use the pull-down menu to choose hotels.

### 4. **Do you have any other different request in Central area (e.g. different check-in/check-out dates in Central area)?**

- Yes
- No

\*You can answer up to five different requests.

\*If you have more than five different requests in Central area, please indicate them in the comment field after answering five requests.

## 2. (4) Yokohama

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### 1. *Do you have accommodation requests in Yokohama area?*

If you have no request of (4) Yokohama area, but have requests both of (5) Makuhari and (6) Suburban areas, please choose “No (Go to request of (5) Makuhari area)” and answer request of (5) Makuhari area first, and then answer request of (6) Suburban area.

\*Select one among the following multiple choices.

- Yes
- No (Go to request of (5) Makuhari area)
- No (Go to request of (6) Suburban area)
- No (Go to request of (7) Tsurigasaki area)
- No (Go to request of (8) Enoshima area)
- No (Go to request of (9) Izu)
- No (Go to request of (10) Oyamacho)
- No (Go to Other Request and Comments (the last page))

## 2. (4-1) ~ (4-3) Yokohama

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### Note

There is only one hotel in Yokohama which Tokyo 2020 has rooms to allocate for you, so you do not have to select hotels.

### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Double room

2-3 Twin room

\*Please input using half-width numbers.

### 3. **Do you have any other different request in Yokohama area (e.g. different check-in/check-out dates in Yokohama area)?**

- Yes
- No

\*You can answer up to three different requests.

\*If you have more than three different requests in Yokohama area, please indicate them in the comment field after answering three requests.

## 2. (5) Makuhari

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### 1. *Do you have accommodation requests in Makuhari area?*

If you have no request of (5) Makuhari area, but have requests both of (6) Suburban and (7) Tsurigasaki areas, please choose “No (Go to request of (6) Suburban area)” and answer request of (6) Suburban area first, and then answer request of (7) Tsurigasaki area.

\*Select one among the following multiple choices.

- Yes
- No (Go to request of (6) Suburban area)
- No (Go to request of (7) Tsurigasaki area)
- No (Go to request of (8) Enoshima area)
- No (Go to request of (9) Izu)
- No (Go to request of (10) Oyamacho)
- No (Go to Other Request and Comments (the last page))

## 2. (5-1) ~ (5-3) Makuhari

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### Note

There is only one hotel in Makuhari which Tokyo 2020 has rooms to allocate for you, so you do not have to select hotels.

### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Double room

2-3 Twin room

\*Please input using half-width numbers.

### 3. **Do you have any other different request in Makuhari area (e.g. different check-in/check-out dates in Makuhari area)?**

- Yes
- No

\*You can answer up to three different requests.

\*If you have more than three different requests in Makuhari area, please indicate them in the comment field after answering three requests.

## 2. (6) Suburban

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### 1. *Do you have accommodation requests in Suburban area?*

If you have no request of (6) Suburban area, but have requests both of (7) Tsurigasaki and (8) Enoshima areas, please choose “No (Go to request of (7) Tsurigasaki area)” and answer request of (7) Tsurigasaki area first, and then answer request of (8) Enoshima area.

\*Select one among the following multiple choices.

- Yes
- No (Go to request of (7) Tsurigasaki area)
- No (Go to request of (8) Enoshima area)
- No (Go to request of (9) Izu)
- No (Go to request of (10) Oyamacho)
- No (Go to Other Request and Comments (the last page))

## 2. (6-1) ~ (6-3) Suburban

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### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Double room

2-3 Twin room

\*Please input using half-width numbers.

### 3. **Preferred hotel name**

\*You can select maximum 3 choices. Please use the pull-down menu to choose hotels.

### 4. **Do you have any other different request in Suburban area (e.g. different check-in/check-out dates in Suburban area)?**

- Yes
- No

\*You can answer up to three different requests.

\*If you have more than three different requests in Suburban area, please indicate them in the comment field after answering three requests.

## 2. (7) Tsurigasaki [Tsurigasaki Surfing Beach (Surfing)]

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### 1. *Do you have accommodation requests in Tsurigasaki area?*

If you have no request of (7) Tsurigasaki area, but have requests both of (8) Enoshima and (9) Izu areas, please choose “No (Go to request of (8) Enoshima area)” and answer request of (8) Enoshima area first, and then answer request of (9) Izu area.

\*Select one among the following multiple choices.

- Yes
- No (Go to request of (8) Enoshima area)
- No (Go to request of (9) Izu)
- No (Go to request of (10) Oyamacho)
- No (Go to Other Request and Comments (the last page))

## 2. (7-1) ~ (7-3) Tsurigasaki [Tsurigasaki Surfing Beach (Surfing)]

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### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Double room

2-3 Twin room

2-4 Other room

\*Please input using half-width numbers.

