

## Important Notice

For International Federations (IF) staff as well as media members staying outside of Tokyo and DCVH Media Hotels:

This is an **important** notice from the **Tokyo Organizing Committee of the Olympic and Paralympic Games** regarding your transfer service on your departure day.

As was the case on your arrival day, a transfer will be offered from your hotel to Haneda Int'l Airport or to Narita Int'l via T-CAT (Tokyo City Air Terminal). Those who have already confirmed the return flight can make a reservation of the transfer service from the link below.

### <To Make Reservation>

Please note that reservation from the below website is possible until 3 days prior to the departure day.

Transfer service reservation URL and QR Code:

<https://departure-transfer-reservation.com/>



- ※ **Your Accreditation No. (7 digits) will be required for reservation.**
- ※ Your email address or phone no. will be required for reservation.
- ※ Other information required for reservation:
  - Departure date
  - Departure airport
  - Flight information (airline and flight no.)
  - Pickup location (choose hotel name from pull-down menu. If you chose "Other" please enter the name of your hotel).
  - Drop-off location (IF staff: T-CAT or Haneda Int'l Airport, Media: T-CAT only)
  - **Hotel departure time (please depart well in advance for your flight)**

### <Changes and Cancellations>

Until 3 days prior to the departure date you are able to change or cancel your reservation from the website above.

For changes and cancellations from 2 days prior, please contact by phone or email:

E-mail: [departure-transfer-reservation@gmt.jtb.jp](mailto:departure-transfer-reservation@gmt.jtb.jp)

TEL: +81(0)3-5796-5488

Service hours : 9 : 00-19 : 00 (Japan Standard Time)

- ※ **We will respond to inquiries received after service hours on the following day.**
- ※ **We may not be able to fully accommodate your request under certain circumstances.**
- ※ For changes to your reservation by phone or email, the below information will be necessary:
  - **Accreditation No. (7 digits)**
  - Departure date
  - Departure airport
  - Flight information (airline and flight no.)
  - Pickup location (name of hotel)
  - Drop-off location
  - Hotel Departure time
  - Your email address and mobile phone no.

### <Other>

Should you have any questions, please contact the call center:

E-mail: [departure-transfer-reservation@gmt.jtb.jp](mailto:departure-transfer-reservation@gmt.jtb.jp)

TEL: +81(0)3-5796-5488

Service hours : 9 : 00-19 : 00 (Japan Standard Time)

- ※ We will respond to inquiries received after service hours on the following day.

### <Privacy Policy>

Please refer to the link below and proceed to reservation from the above website if you agree to our privacy policy. <https://olympics.com/en/privacy-policy>