How to make a reservation for KEK Apartment

Please be aware that your KEK activity must be repeated one month before fiscal year starting April 1st. If you don't complete such registration your reservation of accommodation will be rejected.

From your User Portal site

Left-hand side of the screen [Accommodation Booking and/or Travel Expenses]

 \Rightarrow [3. Apply for Apartment Accommodation (Tsukuba Campus)] 1) 高エネルギー放送目研究機 ©KEK **User Portal** Accommodation Booking and/or 共同利用者支援システム Travel Expenses LogOff 2015/12/22 Help Welcome T C KEK TOP Expiration Date(*) 2018 • (year) 12 • (month) 01 • (day) Administrative Procedures for Visiting KEK/J-PARC [Nature of Visit] **3.** Apply for Apartment Administrative year of your visit to KEK(*) 2015 • Accommodation Booking and/or Travel Expenses Accommodation (Tsukuba Primary Purpose of your visit to KEK(*) Others, Others * Details Others Campus) [Apartment Booking Request] C Apply for Apartment Accommodation (Tsukuba 1.Application Period(*) 2016 • (year) 02 • (month) 01 • (day)(night) - 2016 • (year) 02 • (month) 20 • (day)(mo please input the necessary 2. Apartment Type Preference First choice Buil-B(2 Beds) commodation Boo d Travel Expense oplication Status items, then click [Next] Second choice Buil-C(2 Beds) . iew Dormitory Ro vailability 3.Accompanying Persons button. Modify User Registration Details Number of Accompanying Persons 0 * Full Name No Ace • **%Mention of a name of Host is** • rs Office -879-6135,6136 -879-6137 • necesaaily. When it is not all bedy in • mention in the site. Please tell 284-3398 284-3286 the Users Office it by an email. [KEK Host] Name of KEK Host orio unememorit 💥 You can't input it by oneself. the [Next] button to enter the above details and move to the Confirmation Pap E-mail: usersoffice@mail.kek.jp Next Clear Jancel/Change Apartment Booking Application (Tsukuba 2) [Apartment Booking Request] Application Period 2016(year)/ 02(month)/ 01(day)(night) - 2016(year)/ 02(month)/ 20(da Accommodation Booking and Travel Expenses Application Status **Apply for Apartment** Apartment Type Preference First choice Buil-B(2 Beds) liew Dormitory Room Second choice Buil-C(2 Beds) Accommodation (Tsukuba odify User Registration Accompanying Persons Number of Accompanying Persons 0 Campus) (Confirmation) Site Map Gender Relationship to applicant Full Name No. Ace KEK Users Office Tel:029-879-6135,6136 Fax:029-879-6137 Please complete necessary ail kek ir 5 items, then click confirm [KEK Host] Li-nare in button. Name of KEK Host Jiromaru Oho ease click the [Confirm] button to submit the above details ick the [Back] button to return to the previous page. Confirm Back 000 WIRMS 2004, HIGH ENERGY ADDELERATOR RESEARCH ORGANIZATION KEK Conversion

3) When you receive an email [Apply for Apartment Accommodation (Tsukuba Campus) (Completed)], your reservation is completed.