



“Progress together, lead together, and inspire together”

A decorative graphic in the bottom right corner of the page. It consists of three overlapping, curved layers that form a quarter-circle shape. The top layer is light grey, the middle layer is dark grey, and the bottom layer is red. The text "LOGISTICS AND GENERAL INFORMATION" is centered within the red layer.

LOGISTICS
AND GENERAL INFORMATION

Logistic Information

VENUES

Business Forum Venues & Hotels around the area



- PALACE HOTEL TOKYO <http://en.palacehoteltokyo.com/> 8-minute walk from Tokyo Station
- MANDARIN ORIENTAL TOKYO <http://www.mandarinoriental.com/tokyo/> 8-minute walk from Tokyo Station
- Marunouchi Hotel <http://www.marunouchi-hotel.co.jp/en/> 1-minute walk from Tokyo Station
- Hotel Metropolitan Marunouchi <http://www.hotelmetropolitanmarunouchi.jp/> 1-minute walk from Tokyo Station
- Shangri-La Hotel TOKYO <http://www.shangri-la.com/tokyo/shangrila/> 1-minute walk from Tokyo Station
- Tokyo Station Hotel <http://www.thetokystationhotel.jp/> connected through Tokyo Station
- FOUR SEASONS Hotel Marunouchi <http://www.fourseasons.com/tokyo/> 3-minute walk from Tokyo Station
- HOTEL MONTEREY GINZA <http://www.hotelmonterey.co.jp/ginza/> 6-minute walk from Yurakucho Station
- THE PENINSULA TOKYO <http://www.peninsula.com/Tokyo/jp/default.aspx#/Tokyo/en/> 2-minute walk from Yurakucho Station
- Park Hotel Tokyo <http://en.parkhoteltokyo.com/> 7-minute walk from Shinbashi Station
- CONRAD TOKYO <http://www.conradtokyo.co.jp/> 1-minute walk from Shiodome Station

• **WELCOME RECEPTION (MONDAY, OCT. 31, 2016 from 18:30 – 20:00)**

THE IMPERIAL HOTEL TOKYO Room HIKARI

Address: 1-1-1, Uchisaiwaicho, Chiyoda-ku, Tokyo 100-8558

Website: <http://www.imperialhotel.co.jp/e/tokyo>

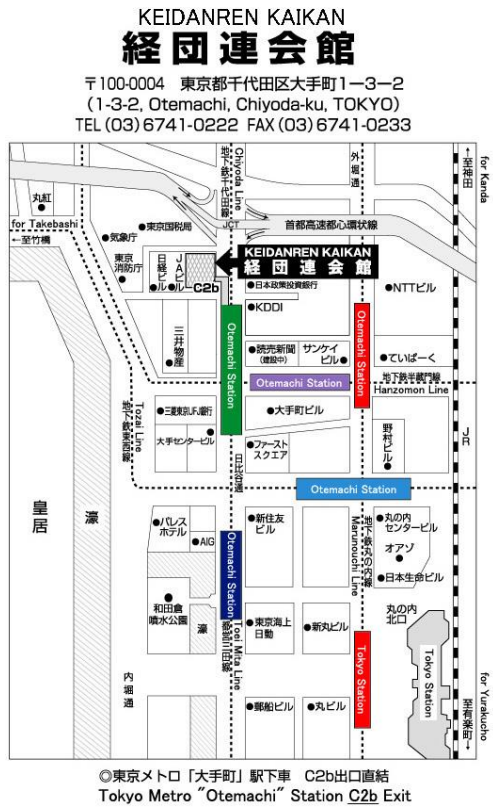


- **BUSINESS FORUM (TUESDAY, NOV. 1, 2016)**

KEIDANREN KAIKAN (at the International Conference Room <Golden Room>)

Address: 1-3-2, Otemachi, Chiyoda-ku, Tokyo 100-8188

TEL : 813-6741-0222



- **CONFERENCE & MEETING**

- **SME & TPO MEETING (WEDNESDAY, NOV. 2, 2016)**

JAPAN EXTERNAL TRADE ORGANIZATION (JETRO)

Address Ark Mori Building, 6F, 12-32, Akasaka 1-chome, Minato-ku, Tokyo 107-6006 Japan

