



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
46th CSCAP Steering Committee Meeting
Tokyo, Japan
7-8 December 2016

GENERAL INFORMATION

1. MEETING VENUE

Iwasaki Koyata Memorial Hall (East Wing Level B1)
International House of Japan (I-House)
Address: 5-11-16 Roppongi, Minato-ku
Tokyo 106-0032, Japan
Tel: + 81 (3) 3470-4611
Fax: +81 (3) 3479-1738
Web: <http://www.i-house.or.jp/eng/>

2. SECRETARIAT

The temporary Secretariat will be located in the Aries Room (Level 37) of the ANA Intercontinental Tokyo (hereinafter referred to “ANA IC Hotel”) on 7th December, and in the Iwasaki Koyata Memorial Hall (hereinafter referred to “Iwasaki Hall”) (East Wing Level B1) at I-House on 8th December. We will be open 16:00-20:30 on the 7th, and 08:30-17:30 on the 8th.

3. REGISTRATION

Participants are requested to register for the meeting in the Aries Room (Level 37) of ANA IC Hotel on 7th December, from 17:00.

4. MEALS

- (a) The welcoming dinner will be held in the Aries Room (Level 37) of ANA IC Hotel at 18:30 on 7th December.
- (b) Buffet breakfast will be served from 06:00 until 10:00 at the Cascade Café (Level 2).
- (c) Lunch on 8th December will be served in the “Kabayama Room (Level B1)” at I-House.

5. ACCOMMODATION

CSCAP Japan (JIJA) has reserved a block of rooms at ANA IC Hotel at special conference rates: JPY30,000 (approximately USD300) per night for a standard room, single occupancy, and JPY33,000 per night for double occupancy, inclusive of breakfast, access to WiFi and the Fitness Centre, service charge and all taxes. In accordance with usual CSCAP practice, participants attending the Steering Committee meeting will be responsible for the full costs of their own accommodation. Check-in time is after 15:00; check-out time is at 12:00. Participants who wish to arrive earlier or remain later should liaise directly with the hotel well in advance.

Requests for early check-in will be subject to availability. However, to guarantee early check-in, the room must be reserved the night prior to the guest's arrival. Request for late departure is subject to availability. The full rate will be levied for early check-in and for check-out after 18:00.

ANA InterContinental Tokyo
1-12-33, Akasaka, Minato-ku, Tokyo
107-0052, Japan
Tel: +81-3-35051111
Fax: +81-3-35051155
<http://www.anaintercontinental-tokyo.jp/e/>

- a) Reservations: To make reservations, please use the attached Reservation Form. Please send the completed registration form directly to Ms. Cynthia Usui at ANA IC Hotel (cynthia.usui@anaintercontinental-tokyo.jp).
- b) Hotel reservation deadline: Reservations by participants must be completed by Monday, 7 November 2016.
- c) Payment: Individuals are responsible for their rooms and incidentals. CSCAP Japan/JIJA will NOT be able to assist in making, changing or canceling room reservations. Please make all such transactions directly with the hotel.

6. ATTIRE

Business attire for the Financial Committee and Steering Committee Meetings

7. TRANSPORTATION

(a) Airport Transportation

Participants are to arrange for their own airport transportation.

i) Narita Airport

Narita International Airport is located approximately 70 km from the city. Please take the Airport Limousine bus bound for ANA InterContinental Tokyo. The Airport Limousine bus tickets can be purchased in the airport lobby and cost JPY 3,100.

Website: Timetable (from Narita Airport to ANA InterContinental Tokyo)↓
http://www.limousinebus.co.jp/en/platform_searches/index/2/57

The bus timetable is attached.

Narita Airport Terminal 3 Dep.	07:10	08:15	09:20	10:05	12:05	13:05	13:35	14:35	15:35	16:35 Super Cabin
Narita Airport Terminal 2 Dep.	07:15	08:20	09:25	10:10	12:10	13:10	13:40	14:40	15:40	16:40 Super Cabin
Narita Airport Terminal 1 South Wing Dep.	07:20	08:25	09:30	10:15	12:15	13:15	13:45	14:45	15:45	16:45 Super Cabin
Narita Airport Terminal 1 North Wing Dep.	07:25	08:30	09:35	10:20	12:20	13:20	13:50	14:50	15:50	16:50 Super Cabin
ANA InterContinental Tokyo Arr.	09:35	10:40	11:20	12:00	13:45	14:45	15:25	16:25	17:25	18:25 Super Cabin

ii) Haneda Airport

Please see this website for transportation from Haneda Airport:

http://www.limousinebus.co.jp/en/platform_searches/index/4/57

There are many alternative ways to get from Haneda Airport to ANA IC Hotel; if you need more information, please let us know your flight details.

Regarding your departure, please ask the bell captain at the hotel for details.

*The hotel does not provide free transportation to the airport.

(b) Transportation between the SC Meeting venue (I-House) and ANA IC Hotel

SC Meeting attendees are requested to assemble in the first-floor lobby (Level One) of ANA IC Hotel by 10:20 to board the transport bus that will take the participants to the SC Conference venue (I-House). The journey will take about 10 minutes.

** Note: The Main Lobby is on Level Two.

JIIA will arrange a transport bus after the SC Meeting at Lobby (Level One) of I-House at 17:30.

8. VISA REQUIREMENTS (Important)

Participants are advised to check with the nearest Japan Embassy/Consulate for visa and entry documentation requirements. If any members of your delegation require a personal letter of invitation for visa purposes, please inform us as soon as possible so that we can make the arrangements.

9. CLIMATE

Early December in Tokyo is cold, with average high/low temperatures of 12°/6° Celsius.

10. CONTACT INFORMATION

Mr. Ryosuke Hanada, Research Fellow

Mr. Akira Shimotori, Team Leader

Ms. Yuko Tomita, Research Assistant

Secretariat of CSCAP Japan

(c/o)The Japan Institute of International Affairs (JIIA)

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Chiyoda-ku, Tokyo 100-0013, Japan

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Tel: +81-(0)3-3503-7744, 7798

Fax: +81-(0)3-3503-6707

Email: jpcscap3503@jiiia.or.jp

Website: <http://www.jiiia.or.jp/>