



## **APT Workshop on Disaster Management/Communications**

**19-21 October 2011, Tokyo, Japan**

### **INFORMATION FOR PARTICIPANTS**

APT Workshop on Disaster Management/Communications will be held from 19 to 21 October, 2011 in Tokyo, Japan. The workshop is organized by the Asia Pacific Telecommunity (APT) and hosted by the Ministry of Internal affairs and Communications (MIC) of the Government of Japan.

The following information is provided for participants.

#### **1. VENUE:**

##### **KEIO PLAZA HOTEL TOKYO**

Room “AKEBONO” on the 47<sup>th</sup> floor of Keio Plaza Hotel

**Address:** 2-2-1 Nishi-Shinjuku, Shinjuku-Ku, Tokyo 160-8330 Japan

**Tel:** +81 3 3344 0111

**Fax:** +81 3 3345 8269

**Website:** <http://www.keioplaza.com>

#### **2. PARTICIPATION:**

All APT Members, Associate Members, Affiliate Members, and International/Regional Organizations can attend the meetings by completing the Attendance Form attached to this document. Registration can be done online at <http://www.apr.int/content/attendance-form> or by sending the completed attached Attendance Form to the APT Secretariat (e-mail: [aprtct@apr.int](mailto:aprtct@apr.int) or Fax: +66 2 573 7479).

**The Attendance Form must be sent to APT Secretariat no later than 26<sup>th</sup> September 2011.**

**Participation of Non-Members:** Non-Members can attend the meetings with “Observer” status by paying Registration Fee of US\$ 250 per person. Non-Member participants under a National Delegation are exempted from paying the Registration Fee upon submission of a letter of nomination signed by the responsible officer of the Administration. The above requirement does not apply to the host country participation. Please contact APT Secretariat for the payment methods of the Registration Fees.

### **3. CONFERENCE FACILITIES AND REGISTRATION:**

The Registration Counter will start from 8:30am Wednesday 19<sup>th</sup> October 2011 in the foyer of Meeting Room “AKEBONO” on the 47<sup>th</sup> floor of Keio Plaza Hotel. Wireless LAN will be available at the meeting venue to access the meeting documents.

### **4. HOTEL ACCOMMODATION:**

The meeting venue, **Keio Plaza Hotel**, is also recommended for all participants to stay during the meeting. The following special rates will be applied if you book using attached HOTEL BOOKING FORM.

#### **Standard Rooms (Single or Twin)**

(including buffet breakfast, service charge and VAT)

- ☐ One person per room **JPY. 13,500**
- ☐ Two persons per room **JPY. 15,000**

**Non fellowship participants are requested to send your HOTEL BOOKING FORM directly to Keio Plaza Hotel by 26<sup>th</sup> September 2011.**

**The APT Secretariat will make the room reservation for the fellowship participants.**

### **5. MEETING WEBSITE AND MEETING DOCUMENTS GUIDELINE:**

Related information about the meeting and provisional meeting documents will be available at the APT Website at: [<http://www.apr.int/2011-WS-DMC>].

Meeting documents such as presentation materials will be posted on APT Website prior to the starting of the meetings.

**In order to facilitate efficient meeting management and document handling process, APT encourages the use of electronic documents during the meeting. A limited number of hardcopies of the documents will be prepared for distribution prior to and during meeting. Electronic copies of the meeting documents will be available on line. Hardcopy of the documents will be provided only upon request. Members are encouraged to carry their Laptop computers for the meeting.**

**Contributions will be posted on APT Website prior to the starting of the meeting. Last date of receipt of your contributions by APT Secretariat is 30<sup>th</sup> September 2011. To submit contributions and any information on the documentation, please contact:**

#### **APT ICT**

Asia Pacific Telecommunity  
12/49 Soi 5 Chaengwattana Road,  
Bangkok 10210, Thailand  
Fax: +66 2 573 7479  
E-mail: [aptict@apr.int](mailto:aptict@apr.int)

## 6. TRANSPORTATION:

Japanese local host will provide a bus service between Narita/Haneda Airport and the Keio Plaza Hotel. Local staff will meet all participants outside of the baggage claim of the airport and take you to the bus stop. For more information on Narita Airport and transportation system, please visit the following website.