Tel: +81-3-3582-5511 <https://www.jetro.go.jp/en/jetro/profile/map.html>



TPOs and SMEs Hotel

- **Dai-ichi Hotel Tokyo (TPOs)**

Address: 1-2-6 Shimbashi, Minato-ku, Tokyo 105-8621

Website: http://www.hankyu-hotel.com/cgi-bin2/cms2/index_en.cgi?hid=05dhtokyo

- **Dai-ichi Hotel Tokyo Annex (SMEs)**

Address: 1-5-2 Uchisaiwaicyo, Chiyoda-ku, Tokyo 100-0011

Website: <http://www.daiichihotelannex-tokyo.com/index>



VISA INFORMATION

- ✧ Nationals of countries and regions that have visa exemption arrangements with Japan are not required to obtain a visa to enter Japan when the purpose of the visit is commerce, a conference, or tourism.
- ✧ ·Period of Stay
The period of stay granted at the time of the landing permission shall be the shortest period out of "15 days," "30 days" or "90 days," that is long enough to cover the purpose of the stay of the foreign national.
- ✧ List of countries and regions that have visa exemption arrangements with Japan

Latin America and the Caribbean
Argentina
Bahamas
Barbados([Note7])
Chile
Costa Rica
Dominican Republic
El Salvador
Guatemala

Honduras
Mexico([Note8])
Surinam
Uruguay

([Note7]) For nationals of Barbados (since April 1, 2010), Turkey (since April 1, 2011) and Lesotho (since April 1, 2010), visas are not required only for holders of Machine-Readable Passport (MRP) or ePassport in compliance with ICAO standards. Those who do not hold an MRP or ePassport are advised to obtain a visa in advance, otherwise will be strictly examined and may be refused entry to Japan.

([Note8]) For nationals of those countries with visa exemptions permitting stays of up to 6 months under the bilateral visa exemption arrangements, those who wish to stay in Japan for more than 90 days are required to apply for an extension of the period of stay to the Ministry of Justice (Regional Immigration Bureau) before the period of permitted stay is to expire.

※ Nationals of countries other than those listed above are required to obtain short-term business affairs visa.

※ Visa officers at the Japanese Embassies or Consulates make the final decision on the validity of your application, duration of stay and times of entry of a visa, and may require the application to provide additional documents.

➤ **Guide to Japanese Visas (Ministry of Foreign Affairs of Japan)**

http://www.mofa.go.jp/j_info/visit/visa/index.html#section3

➤ **Websites of Japanese Embassies, Consulates and Permanent Missions**

http://www.mofa.go.jp/about/emb_cons/mofaserv.html

(Transportation Information Below)

TRANSPORTATION FROM THE OFFICIAL HOTELS TO THE BUSINESS FORUM (November 1)

4. Shuttle bus services

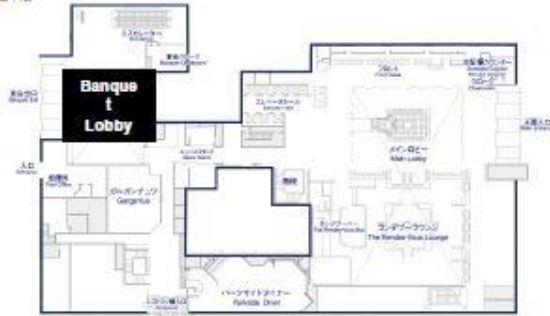
Shuttle bus time table of 2013 Forum (for your reference)

Hotel to Keidanren Kaikan

- 帝国ホテル/Imperial Hotel
Meeting point: Banquet lobby, Imperial Hotel Tokyo 1F

Departure time from Imperial Hotel Tokyo	Arrival time at Keidanren Kaikan
8:00	8:15
8:30	8:45

本館1階



- 第一ホテル東京/Dai-ichi Hotel Tokyo
Meeting point: Lobby, Dai-ichi Hotel Tokyo 1F

Departure time from Daiichi Hotel Tokyo	Arrival time at Keidanren Kaikan
7:05	7:25
7:45	8:05
8:25	8:45

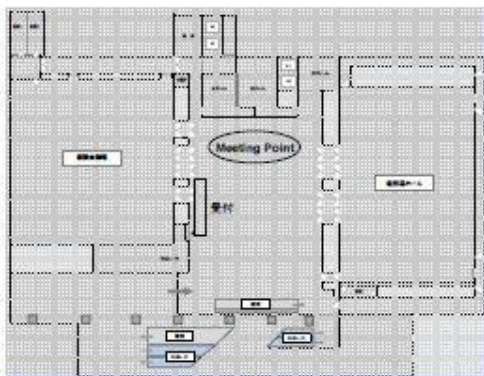


Keidanren Kaikan to Hotel

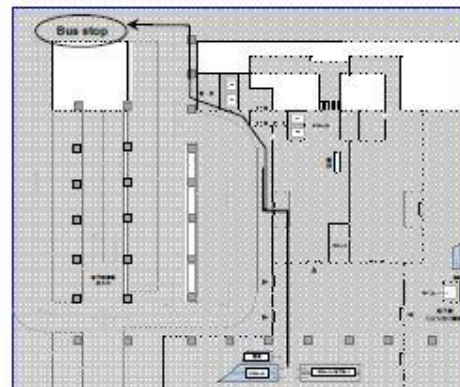
- 経団連会館/Keidanren Kaikan
Meeting point: Registration Desk area, Keidanren Kaikan 2F

