



## COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC

### 3<sup>rd</sup> Meeting of the CSCAP Study Group on Water Resources Security in Mainland Southeast Asia 7-8 February 2012

The Japan Institute of International Affairs (JIJA), Tokyo, Japan

#### LOGISTICAL INFORMATION

##### 1. Meeting Venue

The Japan Institute of International Affairs (JIJA)  
3F, Toranomon Mitsui Building, Kasumigaseki 3-8-1  
Chiyoda-ku, Tokyo 100-0013, Japan  
Tel: +81-3-3503-7744  
Fax: +81-3-3503-6707  
e-mail: [jpcscap3503@jia.or.jp](mailto:jpcscap3503@jia.or.jp)  
<http://www.jia.or.jp/en/>  
Map: <http://www.jia.or.jp/en/directions/index.php>

##### 2. Secretariat and Registration

The Secretariat will be located in JIJA. The Secretariat will be in operation from 09:30 until 18:00 each day on 6-8 February 2012.  
Participants may register at the counter located just outside JIJA's Large Conference Room at 09:30 on 7 February.

##### 3. Accommodation

We have arranged accommodation for you at the **Akasaka Granbell Hotel** in Tokyo. The room is reserved under your name and includes a light boxed breakfast to be taken to your room.

#### **AKASAKA GRANBELL HOTEL**

3-10-9 Akasaka, Minato-ku, Tokyo 107-0052, Japan  
TEL +81-(0)3-5575-7130  
FAX +81-(0)3-5575-7131  
HP: [http://www.granbellhotel.jp/akasaka/index\\_e.html](http://www.granbellhotel.jp/akasaka/index_e.html)  
E-MAIL: [akasaka@granbellhotel.jp](mailto:akasaka@granbellhotel.jp)

In keeping with the usual CSCAP practice, the organizers will cover the cost of 2-night accommodation (single room: room size is 12m<sup>2</sup>) for one participant from each CSCAP member committee. However, all other personal expenses such as laundry, telephone calls, faxes, mini bar, or incidentals will be borne by the participants.

Room reservations for self-funded overseas participants can be booked via the Secretariat for the rate of 10,000 yen a night (tax, service charge and light boxed breakfast included) for single room (room size is 12m<sup>2</sup>). **Payment should be made when you check in** at the hotel.

Hotel check-in time is 14:00 and check-out time is 11:00. Late check-outs will incur additional charges according to the hotel policy. Participants who wish to arrive earlier or remain longer should inform the Secretariat well in advance and we will do our best to accommodate your need. Payment for the pre- and post-conference periods is the personal responsibility of participants.

Internet connections are available free of charge in guest rooms.

#### 4. Meals

Accommodation includes a light boxed breakfast to be taken to your room.

Lunch on the 7th will be offered as stipulated in the programme.

Participants are free to make their own arrangements for dinner on the 7<sup>th</sup> and lunch after the meeting on the 8<sup>th</sup>.

#### 5. Transportation

##### (a) From Airport to Hotel





**Narita International Airport** is located approximately 70 km from the hotel. Unless other arrangements have been made, please take the Airport Limousine bus bound for the Akasaka Excel Hotel Tokyu (limousine bus stop: **this is not the hotel where you will be staying**). The Airport Limousine bus tickets can be purchased at the airport lobby and the cost of the limousine bus from the airport to the Akasaka Excel Hotel Tokyu is 3,000 yen; the trip will take about 70-100 minutes. The Akasaka Excel Hotel Tokyu is about 5 minutes' walk from **Akasaka Granbell Hotel** (where you will be staying).

The limousine bus timetable is available on this web page:

[http://www.limousinebus.co.jp/en/platform\\_searches/index/2/55](http://www.limousinebus.co.jp/en/platform_searches/index/2/55)

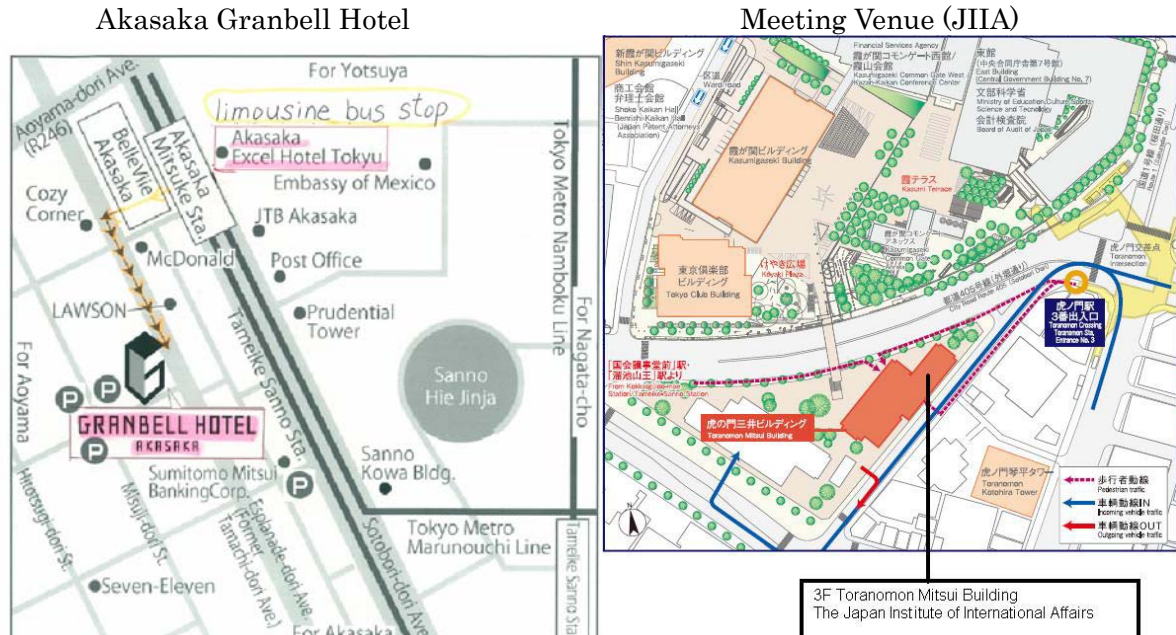
##### From Narita Airport to Akasaka Excel Hotel Tokyu (Limousine bus stop)

- \*Arrival time shown here are scheduled expected time. Due to reasons beyond our control, our bus services may run behind the schedules.
- \*We are not responsible for any delays caused by traffic congestions, which is beyond our control.

