

■ Childcare Room Availability

Participants wishing to make use of the childcare room must make a reservation in advance.

Please read through the terms and conditions below and reserve from the online system.

1. **Eligibility:** This service is for the children of ISPRM 2019 participants.
2. **Age/maximum number of children:** In principle, children aged between 3 months and 12 years old may use the childcare room.
Up to 5 children may use the room. (Reservations are on a first come, first served basis, and will close when this number is reached.)
3. **Opening hours:** The childcare service will be offered by the Fantastic Alice childcare room in the Kobe Portopia Hotel, and will be available at the following times to participants who have reserved in advance.
Sunday, June 9, 2019 8:30–18:30
Monday, June 10, 2019 7:30–19:30
Tuesday, June 11, 2019 7:30–19:30
Wednesday, June 12, 2019 8:00–19:00
Thursday, June 13, 2019 8:00–19:30
4. **Location:** Kobe Portopia Hotel
Participants who have reserved the childcare service will be informed of the childcare room location by email from Fantastic Alice at a later date.
5. **Cost:** Free on presentation of an ISPRM 2019 certificate of attendance
6. **Application procedure:** Please make a reservation for your child(ren) from online system. (A provisional reservation in advance is required.)
Reservation procedure: Please make a provisional reservation for your child(ren) by email, including the information listed in (1)–(4) below.
 - (1) **Desired date and time of childcare: date, day of the week, and start and end times**
Note: When applying for several days, please be sure to indicate all the days and times you wish to reserve.
 - (2) **Your name**
 - (3) **Your child's (or children's) name, sex, and age on the date on which they will be using the childcare room**
 - (4) **Your mobile phone number**Participants who have made a provisional reservation will be sent an email with **an Alice Card (Excel file)** as an attachment.
Please complete the required information in the Alice Card and return it by email.

Your reservation will be made once your reply has been confirmed.

Reservation **By 16:00 on Friday, May 17, 2019**

deadline: However, please apply early, as reservations will be closed as soon as the maximum number of children has been reached.

Cancellation: Cancellations will be accepted free of charge until **16:00 on Friday, May 31.**

Cancellations made after this may incur a cancellation fee.

7. What to bring:

Please bring the following items with you on the day.

- ★ ISPRM 2019 certificate of attendance
- ★ Printout of your child's Alice Card (stamped with your personal seal or signed)
- ★ For younger children
 - Diapers, wet wipes, 1–3 changes of clothes (underwear, shirt, pants, socks, etc.), snacks, infant formula (tea, water, and hot water are available), baby food (lunch and supper)
- ★ For older children
 - Change of clothes (outer clothing, underwear, socks, etc.), drinks, snacks, food (lunch and supper)

*Aprons and hand wipes are available in the childcare room.

Important Points Concerning Childcare

- ◎ Please do not enter the childcare room between dropping off and picking up your child.
- ◎ Please be aware that you cannot temporarily take your child out of the childcare room after dropping them off, including at mealtimes.
- ◎ Please be on time for drop-off and pick-up.
- ◎ Please do not let your child bring toys or electronic games with them, as these may be lost or broken.
- ◎ Please write your child's name on everything they bring with them.
- ◎ If you would like to breastfeed your child, please inform the childcare staff.
- ◎ Room service is available for meals only (must be paid for personally and in advance).
- ◎ The childcare room does not sell infant formula, snacks, or other childcare items.
- ◎ Please provide your child with food and drink that can be stored at room temperature.

© Your child may only eat and drink the provisions supplied by you. We accept no responsibility should your child develop food poisoning or otherwise become unwell.

8. Insurance:

The Fantastic Alice childcare room is insured to cover accidents occurring during childcare, and should an accident occur compensation will be provided within the scope covered by this insurance.

While we will take every care to ensure your child's safety, we take no responsibility for any accident that might occur, unless this is intentionally caused by the Fantastic Alice childcare room or the result of gross negligence.

The **ISPRM 2019 Secretariat** takes no responsibility for any accident during childcare.

9. Inquiries:

Congress Secretariat for ISPRM2019

(c/o Congress Corporation)

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