



**COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC**  
**46<sup>th</sup> 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) of I-House on 8th December. We will be open 16:00-20:30 on the 7th, and 8:30-17:30 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.

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

As for transportation from I-House, please see "7. TRANSPORTATION (b)".

(b) Breakfast will be served from 07:00 until 11:00 at "The Garden" (Level 1) .

(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 15 (limited number) rooms at I-House at special conference rates: JPY14,830 (approximately USD150) per night for a standard room, single occupancy, inclusive of breakfast, access to WiFi, 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 14:00; check-out time is at 11:00. Participants who wish to arrive earlier or remain later should liaise with CSCAP Japan 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.

Services: please see I-House webpage for a full list of guest services offered:

<http://www.i-house.or.jp/eng/facilities/accommodations/guestrooms/>

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/>

- a) Reservations: To make reservations, please use the attached "CSCAP Registration Form".
- 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.

## 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.

Details is on the following site: <http://www.i-house.or.jp/eng/access.html>

#### 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](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

You can then take a taxi from ANA InterContinental Tokyo to I-House. The taxi fare will be approximately JPY 1,000.

The most frequently running limousine bus line from Narita Airport to T-CAT (Tokyo City Air Terminal) runs every 15-20 minutes. The Airport Limousine bus tickets can be purchased in the airport lobby and cost JPY 3,100. You can then take a taxi from T-CAT to I-House; however, the taxi fare will be approximately JPY 3,000.

The cost of a taxi from Narita Airport to I-House will be JPY 25,000-30,000 or more; we do not recommend taking a taxi.

ii) Haneda Airport

Public transportation from Haneda Airport to I-House is complicated. Therefore we recommend you take the monorail train from Haneda to Hamamatsucho Station (the terminus) (the ticket will cost JPY 490). You can then take a taxi from Hamamatsucho Station to I-House. The taxi fare will be approximately JPY 1,000.

Regarding your departure, please ask the bell captain at I-House for details.

There are many alternative ways to get from I-House to the airport.

\*I-House does not provide free transportation to the airport.

**(b) Transportation between Welcoming Dinner venue (ANA IC Hotel, 7th December) and I-House**

Welcome Dinner attendees are requested to assemble in the first-floor lobby (Level One) of I-House by 18:00 to board the taxi that will take the participants to the welcome dinner venue (ANA IC Hotel). The journey will take about 10 minutes. JIIA will also arrange taxis after dinner.

**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 (JIJA)  
3F, Toranomon Mitsui Building, Kasumigaseki 3-8-1  
Chiyoda-ku, Tokyo 100-0013, Japan  
Mobile phone: 090-1763-6780 (will be available only on the 7th and 8th of December)  
Tel: +81-(0)3-3503-7744, 7798  
Fax: +81-(0)3-3503-6707  
Email: [jpcscap3503@jia.or.jp](mailto:jpcscap3503@jia.or.jp)  
Website: <http://www.jia.or.jp/>