Information Note for Participants

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Dear Participants,

Welcome to Tokyo for the Sixteenth Session of the IOC/WESTPAC Coordinating Committee for the North-East Asian Regional-Global Ocean Observing System (NEAR-GOOS-CC-XVI) which will be held from 8 to 9 December 2015 at the Headquarters Building of the Japan Meteorological Agency (JMA), Tokyo, Japan. To facilitate your travel preparations, please find below the information on logistic arrangements.

1. Meeting Venue

The session will be held at the meeting room on the 5th floor of the Headquarters Building of the Japan Meteorological Agency (JMA), Tokyo, Japan (please see the location map in Annex A).

Japan Meteorological Agency (JMA)
1-3-4 Otemachi, Chiyoda-ku, Tokyo, 100-8122, Japan

2. Accommodation

To ensure the application of a special room rate set for participants to this meeting, please send your request to Mr Hiroshi OHNO (ohn@met.kishou.go.jp) for your hotel room reservation as soon as possible.

KKR Hotel Tokyo
1-4-1 Otemachi, Chiyoda-ku, Tokyo, 100-0004
TEL: +81-3-3287-2921 / FAX: +81-3-3287-2913
http://www.kkr-hotel-tokyo.gr.jp/english/

Regular Single Room Rate: JPY 10,260 per night (not including buffet breakfast)
Free WiFi is available in-room and public areas of the hotel.
Check-in time: 14:00 p.m.; Check-out time: 12:00 a.m.

The hotel location is shown in Annex A. The participants are personally responsible for clearing their hotel bills upon departure.

If you would like to stay in other hotels, you could make a hotel room reservation directly with your preferred hotel. If you would like the local secretariat to help you with your hotel booking, please contact them via email at ohno@met.kishou.go.jp

3. Transportation to and from the airports (Access to central Tokyo)

There is no transportation provided for participant arrivals, neither for the departures.

International flights arrive at the Narita International Airport or Haneda (Tokyo International Airport. Transport services between the airports and central Tokyo are as follows:

From Narita International Airport
-2-

- Narita Express (Train; East Japan Railway (JR))
  It takes about an hour directly to Tokyo station (JPY 3,020).
  [http://www.jreast.co.jp/e/nex/](http://www.jreast.co.jp/e/nex/)

- Skyliner (Train; Keisei Electric Railway)
  It takes about 40 minutes to Nippori station (JPY 2,470), where you can change to the JR Yamanote line to Tokyo station.

- The Access Narita / Tokyo Shuttle (Bus)
  Several carriers operate buses to Tokyo station (Yaesu Exit) taking about 80 minutes with departures every 10-20 minutes (JPY 1,000).

From Haneda Airport

- Tokyo Monorail
  It takes about 15 minutes to Hamamatsucho station with departures every 5 minutes (JPY 490); then take the JR Yamanote line to Tokyo station.

- Keikyu line (Train)
  It takes about 15 minutes to Shinagawa station with departures every 10 minutes (JPY 410); then take the JR Yamanote line to Tokyo station.

- Airport Limousine (Bus)
  The bus to Tokyo station (Yaesu Exit) is operated once or twice an hour and it takes about 40 minutes (JPY 930).

4. Registration

Participants are required to register upon arrival at the meeting venue (JMA) on the morning of 8 December 2015. The registration desk will open at 09:00 a.m. in the meeting room. Please provide your name card to the Secretariat upon registration.
The session will start at 09:30 a.m., 8 December 2015.

5. **Wi-Fi**

Free Wi-Fi will be available in the meeting room. Password will be announced at the registration.

6. **Lunch**

Lunch will **NOT** be provided by the local host, but self-funded lunch will be organized at restaurants around JMA.

7. **Reception**

Welcome reception will be hosted by the Japan Meteorological Agency (JMA) on 8 December 2015, and farewell dinner will be hosted by WESTPAC on 9 December 2015. Please confirm your attendance and indicate your food restrictions if any (e.g. vegetarian, no beef/pork), with the local contact point **no later than 16 October 2015**.

