

March 6, 2020

Dear participants,

We hope this email finds you well.

This is ISAR-6 Registration Desk.

This is to inform you about the refund of registration fee and accommodation fee.

As ISAR-6 secretariat already made announcement on last week, we will refund the total paid amount upon request, excluding the transaction and handling fee.

Please kindly fill out attached our refund application form and send back to ISAR registration desk (isar6-rgst@or.knt.co.jp) by **March 13, Friday (JST)**.

This form is required for those who does not need refund as well.

We have set the password to the form and password will be sent in a separate email later.

Please note that refund will be proceeded by the same payment method which you completed payment.

For those who made accommodation reservation, cancellation charge will be incurred based on the cancellation policy.

We will refund accommodation fee which 20 percent of accommodation fee (per day) is deducted from your paid total accommodation fee.

All refunding procedure will be completed until the end of March.

Please kindly give us some time to proceed refund for all participants.

We apologize for the inconveniences this may cause and appreciate your cooperation and attention on this matter.

Should you have any questions or concerns, please let us know.

Best regards,

Attention for Japanese participants

日本国内の機関／団体に所属されている参加者の皆様

参加登録費の支払いを公費からお支払いくださる予定であった方におかれましては、回答時には、添付のフォーム内の選択肢1または3をお選びくださいますよう宜しくお願いいたします。参加登録費の返金を辞退された場合（選択肢2または4を選択された場合）、既納の参加登録費はキャンセル料ではなく寄附と見なされ公費からの支出を認められないというケースが想定されます。

会計上のルールについて所属機関/団体様へご確認の上、本件ご回答くださいますよう何卒宜しく
お願い申し上げます。

ISAR-6 Registration Desk

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