Departure time from Keidanren Kaikan	To Imperial Hotel Tokyo→Dai-ichi Hotel Tokyo
17:00	15-25 mins.
17:15	
17:30	

● 2nd Floor



● 1st Floor



TRANSPORTATION AIRPORT-HOTEL-AIRPORT (approximately cost is around 30-40 dollars one way trip)

➤ Limousine Bus between Narita International Airport and Downtown Tokyo area

Website: <http://www.limousinebus.co.jp/en/>

(** The Imperial Hotel Tokyo, Daiichi Hotel Tokyo Main Building, Daiichi Hotel Annex are on the same route which is “HIBIYA route”)

① NARITA INT’L AIRPORT TO IMPERIAL HOTEL TOKYO

Narita Airport Terminal 3	Dep.	08:05	09:55	11:40	12:35	13:25	14:25	15:25	16:25	17:25	18:55
Narita Airport Terminal 2	Dep.	08:10	10:00	11:45	12:40	13:30	14:30	15:30	16:30	17:30	19:00
Narita Airport Terminal 1 South Wing	Dep.	08:15	10:05	11:50	12:45	13:35	14:35	15:35	16:35	17:35	19:05
Narita Airport Terminal 1 North Wing	Dep.	08:20	10:10	11:55	12:50	13:40	14:40	15:40	16:40	17:40	19:10
Imperial Hotel	Arr.	10:05	11:50	13:25	14:20	15:10	16:10	17:15	18:20	19:20	20:40

IMPERIAL HOTEL TOKYO TO NARITA INT’L AIRPORT

Imperial Hotel	Dep.	07:00	08:00	10:00	12:00	13:00	14:00	15:00	16:30
Narita Airport Terminal 2	Arr.	08:30	09:30	11:35	13:35	14:35	15:35	16:35	18:05
Narita Airport Terminal 1	Arr.	08:35	09:35	11:40	13:40	14:40	15:40	16:40	18:10
Narita Airport Terminal 3	Arr.	08:40	09:40	11:45	13:45	14:45	15:45	16:45	18:15

② NARITA INT’L AIRPORT TO DAIICHI HOTEL TOKYO / ANNEX

Narita Airport Terminal 3	Dep.	08:05	09:55	11:40	12:35	13:25	14:25	15:25	16:25
Narita Airport Terminal 2	Dep.	08:10	10:00	11:45	12:40	13:30	14:30	15:30	16:30
Narita Airport Terminal 1 South Wing	Dep.	08:15	10:05	11:50	12:45	13:35	14:35	15:35	16:35
Narita Airport Terminal 1 North Wing	Dep.	08:20	10:10	11:55	12:50	13:40	14:40	15:40	16:40
Dai-ichi Hotel Tokyo	Arr.	10:10	11:55	13:30	14:25	15:15	16:15	17:20	18:25

DAIICHI HOTEL TOKYO/ ANNEX TO NARITA

Dai-ichi Hotel Tokyo	Dep.	07:05	08:05	10:05	12:05	13:05	14:05	15:05	16:35
Narita Airport Terminal 2	Arr.	08:30	09:30	11:35	13:35	14:35	15:35	16:35	18:05
Narita Airport Terminal 1	Arr.	08:35	09:35	11:40	13:40	14:40	15:40	16:40	18:10
Narita Airport Terminal 3	Arr.	08:40	09:40	11:45	13:45	14:45	15:45	16:45	18:15

③ HANEDA INT'L AIRPORT TO IMPERIAL HOTEL TOKYO

Haneda Airport Int'l Terminal	Dep.	13:15	15:55
Haneda Airport Terminal 2	Dep.	13:25	16:05
Haneda Airport Terminal 1	Dep.	13:30	16:10
Imperial Hotel Tokyo	Arr.	14:15	16:55