8. **Technical Tour**

The technical tour to the JMA’s Forecast and Seismology Operational Centers will be arranged. The centers are also located at the Headquarters Building of the Japan Meteorological Agency (JMA). The programme of technical tour will be announced during the meeting.

9. **Visa Requirements**

Participants who need an entry visa to Japan will be requested by the Japanese Embassy to submit a Letter of “Reason for Invitation” duly signed or stamped by JMA along with other relevant documents. In this case, **please send the completed form (Annex B) to the local contact point of JMA at your earliest convenience and no later than 16 October 2015**.

More information on applying for visas can be found at the Ministry of Foreign Affairs of Japan website (http://www.mofa.go.jp/j_info/visit/visa/). Please ensure you leave enough time for this process.

10. **Time Zone**

Japan Standard Time (JST) is 9 hours ahead to the Universal Time Coordinated (UTC).

11. **Electricity**

The mains supply in Japan is 100 volts, 60Hz and the plug shape is type A. If you wish to use an electric appliance, you may need an international adaptor plug.

12. **Currency**

The currency in Japan is Japanese YEN (JPY). The exchange rate as of 7 September 2015 is USD 1 = JPY 119.48 – 52 (from NHK website).
13. Weather

It tends to be a sunny and dry weather and rarely snows in December in Tokyo. You may be able to see Mt Fuji from Tokyo in this season.

Climatological normal of Tokyo for December (30-year average for 1981-2010)

- Daily maximum temperature: 11.9 °C
- Daily minimum temperature: 3.5 °C
- Monthly precipitation: 51.0mm
- Relative humidity: 56%
- Sunshine duration: 178hr
- Number of days of snowfall: 0.8 day

Time of rising and setting of the Sun (Tokyo, 7 December 2015; NAOJ website)

- Sunrise: 06:37
- Sunset: 16:28


Useful websites

- Japan National Tourism Organization: http://www.jnto.go.jp/

14. Local Contact Point

Should you have any questions or require any assistance on the logistic arrangements, please feel free to contact:

Mr Hiroshi OHNO
Marine Division, Global Environment and Marine Department
Japan Meteorological Agency (JMA)
TEL: +81-3-3212-8341 (Ext. 5123) / FAX: +81-3-3211-6908
E-mail: ohno@met.kishou.go.jp

WESTPAC Office disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.

Finally, we wish you a pleasant stay in Tokyo!

IOC Sub-Commission for the Western Pacific (WESTPAC)
Location Map (From Yahoo Japan)


JMA is accessible by subway from Takebashi station (T08) or Otemachi station.
Annex B

Sixteenth Session of the IOC/WESTPAC C Coordinating Committee for the
Norht-East Asian Regional-Global Ocean Observing System
(NEAR-GOOS-CC-XVI)

Tokyo, Japan, 8-9 December 2015

VISA APPLICATION INFORMATION FORM

Nationality: 

Organization: 

Official position: 

* Make sure to be written in alphabet as it appears on your passport

Full name: 

Gender: Male/Female 

Date of Birth: 

Age: 

Hotel to stay: 

Flight: 

(To Japan) 

Flight No.: Date: From: To: 

(From Japan) 

Flight No.: Date: From: To: 

Place to apply visa: Embassy/Consulate of Japan in 

Address to send the documents: 

TEL: 

FAX: 

Email: 

Please return the completed form no later than 16 October 2015 to: 

Mr Hiroshi OHNO (Local Contact Point) 
Japan Meteorological Agency, 1-3-4 Otemachi, Chiyoda-ku, Tokyo 100-8122, Japan 
TEL: +81-3-3212-8341 (Ext. 5123); FAX: +81-3-3211-6908, Email: ohno@met.kishou.go.jp