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## INFORMATION FOR PARTICIPANTS

The 16th APT Policy and Regulatory Forum (PRF-16) will be held from 12 to 14 July 2016 in Tokyo, Japan. It is being organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Internal Affairs and Communications (MIC) of the Government of Japan.

The detailed arrangements are as follows:

### 1. VENUE

PRF-16 will be held at **KEIO PLAZA Hotel, Tokyo, Japan** as follows:

- 1) 12-13 July 2016  
Room “**CONCORD BALL ROOM-A**” on the 5th floor of Keio Plaza Hotel
- 2) 14 July 2016  
Room “**AOZORA**” on the 47th floor of Keio Plaza Hotel

The contact details of the hotel are as follows:

#### **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, Eligible Non-Members and International/Regional Organizations can attend the Forum by registering online through the APT website.

Member Administrations, Associate Members and International/Regional Organizations are requested to send the official List of Delegations for the meeting. If any Affiliate Member is included in the National Delegation, please also mention in the List of Delegation.

**Participation of Non-Members:** Non-Member can attend the Forum as “Observer” by paying Registration Fee of **USD 450** per person in consultation with the relevant Member Administration as appropriate. The payment can be made in cash at the time of registration at the Forum venue or sent through bank transfer to the APT prior to the Forum. Please contact APT Secretariat for further payment details. The registration fee can be waived for non-member participants from the host country, Japan, if they are approved by MIC, Japan.

**Please send the registration before or on 13 June 2016 to the APT Secretariat.**

#### Note:

The Host country will arrange pick up service for participants at NARITA and HANEDA airport on 11 July 2016 only based on the arrival flight information written in the registration form (Please refer to **Item 7 - Transportation**).

### 3. REGISTRATION AND NAME BADGES

Registration of delegates shall be done online at <http://www.apt.int/content/online-registration>. **Preferred date to receive the registration is 13 June 2016** for making necessary arrangements by APT Secretariat.

On-site registration and distribution of name badges will commence from 8:30 AM on Tuesday 12 July 2016 at the registration counter at the foyer of “**CONCORD BALL ROOM-A**” on the 5th floor of KEIO PLAZA Hotel. **Participants are required to bring their passport or other document with photo identification to receive their badge.**

### 4. HOTEL ACCOMODATION AND RESERVATION

#### • KEIO PLAZA Hotel

**KEIO Plaza Hotel** is the hotel recommended for participants to stay during the meeting. The following special rates will be applied for KEIO PLAZA Hotel. Please contact KEIO PLAZA Hotel directly by the on-line reservation system accessing following URL with special “Account” and “Password” dedicated for PRF-16.

**Standard Rooms (Single or Twin)** (including buffet breakfast, service charge and VAT)

- One person per room            **JPY 15,000**
- Two persons per room           **JPY 19,000**

\*These prices are applied only for 11 July (check-in) to 15 July (check-out)

\* In other cases of reservation type above, please consult with Japan local secretariat (prf16-local@ituaj.jp)

The deadline of the reservation for KEIO PLAZA Hotel with the special rate is **13 June 2016**. The web site dedicated for PRF-16 hotel reservation shall be closed right after the deadline.

**URL for reservation of KEIO PLAZA Hotel with special rate:**

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

**To reach reservation page for PRF-16 of KEIO PLAZA Hotel**, please follow the following steps:

- 1) Click “Reservations” at the upper right on the first page.
- 2) Click “Corporate Login” on the bottom line.
- 3) Input “Account” and “Password” as below.
- 4) Input necessary items for reservation.

