

## TO DO LIST

1. **NOW:** Carefully read all documentation, particularly the Itinerary, Trip Notes, Fitness & Mobility expectations, and Booking Conditions. By booking with us and paying a deposit or full payment, you acknowledge that you have read and understood the Booking Conditions and agree to be bound by the Booking Conditions.
2. **NOW:** Secure your booking with a deposit of AU\$1500 per person. Please pay your deposit within 48 hours and email a copy of the transfer receipt to: [retreatrecreate@gmail.com](mailto:retreatrecreate@gmail.com)

### BANKING INSTRUCTIONS

#### Payment to be made by direct deposit to:

Bank: Westpac  
Account name: Susan Rees-Osborne Tours  
BSB: 733053  
Account number: 676459  
Reference: your surname

### 3. **WHEN TOUR IS CONFIRMED AS PROCEEDING:**

**Book your flights** - Your tour begins in Tokyo and ends in Okayama. Please ensure you choose a flight that will allow you to arrive in plenty of time to attend the briefing meeting on Day 1 at 6pm (TBC) at the Tokyo hotel.

Arrival flights should be booked into Narita Airport (NRT) or Haneda Airport (HND). Both airports are in Tokyo.

Departure flights can be booked from Okayama, Osaka, Tokyo or any other airport you prefer. Okayama is a shinkansen hub, offering convenient access to other part of Japan.

A reminder that arrival airport transfers are not included in your tour price but can be arranged at additional cost. Simply make the request on your Travel Details form.

4. **Purchase travel insurance** (if you haven't already done so). Travel insurance is required for all participants. Please refer to the Trip Notes for minimum coverage requirements. As per the Trip Notes we strongly recommend that you purchase travel insurance at the time of paying your deposit. At the very latest you should do so as soon as you've booked your flights.

### 5. **BEFORE 10 DECEMBER 2026:**

Complete and return the **Travel Details** form.

### 6. **BEFORE 10 JANUARY 2027:**

**Pay your tour balance.** Invoices will be issued once we receive your Travel Details Forms with any requests for arrival transfers and pre and/or post tour accommodation, and can thus calculate the amount owing.

### 7. **BEFORE DEPARTURE:**

- Arrange your **phone and internet access** for while we're travelling. We recommend an e-SIM for convenience. See the Trip Notes for details and leave yourself plenty of time to organise this. A reminder that you are required to have internet access during the day, (not just rely on hotel wifi in the evenings) as we need to be able to contact you if you get lost. Please ensure you have arranged your phone data before the briefing meeting on Day 1.
- **Organise your travel money.** If you're arranging for a travel card (Wise, Revolut, etc), leave enough time to apply for, receive and load the card with funds. If intending to use your debit/credit card, advise your bank of your travel dates so your card isn't frozen the first time you use it overseas.
- **Re-read the Trip Notes, Itinerary and Useful Information** documents before we travel. The answers to many of your questions can be found in the paperwork.
- **Upload WhatsApp and join the WhatsApp chat group.** We'll send a link a week before the tour. We use WhatsApp as our communication tool throughout the tour to advise the group of morning start times, general reminders, and for contact in the event you get separated from the group.
- **Pack!** See the Suggested Packing List on the tour page for assistance.
- **Get excited!** We look forward to having you join retreat|recreate in beautiful Japan.