

## **General Information**

### ***CSCAP MULTILATERAL SECURITY GOVERNANCE IN NORTHEAST ASIA/ NORTH PACIFIC MEETING***

Tokyo, February, 24-25

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#### **1. Accommodation**

A reservation will be made on your behalf at *Shinbashi Atagoyama Tokyu Inn* for **three nights at most**, from February 23-25 (3 breakfasts included.) Following CSCAP rules, the host committee covers accommodation expenses for **ONE** representative per committee.

- Please note that you will be responsible for personal expenses such as phone calls, faxes, room service, etc.
- The address of the hotel is:  
*Shinbashi Atagoyama Tokyu Inn*  
Address: 1-6-6, Atago, Minato-ku, Tokyo Japan, 105-0002  
Tel: +81(3)-3431-0109 Fax: +81(3)-3431-0434  
Hotel URL: <http://www.atagoyama-i.tokyuhotels.co.jp/en/>  
Hotel Access URL: <http://www.atagoyama-i.tokyuhotels.co.jp/en/access/index.php>

#### **2. Visa**

For those who need a visa for Japan, **please contact the Japan Embassy in your country as soon as possible to take the necessary procedure.** It may take 4 weeks to complete the visa procedure, and it would differ according to each case. We will provide necessary documents as requested. Should you have any difficulties, please do not hesitate to contact the JIIA staff (see “6. Further Information.”)

#### **3. Conference Venue**

- The conference will be held in the JIIA Conference Room, 11<sup>th</sup> floor of the Kasumigaseki Building.
- It will take about 15 min. of walk or 5 min. by taxi from your hotel to JIIA. Taxi fare will be about 710 yen (approx. USD 8.00)

#### ***The Japan Institute of International Affairs (JIIA)***

Address: Kasumigaseki Bldg. 11F, 3-2-5 Kasumigaseki,  
Chiyoda-ku, Tokyo 100-6011  
Tel: +81(3)-3503-7744 Fax: +81(3)-3503-6707  
JIIA URL : <http://www.jiia.or.jp/en/>

#### 4. *Airport/ Hotel Transportation*

##### Onward

- Upon completing customs formalities at the Narita International Airport, please take limousine bus terminating at T-CAT (Tokyo City Air Terminal). From there, please take taxi to the hotel (Shinbashi Atagoyama Tokyu Inn).
- From Narita Airport to T-CAT will take about 60 min, and its fare will be 2,900 yen (approx. USD 32.00.)
- T-CAT to the designated hotel (Shinbashi Atagoyama Tokyu Inn) will take about 30min. and its fare will be about 3,000 yen. (approx. USD 33.00.)

##### Outward

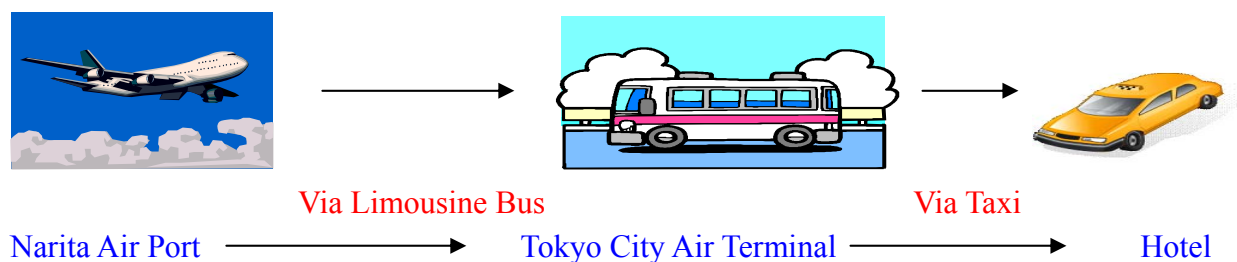
- For your departure, please take taxi to T-CAT, and then limousine bus to Narita Airport. Bus tickets can be purchased at the Airport Limousine ticket counter located in Third Floor of T-CAT.
- The interval between buses is normally 10-15 minutes. It is recommended to leave at least 4 hours prior to your flight schedule.

##### **Transportation Information**

**Tokyo City Air Terminal** General Info: <http://www.tcat-hakozaki.co.jp/eng/top.html>

**Limousine Bus Timetable:** <http://www.tcat-hakozaki.co.jp/eng/limousine/index.html>

**Narita Airport** Information: <http://www.narita-airport.jp/en/index.html>



#### 5. *Climate and Dress Code*

As it gets quite chilly in the morning and evening in February, a thick coat will be needed even during the daytime. Dress code for the conference will be business attire.

**6. *Further Information***

- For information regarding program, agenda, and logistical matters, pls contact at CSCAP Japan Secretariat at [jpcscap3503@jiia.or.jp](mailto:jpcscap3503@jiia.or.jp)

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