Narita Airport Terminal 2 	07:15	08:20	09:25	10:10	12:10	13:40	14:40	15:40	16:40	17:40
Narita Airport Terminal 1 South Wing 	07:20	08:25	09:30	10:15	12:15	13:45	14:45	15:45	16:45	17:45
Narita Airport Terminal 1 North Wing 	07:25	08:30	09:35	10:20	12:20	13:50	14:50	15:50	16:50	17:50
Akasaka Excel Hotel Tokyu 	09:45	10:50	11:45	12:25	14:10	15:35	16:35	17:35	18:35	19:35

An access map for the **Akasaka Granbell Hotel** (where you will be staying) from Akasaka Excel Hotel Tokyu (limousine bus stop) is available on the following web page (Akasaka Excel Hotel Tokyu is shown at the top center of the map):

[http://www.granbellhotel.jp/akasaka/access/index\\_e.html](http://www.granbellhotel.jp/akasaka/access/index_e.html)



The cost of a taxi from Narita Airport to the hotel is about 25,000-30,000 yen or more; we do **not** recommend you to take a taxi.

(b) From Akasaka Granbell Hotel to JIJA (Meeting Venue)

(i) By Subway (←mark of Ginze Line: orange color)

The nearest subway station from Akasaka Granbell Hotel is Akasaka-Mitsuke Station (**G 05: Ginza Line**, 5<sup>th</sup> stops from Shibuya, terminal station), only 2 minutes away by foot. Please take the train bound for Asakusa or Ueno and get off at Toranomon Station (G07), two stops from Akasaka-Mitsuke Station. The cost of the subway from Akasaka-Mitsuke Station to Toranomon Station is 160 yen; it will take only 4 minutes.

Coming out of Exit No. 3 of Toranomon Station (Ginza Line), turn left and walk along the brick-colored sidewalk until you reach an Italian shoe store and a Lawson's convenience store on your left. In front of the shoe store is a crosswalk (zebra crossing) without a traffic light; cross the road there. Then you will see in front of you a 14-story building with "Mitsui Building" in blue lettering on the side. Walk along the left-hand side of this (Toranomon) Mitsui Building; you will come to a "Free Café" sign in front of the first-floor (ground-floor) "Harimaya Station" shop. Pass by this sign and you will see the entrance to the building; once inside, the elevators will be to your left. Getting off on the 3<sup>rd</sup> floor, you will see a JIJA signboard and the entrance to JIJA.

(ii) By Taxi

The cost of a taxi from Akasaka Granbell Hotel to JIJA is about 1,100 yen. You will be able to call a taxi from hotel reception desk.

### (c) From Hotel to Airport

Regarding your departure, please ask the bell captain at the hotel for details. Akasaka Granbell Hotel does not provide free transportation to Narita International Airport. You will be able to book Limousine bus ticket from the Akasaka Excel Hotel Tokyu to Narita airport at reception desk of the Akasaka Granbell Hotel (by one day before departure: we recommend you to book the return ticket when you check in at the hotel). Payment should be made at Akasaka Excel Hotel Tokyu Limousine bus stop (Bell desk on the 3<sup>rd</sup> floor of Akasaka Excel Hotel Tokyu).

## 6. Dress Code

Business casual for all the meeting sessions

## 7. Exchange Rate

The exchange rate is approximately 77 JPY (Japanese yen) = 1.00 USD

## 8. VISA

If you need a visa to enter Japan, please inform the Secretariat as soon as possible. It will take at least 7 working days to obtain visa; we recommend you to check with the nearest Japan Embassy/Consulate for visa and entry documentation requirements.

For the visa application documents, we need the following information.

- (1). Name      Family name:  
                 Middle name:  
                 Given name:
- (2). Gender:    Male or Female
- (3). Date of birth:
- (4). Occupation/job (Title):
- (5). Organization/Institution:
- (6). Nationality:
- (7). Japanese embassy or consulate from which your visa is issued
- (8). Arrival date/time in Japan, flight number:  
      Departure date/time from Japan, flight number:
- (9). Your mailing address: (to send documents by EMS)  
      Tel Number:

We will prepare the documents for your visa application and send them to you by EMS.

## 9. Climate

February is one of the coldest months of the year in Tokyo with low humidity. The high and low temperatures average from 10° to 2° Celsius.

## 10. Electrical Appliances

The electrical voltage system in Japan is 100 volts. Those traveling from countries outside Japan will need a proper voltage converter and adapter in order to operate their electrical appliances.

## 11. Contact Person

For further information and logistical assistance, please contact Ms. Reiko Nakayama or Mr. Akira Shimotori. (CSCAP Japan Secretariat)

Tel: +81-3-3503-7744, Fax: +81-3-3503-6707, e-mail: [jpcscap3503@jiia.or.jp](mailto:jpcscap3503@jiia.or.jp)