### 3. **Preferred hotel name**

\*You can select maximum 3 choices. Please use the pull-down menu to choose hotels.

### 4. **Do you have any other different request in Tsurigasaki area (e.g. different check-in/check-out dates in Tsurigasaki area)?**

- Yes
- No

\*You can answer up to three different requests.

\*If you have more than three different requests in Tsurigasaki area, please indicate them in the comment field after answering three requests.

## 2. (8) Enoshima [Enoshima Yacht Harbour (Sailing)]

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### 1. *Do you have accommodation requests in Enoshima area?*

If you have no request of (8) Enoshima area, but have requests both of (9) Izu and (10) Oyamacho areas, please choose “No (Go to request of (9) Izu area)” and answer request of (9) Izu area first, and then answer request of (10) Oyamacho area.

\*Select one among the following multiple choices.

- Yes
- No (Go to request of (9) Izu)
- No (Go to request of (10) Oyamacho)
- No (Go to Other Request and Comments (the last page))

## 2. (8-1) ~ (8-3) Enoshima [Enoshima Yacht Harbour (Sailing)]

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### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Double room

2-3 Twin room

\*Please input using half-width numbers.

### 3. **Preferred hotel name**

\*You can select maximum 3 choices. Please use the pull-down menu to choose hotels.

### 4. **Do you have any other different request in Enoshima area (e.g. different check-in/check-out dates in Enoshima area)?**

- Yes
- No

\*You can answer up to three different requests.

\*If you have more than three different requests in Enoshima area, please indicate them in the comment field after answering three requests.

## 2. (9) Izu

[Izu Velodrome (Cycling (Track)) · Izu MTB Course (Cycling (Mountain Bike))]

### 1. *Do you have accommodation requests in Izu area?*

\*Select one among the following multiple choices.

- Yes
- No (Go to request of (10) Oyamacho)
- No (Go to Other Request and Comments (the last page))

## 2. (9-1) ~ (9-3) Izu

[Izu Velodrome (Cycling (Track)) · Izu MTB Course (Cycling (Mountain Bike))]

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### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Double room

2-3 Twin room

2-4 Other room

\*Please input using half-width numbers.

### 3. **Preferred hotel name**

\*You can select **maximum 3 choices**. Please use the pull-down menu to choose hotels.

### 4. **Do you have any other different request in Izu area (e.g. different check-in/check-out dates in Izu area)?**

- Yes
- No

\*You can answer up to three different requests.

\*If you have more than three different requests in Izu area, please indicate them in the comment field after answering three requests.

## 2. (10) Oyamacho

[Fuji International Speedway (Cycling (Road))[Road Race (Finish), Individual Time Trial]]

### 1. *Do you have accommodation requests in Oyamacho area?*

\*Select one among the following multiple choices.

- Yes
- No (Go to Other Request and Comments (the last page))

## 2. (10-1) ~ (10-3) Oyamacho

[Fuji International Speedway (Cycling (Road))[Road Race (Finish), Individual Time Trial]]

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### 1. **Check-in and Check-out Date**

1-1 Check-in Date

1-2 Check-out Date

\*Please use the pull-down menu to choose dates.

### 2. **Required number of rooms by room**

2-1 Single room

2-2 Twin room

2-3 Other room

\*Please input using half-width numbers.

### 3. **Preferred hotel name**

\*You can select maximum 3 choices. Please use the pull-down menu to choose hotels.

### 4. **Do you have any other different request in Oyamacho area (e.g. different check-in/check-out dates in Oyamacho area)?**

- Yes
- No

\*You can answer up to three different requests.

\*If you have more than three different requests in Oyamacho area, please indicate them in the comment field after answering three requests.

### 3. Other Request and Comments

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Please answer the following yes/no questions. Tokyo 2020 would like to use this information to allocate appropriate accommodation for you, however, please note that Tokyo 2020 might not be able to meet all of your request.

**1. *Are you planning to use parking?***

- Yes
- No

**2. *Are you planning to book meeting rooms?***

- Yes
- No

**3. *Do you need accessible rooms?***

- Yes
- No

***Please indicate any other comments about your accommodation request.***

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- Thank you very much for cooperating to submit your accommodation request.
  - If any changes and/or correction of your accommodation request occur after submitting, please inform us by sending your e-mail to [Accommodation\\_prs@tokyo2020.jp](mailto:Accommodation_prs@tokyo2020.jp).