

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\$2000 per person.** Please pay your deposit within 48 hours and email a copy of the transfer receipt to: retreatrecreate@gmail.com

Banking instructions: travellers within Australia

Payment to be made by direct deposit to:

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

Banking instructions: travellers outside Australia

Payment to be made via online funds transfer (eg. via Wise, XE, OFX etc) or international bank transfer

Our preferred method for international payments is via online funds transfer companies such as Wise, XE, OFX, as these offer a better currency exchange rate than banks, and are fee-free or low-fee for both parties. You should be able to pay by credit card or direct from your bank account. If you pay via wire or international bank transfer you will need to cover the bank fees. If you pay via PayPal, you will need to cover the 3% fee they charge.

Account name: Susan Rees-Osborne
BSB: 733053
Account number: 676459
Reference: your surname + MINGEI
SWIFT code: WPACAU2S (for banks requiring an 11 character SWIFT code, use WPACAU2SXXX). Note, if your bank requires an IBAN or BIC code, use the SWIFT code.

Payee recipient and address: Susan Rees-Osborne, 10A Walker St, Northcote, Victoria, 3070, AUSTRALIA
Payee bank and address: Westpac Bank, 68-78 Main St, Greensborough, Victoria, 3088, AUSTRALIA. (Note, if the address defaults to the Westpac Bank Head Office in Kent St, Sydney, when entering the SWIFT code, please proceed with the Kent St address).

3. WHEN TOUR IS CONFIRMED AS PROCEEDING:

Book your flights - Your tour begins in Osaka and ends in Tokyo. 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 5:00pm (TBC) at the Osaka hotel.

Arrival flights should be booked to arrive at either Kansai Airport (KIX) or Itami Airport (ITM). Both airports are in Osaka.

Departure flights can be booked to depart from either Haneda (HND) or Narita (NRT) airports. Both airports are in Tokyo.

Airport transfers are not included in your tour price but can be arranged at additional cost. Simply make the request[s] on your Travel Details form. *Note that arrival transfers are only available from Kansai (not Itami).*

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.

5. BEFORE 17 JUNE 2027:

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

6. BEFORE 17 JULY 2027:

Pay your tour balance. Invoices will be issued once we receive your Travel Details Forms with any requests for 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.