



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
3rd CSCAP Study Group on Marine Environmental Protection
6-8 February 2017
Tokyo, Japan

GENERAL INFORMATION

1. MEETING VENUE

JIIA Large Conference Room
The Japan Institute of International Affairs (JIIA)
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
<http://www2.jia.or.jp/en/>
Map: <https://www2.jia.or.jp/BRIEF/j-map.php>

2. SECRETARIAT

The Secretariat will be located in JIIA. The Secretariat will be in operation from 09:30 until 18:00 each day on 6-8 February 2017.
Participants may register at the counter located inside JIIA Large Conference Room from 08:30 on 7 February.

3. MEALS

- (a) The dinner on 6th and lunch and dinner on 7th will be covered by JIIA
- (b) Buffet breakfast on 7th and 8th will be served from 06:00 (Hotel will provide Japanese food also from 7:00) until 10:00 at the “Akasaka Square dining, Restaurant” (Level 3).

4. ACCOMMODATION

CSCAP Japan (JIIA) has reserved a block of rooms at Akasaka Excel Hotel Tokyu at special conference rates: JPY19,200 (approximately USD165) per night for a moderate single room, inclusive of breakfast, access to WiFi, service charge and all taxes.

Akasaka Excel Hotel Tokyu
(Reception desk is located at level 3 of the building)
2-14-3, Nagata-cho, Chiyoda-ku, Tokyo 100-0014
TEL +81-3-3580-2311
Fax +81-3-3592-2841
http://www.tokyuhotelsjapan.com/en/hotel/TE/TE_AKASA/index.html
E-mail: akasaka-e.yo@tokyuhotels.co.jp

In keeping with the usual CSCAP practice, the organizers will cover the cost of 2-night accommodation 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.

Check-in time is after 14:00; check-out time is at 13:00. Participants who wish to arrive earlier or remain later should liaise with us well in advance.

5. ATTIRE

Business attire for all the meeting sessions.

6. 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 Akasaka Excel Hotel Tokyu. The Airport Limousine bus tickets can be purchased in the airport lobby and cost JPY 3,100.

Website: Timetable (from Narita Airport to Akasaka Excel Hotel Tokyu)↓

http://www.limousinebus.co.jp/en/platform_searches/index/2/55

The bus timetable is attached.

Narita Airport Terminal 3 	07:10	08:15	09:20	10:05	12:05	13:05	14:05	15:05	16:05	17:05
Narita Airport Terminal 2 	07:15	08:20	09:25	10:10	12:10	13:10	14:10	15:10	16:10	17:10
Narita Airport Terminal 1 South Wing 	07:20	08:25	09:30	10:15	12:15	13:15	14:15	15:15	16:15	17:15
Narita Airport Terminal 1 North Wing 	07:25	08:30	09:35	10:20	12:20	13:20	14:20	15:20	16:20	17:20
Akasaka Excel Hotel Tokyu 	10:10	11:15	11:50	12:30	14:15	15:15	15:55	16:55	17:55	18:55

Narita Airport Terminal 3 	18:05	19:25	20:30	21:30						
Narita Airport Terminal 2 	18:10	19:30	20:35	21:35						
Narita Airport Terminal 1 South Wing 	18:15	19:35	20:40	21:40						
Narita Airport Terminal 1 North Wing 	18:20	19:40	20:45	21:45						
Akasaka Excel Hotel Tokyu 	20:15	21:55	22:40	23:35						

ii) Haneda Airport

Please see this website for transportation from Haneda Airport:

http://www.limousinebus.co.jp/en/platform_searches/index/4/55

There are many alternative ways to get from Haneda Airport to Akasaka Excel Hotel Tokyu (for example, Haneda airport to Hamamatsucho by monorail (JPY 490 and 23 min.) and then taxi (approximately JPY 1,300 and 15min.); if you need more information, please let us know your flight details.

iii) From Hotel to Airport

Regarding your departure, please ask the bell captain at the hotel for details. We recommend you to book the return limousine bus ticket when you check-in at the hotel.

The hotel does not provide free transportation to the airport.

(b) Transportation between the Meeting venue (JIIA) and Akasaka Excel Hotel Tokyu

Study Group Meeting attendees are requested to assemble in the lobby (Level 3) of Akasaka Excel Hotel Tokyu by 8:30 to board the transport taxi that will take the participants to the Study Group Meeting venue (JIIA). The journey will take about 10 minutes. We will arrange taxi after the meeting also.

7. VISA REQUIREMENTS (Important)

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. Please check your passport's validity period also.

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. CONTACT INFORMATION

Mr. Ryosuke Hanada, Research Fellow

Mr. Akira Shimotori, Team Leader

Ms. Yuko Tomita, Research Assistant

CSCAP Japan Secretariat

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

3F, Toranomon Mitsui Building, Kasumigaseki 3-8-1

Chiyoda-ku, Tokyo 100-0013, Japan

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

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

Email: jpcscap3503@jii.or.jp

Website: <http://www2.jii.or.jp/en/>