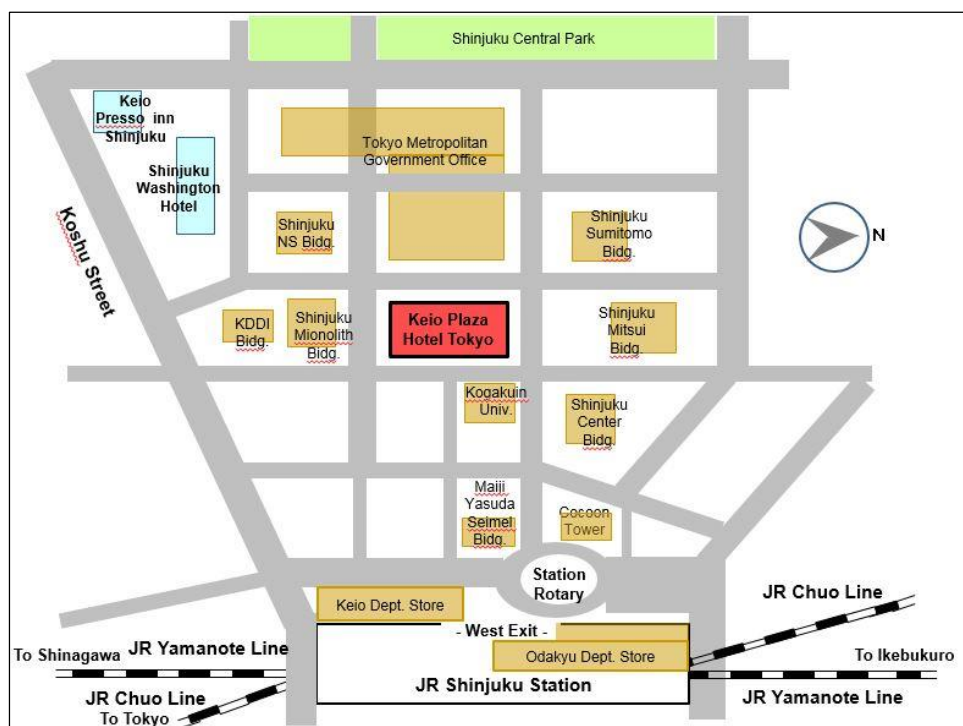
Account:    APT2016

Password:  APT2016

Note: The APT Secretariat will make room reservations for the fellowship participants.

## Map and Access:

<http://www.keioplaza.com/map/index.html>



- **Other Hotels** (Special rate is **NOT** applied)

The following hotels near the venue (KEIO PLAZA Hotel) are recommended if the participants do not want to stay in KEIO PLAZA Hotel. However, **special rates are NOT applied to these hotels**. These 2 hotels are on the map above. Recently, hotels in Tokyo are very busy. An early reservation would be recommended.

### 1) KEIO PRESSO Inn Shinjuku

**Address:** 3-4-5 Nishi-Shinjuku, Shinjuku-Ku, Tokyo 160-0023, Japan  
**Tel:** +81 3 3348 0202  
**Fax:** +81 3 3348 0203  
**Website:** <http://www.presso-inn.com/english/shinjuku.html>

### 2) Shinjuku Washington Hotel

**Address:** 3-2-9 Nishi-Shinjuku, Shinjuku-Ku, Tokyo 160-8336, Japan  
**Tel:** +81 3 3343 3111  
**Fax:** +81 3 3342 2575  
**Website:** <http://shinjuku.washington-hotels.jp/>

## 5. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINES

Related information about the meeting and meeting documents will be available at the APT Website: <http://www.apint.int>. Please contact the APT Secretariat for the username and password to access the documents.

Contributions for the meeting from APT Members, Associate Members, Affiliate Members, Regional/International Organizations are welcome. You are requested to use the proper document template for the contribution.

Contributions will be posted on APT Website prior to the start of the meeting. Last date of receipt of your contributions by the APT Secretariat is **5 July 2016**. To submit contributions and any information on the documentation, please contact: [aptpolicy@apt.int](mailto:aptpolicy@apt.int).

In order to facilitate efficient meeting management and the document handling process, the APT encourages the use of electronic documents during the forum. Electronic copies of the meeting documents will be available online.