<http://www.narita-airport.jp/en/index.html>

<http://www.tokyo-airport-bldg.co.jp/en/>

Participants staying hotels other than Keio Plaza hotel are asked to arrange transportation by themselves.

## 7. VISA AND IMMIGRATION INFORMATION:

Participants who require a visa should apply for a visa at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure. Participants are also advised to contact their local travel agents or carriers. The Embassy may take at least two weeks for visa processing. For more information, please visit the website of the Ministry of Foreign Affairs of Japan at:

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

**Please ensure that you fill out all items in the Attendance form as this information will be used for the Visa Supporting letter.**

**Also please ensure the flight information is accurate for the efficient pick up service at the airport. If for some reason the flight details change, please immediately advise both APT and the local Secretariat.**

For an invitation letter and/or the visa supporting document, please contact:

Mr. Junkichi FUJISAWA/Mr. Katsuro OHMI  
International Cooperation Department,  
The ITU-Association of Japan. ,  
Kanda KS building, 3F  
1-8-6 Kaji-cho, Chiyoda-ku,  
Tokyo, 101-0044, Japan  
Phone: +81-3-5207-5725  
Fax: +81-3-5207-5731  
Email: dm-local@ituaj.jp

## 8. INSURANCE:

Due to the procedural difficulties and budgetary constraints, APT is not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. APT, therefore, requests your administrations/organizations to kindly make necessary arrangements for insurance and medical

coverage of your participants before travel.

## 9. PRACTICAL INFORMATION:

**About Tokyo:** Tokyo, the capital of Japan, is one of the largest cities of the world with a population of 12.64-million. The Central Tokyo (the ward area) is 621km<sup>2</sup> in area, where 8.53-million people live.

Keio Plaza Hotel Tokyo is located in Shinjuku as one of sub centers of Tokyo.

<http://www.metro.tokyo.jp/ENGLISH/PROFILE/overview01.htm>

<http://www.metro.tokyo.jp/ENGLISH/PROFILE/faces.htm>

**Weather:** The temperature in Tokyo during October ranges from 21 to 13 degrees centigrade. Average rainfall in October is about 170mm in Tokyo.

**Time Zone:** GMT + 9 hours.

**Banks & Currency:** The Japanese currency unit is Japanese Yen (JPY). There are four kinds of bills (10,000 yen, 5,000 yen, 2,000 yen and 1,000 yen) and six kinds of coins (500 yen, 100 yen, 50 yen, 10 yen, 5 yen and 1 yen) used. Only Japanese Yen (JPY) is accepted at stores and restaurants. Major foreign currencies may be exchanged to JPY at foreign exchange banks at the International Airports on presentation of your passport. Japanese banks are usually open Monday to Friday from 9:00 to 15:00. The exchange rate as of 28<sup>th</sup> June 2011 is 80.84 Japanese Yen to 1 US Dollar. Major credit cards are accepted by most hotels, restaurants, department stores, but not local small shops.

**Tipping:** Tipping is not customary in Japan.

**Electricity:** The standard power supply in Japan is 100 volts. The frequency is 50 Hz in eastern Japan including Tokyo. The type of power outlet/connector used in Japan is A type which is a two-parallel-pronged type.



**Type A plug**

## 10. APT SECRETARIAT AND LOCAL HOST CONTACT INFORMATION:

For any information and arrangement of the events please contact:

### Japanese Local Secretariat

Mr. Junkichi FUJISAWA / Mr. Katsuro OHMI  
The ITU-Association of Japan  
Kanda KS building, 3F  
1-8-6 Kaji-cho, Chiyoda-ku,  
Tokyo, 101-0044, Japan  
Phone: +81-3-5207-5725  
Fax: +81-3-5207-5731  
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### APT Secretariat

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