



**REGISTRATION FORM** Email: [jwalker@doca.org](mailto:jwalker@doca.org); Or Mail to: PO Box 1294, Centreville, VA 20121

**Seoul, KOREA & Tokyo, JAPAN**  
**July 19 – 26, 2023**

**REGISTRATION & PRIORITY DETERMINATION**

You will be notified by email, followed by updated information about the trip. Registration will be based on the postmark date of deposit payment. ***Prospective members and spouses are invited to attend this DOCA visit along with the DOCA sponsor.***

**Arrive No Later than Tuesday, July 18, Depart Thursday, July 27**  
**(Recommend Monday arrival for adjustment)**

**1. CONTACT INFORMATION: Complete separate form for each person.**

Name (please print) \_\_\_\_\_ Email \_\_\_\_\_

Cell # ( ) \_\_\_\_\_ Tel # ( ) \_\_\_\_\_

Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

**2. BADGE:** Print first name/nickname and last name, plus the city/state as you wish it to appear on your nametag.

Name \_\_\_\_\_ City/State \_\_\_\_\_

**3. EMERGENCY CONTACT:** Name \_\_\_\_\_ ; Tel. # ( ) \_\_\_\_\_

**4. PASSPORT # \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_**

Japan: Requires a valid passport duration of intended period of stay. Please note you cannot travel on a passport you have previously declared as lost or stolen even if you subsequently locate it. No visa required.

Korea: Requires that your passport be valid at the time of entry. No visa required.

**5. SPECIFIC DIETARY AND/OR HEALTH CONCERNS:** \_\_\_\_\_

**6. HOTEL ACCOMMODATIONS:** DOCA will arrange all hotel reservations in Seoul and Tokyo (rooming list), **however, upon check-out, payment must be made by member / traveler.**

**The Plaza Hotel Seoul:**  I will check in on Monday, July 17  
 I will check in on Tuesday, July 18

I will check out on Friday, July 21  
 I will check out on Saturday, July 22

**Grand Hyatt Tokyo:**  I will check in on Friday, July 21  
 I will check in on Saturday, July 22

I will check out Wednesday, July 27 or on \_\_\_\_\_

**ROOM PREFERENCE/SPECIAL REQUESTS:** when available \_\_\_\_\_

## 7. COMMERCIAL AIR TRAVEL

You are responsible for making/paying for your own airline reservations for **all commercial flights** for this trip. You can make travel arrangements through your own travel agency, the airlines, or through **Ginny Teguns** (Event Air Team) at 1-214.379.7300 or [ginny@eventtravelintl.com](mailto:ginny@eventtravelintl.com). Office hours: Monday-Friday, 8:30AM-5:30PM (central time).

- I will contact my own travel agent or airlines; **OR**  
 I will contact **Ginny Teguns** to book flights (\$40 fee per booking)

### **INFORMATION NEEDED FOR TRAVEL AGENT, GINNY TEGUNS:**

- Full name (including middle if applicable) as listed on their passport:
- Date of birth: \_\_\_\_\_
- Gender: \_\_\_\_\_
- Mobile number: \_\_\_\_\_
- Frequent flyer number if applicable (United): \_\_\_\_\_
- Special travel requests: \_\_\_\_\_

### **FLIGHT ITINERARY**

Mon/Tues, July 17/18: Individual arrivals in Seoul, Korea  
Fri/Sat, July 21/22: Individual departures from Seoul, Korea to Tokyo, Japan  
Thu, July 27: Individual Departures from Tokyo

**FLIGHT OPTIONS FROM SEOUL TO TOKYO:** (Note that check-in at the Hyatt in Tokyo is 5:00pm)  
Hotel will hold bags upon arrival.

ASIANA 1085 22JUL SEOUL-TOKYO/HANEDA	840A 1045A-partners with United (Star Alliance)
JAPAN AIR 94 21JUL SEOUL-TOKYO/HANEDA	720P 930P -partners with American (One World)
ASIANA 1065 21JUL SEOUL-TOKYO/HANEDA	750P 1000P -partners with United (Star Alliance)
KOREAN 2101 22JUL SEOUL-TOKYO/HANEDA	900A 1110A -partners with Delta (Sky Team)
ALL NIPPON 864 22JUL SEOUL-TOKYO/HANEDA	1245P 300P -partners with United (Star Alliance)

### **Cancellation Policy: No refunds after July 3.**

*I understand if I cancel, I will receive a refund less any expenses already incurred by DOCA due to my cancellation. Members are expected to participate in the full trip unless otherwise agreed upon before trip begins. **Once the trip begins, there will be NO partial refunds of registration fees for members leaving early or arriving late.***

In the absence of negligence on its part, I will not hold either the U.S. Government or DOCA liable for personal injury or property damage arising out of the act of negligence of any direct carrier, hotel, travel service, or other person or company rendering any of the services offered in conjunction with this visit.

(Please sign) \_\_\_\_\_ (Date) \_\_\_\_\_

**REGISTRATION FEE: \$4,100.00**

**DEPOSIT REQUIRED WITH REGISTRATION FORM DUE BY JUNE 16, 2023: \$2,050.00**

**BALANCE DUE BY JULY 3, 2023: \$2,050.00**

Please make **check payable to DOCA** or pay by credit card (MasterCard, Visa, Discover, AMEX):

Credit card #: \_\_\_\_\_ Expiration date: \_\_\_\_/\_\_\_\_ Security code \_\_\_\_\_

Full name (as it appears on your credit card): \_\_\_\_\_

Billing address for credit card: \_\_\_\_\_

Billing address zip code: \_\_\_\_\_

Signature for payment authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide an email address if you would like a receipt emailed to you: \_\_\_\_\_