## **6. WIRELESS LAN**

Internet Access over a wireless network will be available during the meeting. Participants who wish to utilize wireless facilities are kindly requested to bring their own laptop computers with Wi-Fi capability.

## **7. TRANSPORTATION**

The Host country will arrange **pick up service for participants from NARITA and HANEDA airport to KEIO PLAZA Hotel on 11 July 2016 (only) based on the arrival flight information written in the registration form.**

A bus ticket between NARITA/HANEDA Airport and the KEIO PLAZA Hotel will be provided at the airport. Local staff will meet all participants outside of the baggage claim of the airport and take them to the bus stop.

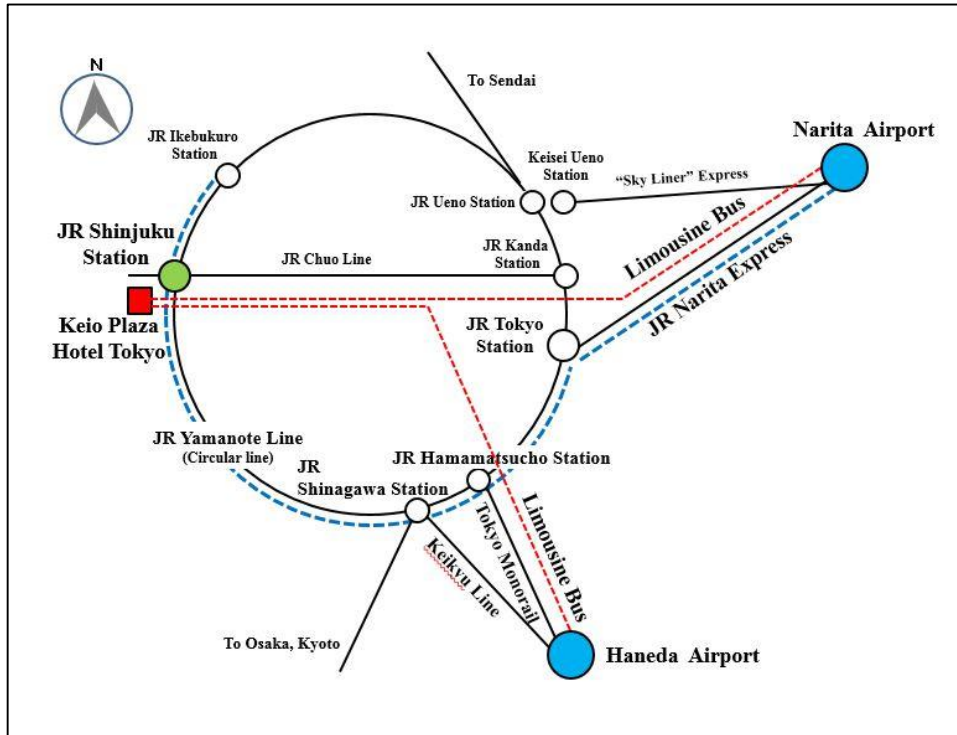
An accurate arrival flight information is required for reliable and efficient pick up service. If, for some reason, the flight details change after the on-line registration, please immediately advise both APT and the local Secretariat **no later than 1 July 2016**.

For more information on Narita Airport and the transportation system, please visit the following website.

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

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

Participants who will be staying at hotels other than the Shinjuku area are asked to arrange transportation by themselves.



Access from NARITA/HANEDA Airport

## 8. VISA AND IMMIGRATION INFORMATION (reference to Attachment-1)

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 (more than 1 month in some cases) 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 fill out all items in the attached Application Form for VISA Supporting Documents as this information will be used for issuing the Visa Supporting Documents.**

### NOTE:

For VISA supporting documents, a **planned flight information** is acceptable at once. If the flight information is tentative, please send **the accurate** flight information later to **local** and **APT secretariat** by e-mail or fax **no later than 1 July 2016**.

