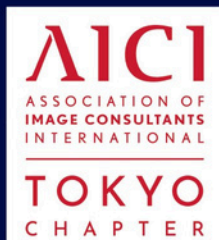




Spirit of Harmony

Shaping Futures through Creativity and Inclusion

The 5th AICI Asia Conference in TOKYO



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■ Conference Schedule

Dates: May 9 (Sat.) - 10 (Sun.), 2026

※CIC Exam Scheduled on May 8 (Fri.), 2026

■ Venue

Royal Park Hotel

2-1-1 Nihonbashi Kakigara Cho, Chuo-ku, Tokyo 103-8520, Japan

(Direct access from Suitengumae Station, The Tokyo Metro)



■ Registration Fee

Conference Fees (Japanese Yen)	AICI Members	Non-Members
Early Bird : until December 15, 2025 → January 15, 2026	¥ 110,000	¥ 130,000
Regular : January 15, 2026 ~ April 8, 2026※	¥ 130,000	¥ 150,000

※Registration will close once we reach 200 participants.

■ Payment Options / Important Notice

As a special arrangement, the Early Bird discount has been extended until January 15, 2026.

For those who wish to pay by credit card, an invoice will be sent after registration. For bank transfer payments, the payment deadline is January 30, 2026, after registration.

Payment must be made in full in a single payment.

The above fees cover conference registration only and do not include meals, accommodation, transportation, or other personal expenses.

■ Student Discount

Students who register by the end of January 2026 are eligible for a student discount rate of JPY 70,000 for the conference registration fee.

■ Chapter Group Registration (10 or more members)

If applicable, please contact the AICI Tokyo Chapter directly at contact@aicitokyo.com.

■ Registration Form <https://forms.gle/v66qeSLf74mBWoXb6>



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■ Dress Code

- Business attire is required for all conference sessions.
- Gala Dinner theme: Harmony of Tradition and Trend

■ Accommodation

AICI members can book hotel rooms through the Conference Registration Form. Registered participants can reserve rooms at special rates for the conference dates (May 8-10, 2026).

◇ Standard Floor

Standard Room 26m² (Non-Smoking) / Breakfast Included (Tax & Service Charge Included)

Price per person / Japanese Yen	May 8	May 9	May 10
Single Use	¥ 29,900	¥ 35,400	¥ 29,900
Double occupancy	¥ 18,800	¥ 21,100	¥ 18,800
Triple Room	¥ 14,400	¥ 16,050	¥ 14,400

◇ Executive Floor

Standard Room 26m² (Non-Smoking) / Breakfast Included (Tax & Service Charge Included)

Price per person / Japanese Yen	May 8	May 9	May 10
Single Use	¥ 40,900	¥ 46,400	¥ 40,900
Double occupancy	¥ 24,400	¥ 26,600	¥ 24,400

■ Hotel Facilities:

Restaurants, bars, and an underground shopping arcade.

■ Transportation:

Transfers can be arranged through the hotel or preferred transportation services.

Ride services such as Uber or local taxis are also available. Uber.com→



■ Wi-Fi:

Complimentary Wi-Fi is provided for all conference participants.

Other Expenses: Personal charges will be billed directly to the guest's account.

■ Inquiries: For reservations related to the AICI Conference:

Email at contact@aicitokyo.com or call at +81-3-3667-1111

For inquiries about the Royal Park Hotel facilities:

Contact the hotel directly via

<https://contact.royalparkhotels.co.jp/rph/contact>



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■ Meals

- Meals (breakfast, lunch, and dinner) are not included in the conference registration fee.
- Participants who book their rooms through the Tokyo Chapter Registration Form may enjoy breakfast as part of the hotel package.
- The Gala Dinner is included in the registration fee.
- Coffee and light refreshments will be available during breaks. Participants are encouraged to enjoy lunch or dinner at the hotel restaurants or nearby dining areas.
- Please indicate any dietary restrictions on the registration form.

■ Travel Information

- Airports: Narita International Airport (NRT) or Haneda International Airport (HND).
- Vaccination: No special vaccination is required for entry to Japan.
- Please confirm your home country's outbound travel requirements.
- Health Insurance: Not mandatory, but overseas travel or medical insurance is strongly recommended. You can arrange it via your insurance, credit card, or airline company.
- Visa: Most nationalities can stay up to 30 days in Japan without a visa. Please confirm requirements via the Japanese Embassy or Consulate or the Ministry of Foreign Affairs website.
- Weather: Tokyo in May is mild and pleasant, transitioning from spring to early summer. Warm daytime temperatures with cooler mornings and evenings—light outerwear is recommended.
- Activities: On May 8, a Tokyo city tour and activities are planned for participants. Details will be provided.
- Travel within Japan: Tokyo offers convenient access to popular destinations such as Kyoto and Osaka via the Shinkansen (bullet train) or domestic flights.

■ Cancellation Policy

1. In the event of cancellation due to earthquakes, natural disasters, or a request from national or local authorities to refrain from holding the CEU program, we will refund the participation fee after deducting any actual expenses incurred.
2. If you would like to cancel your registration, please contact the AICI Tokyo Chapter directly by sending an email to president@aicitokyo.com. Refunds will be given, minus 40% administration fee, if cancellations are submitted to the AICI Tokyo Chapter by February 4, 2026. Cancellations made after February 4, 2026, will not be subject to a refund. Refunds will be made using the original payment method (bank transfer or credit card).

The Tokyo Chapter looks forward to having you at the fifth Asia Conference



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