**Please submit the application form and a PHOTOCOPY of the Photograph page of the participant's PASSPORT by e-mail with the subject of "PRF-16 Visa Application" to the Visa Support Team for PRF-16 ([prf16-visa@ituaj.jp](mailto:prf16-visa@ituaj.jp)) by Monday, 13 June 2016.**

|                   |  |
|-------------------|--|
| Contact:          | Visa Support Team for PRF-16   |
| Address:          | BN Gyoen Bldg., 5F<br>1-17-11 Shinjuku, Shinjuku-ku,<br>Tokyo, 160-0022, Japan |
| Email:            | <a href="mailto:prf16-visa@ituaj.jp">prf16-visa@ituaj.jp</a>                   |
| Application form: | Application form <b>Attachment-1</b>   |

A PHOTOCOPY of the photograph page of the participant's PASSPORT:

Please send a **PHOTOCOPY of the photograph page of the participants' PASSPORT** together with the Application form.

Subject of an Email: **"PRF-16 Visa Application"**

Please make sure that an email for the visa application has the subject above: "PRF-16 Visa Application." If the email does not have the correct subject, process of Visa application could fail or take a long time.

Deadline: Monday, 13 June 2016

## 9. SOCIAL EVENTS

### 9.1 Welcome Reception

A welcome reception hosted by MIC will be held in the **CONCORD BALLROOM-B** of KEIO PLAZA Hotel in the evening of first day, Tuesday 12 July. All participants are invited to the buffet-style dinner party.

### 9.2 Showcasing

The result of the latest research and development in ICT will be exhibited by carriers, manufacturers and institutes in Japan at the "CONCORD BALLROOM-B" next to the Forum room from 12-13 July 2016.

### 9.3 Technical Visit (reference to Attachment-2)

Host country will plan a half-day tour (technical visit) in the afternoon of the final day, Thursday 14 July 2016 to visit technical institutes of Japanese ICT companies, NEC and Fujitsu, in Tokyo by chartered buses. (Maximum participants for the visit could be around 30 persons) Official invitation and application form for the Technical Visit on site will be delivered on the first day of the meeting.

However, in order to grasp round numbers of participants in advance for the preparation, please indicate in the Attachment-2 to Japan local secretariat ([prf16-local@ituaj.jp](mailto:prf16-local@ituaj.jp)) no later than 13 June 2016.

## 10. INSURANCE

APT Secretariat nor the host country will not be able to bear any cost of insurance for participants, any medical expenses or any other expenses. APT Secretariat, therefore, requests your administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before the travel.

## 11. 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, one of sub centers of Tokyo.

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

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

**Language:** Japanese is the official language and generally used. English is rarely used in civilian life, however, occasionally used in tourism and commerce in major cities including Tokyo.

**Weather:** The temperature in Tokyo in July ranges from 23 to 27 degrees centigrade. (Average: 25 degree centigrade) Average rainfall in July is about 150 mm in Tokyo.

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

**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**

**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. Japanese banks are usually open on Monday to Friday from 9:00 hrs. - 15:00 hrs. Exchange rate as of 11 March 2016 is 113.79 Japanese Yen to USD 1. Major credit cards are accepted by most hotels, restaurants, department stores, but not local small shops.

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

## 12. APT SECRETARIAT AND LOCAL HOST CONTACT INFORMATION

**APT Secretariat:** Asia-Pacific Telecommunity  
12/49 Soi 5, Chaeng Watthana Road, Bangkok 10210, Thailand  
Tel: +66 2 573 0044  
Fax: +66 2 573 7479  
Email: [aptpolicy@apt.int](mailto:aptpolicy@apt.int)

**Local Secretariat** International Cooperation Department  
The ITU-Association of Japan  
BN Gyoen Bldg., 5F  
1-17-11 Shinjuku, Shinjuku-ku  
Tokyo 160-0022, Japan  
Phone: +81-3-5357-7627  
Fax: +81-3-3356-8170  
Email: [prf16-local@ituaj.jp](mailto:prf16-local@ituaj.jp)