IMPERIAL HOTEL TOKYO TO HANEDA INT'L AIRPORT

Imperial Hotel Tokyo	Dep.	08:20	11:20	13:20	17:35	21:05
Haneda Airport Terminal 2	Arr.	09:20	12:20	14:20	18:35	-
Haneda Airport Terminal 1	Arr.	09:25	12:25	14:25	18:40	-
Haneda Airport International Terminal	Arr.	09:35	12:35	14:35	18:50	22:05

④ HANEDA INT'L AIRPORT TO DAIICHI HOTEL TOKYO / ANNEX

Haneda Airport International Terminal	Dep.	13:15	15:55
Haneda Airport Terminal 2	Dep.	13:25	16:05
Haneda Airport Terminal 1	Dep.	13:30	16:10
Dai-ichi Hotel Tokyo	Arr.	14:20	17:00

DAIICHI HOTEL TOKYO / ANNEX TO HANEDA INT'L AIRPORT

Dai-ichi Hotel Tokyo	Dep.	08:25	11:25	13:25	17:40
Haneda Airport Terminal 2	Arr.	09:20	12:20	14:20	18:35
Haneda Airport Terminal 1	Arr.	09:25	12:25	14:25	18:40
Haneda Airport International Terminal	Arr.	09:35	12:35	14:35	18:50

Other Reference Information

Transportation between airports and Tokyo metropolitan area

- Narita International Airport
<http://www.narita-airport.jp/en/index.html>
- Tokyo International Airport (Haneda)
<http://www.tokyo-airport-bldg.co.jp/en/>

Transportation in Tokyo metropolitan area

- East Japan Railway Company
<http://www.jreast.co.jp/e>
- Tokyo Metro
<http://www.tokyometro.jp/en/index.html>
- Toei Transportation Information
<http://www.kotsu.metro.tokyo.jp/eng/>

GENERAL INFORMATION

- Climate in November Japan
 - ◇ Temperature = 10~15C (50~60F). ※ However, once it rains it gets colder.
Sweater or light coat just in case.
- Currency Exchange and Bank Services
 - ◇ Japan's local currency = ¥ / Yen (JPY)
 - ◇ Banks Business Hours = daily from 9:00 to 15:00
(Closed on Saturday, Sunday and Japanese National Holidays)
 - * It may occur that some ATM machines in Japan don't take foreign credit cards to withdraw.
To avoid any trouble, we recommend **Japan Post Banking service** and **SUMITOMO Bank, Seven Banks** to use
 - * And sometimes your card or bank account needs to be pre-approved to allow use from overseas.
 - If you plan to use your card in Japan, we recommend contacting your bank before you travel.
 - ◇ Exchange rate= JPY against US dollar (1\$ = 100-102 yen)
Currency Converter
<http://www.bloomberg.com/quote/USDJPY:CUR>
 - ◇ Internationally accepted currencies and traveler's checks can be converted at commercial banks, hotels, and international airports in Japan.
 - ◇ Credit Cards (accepted in most hotels, restaurants and major stores but not small stores and Inns) are:
 - ✓ Visa
 - ✓ MasterCard
 - ✓ American Express (only major stores and hotels)
 - ✓ Diners Club (not many stores accept)
- Electrical System
 - ◇ Power supply in Japan
Eastern Japan (Tokyo, etc) = 100 volts, 50 hertz
Western Japan (Kyoto, etc) = 60 hertz
※ There is only 2-flat-pin plug to use
- Telephone Calls
 - ◇ Country Code = (81)
 - ◇ Medical Emergency dial = (dial 119)
 - ◇ Police Station = (110)
- Tax & Tipping
 - ◇ The consumption tax is charged of 8%.

- ◇ No tipping is required
- Time Difference
 - ◇ Japan Standard Time is nine hours earlier than the Greenwich Mean Time (GMT +9).
 - (※12-14hours ahead of time to Eastern Standard Time(LAC and USA))

TOURLIST INFORMATION

- Japan National Tourism Organization Website
<http://www.jnto.go.jp/> (English /[Spanish](#) / [Portuguese](#) and [French](#) are available)
- Tokyo Convention & Visitors Bureau ([English](#) /[Spanish](#) are available)
<http://www.gotokyo.org/en/index.html>
- **What to do and Where to go**
 - ◇ [Meiji Jingu \(Meiji Shrine\)](#)
1-1 Yoyogikamizonochō, Shibuya, Tokyo Prefecture 151-0052, Japan



One of the most famous Japan's shrine. This shrine is dedicated to the divine souls of Emperor Meiji, who passed away in 1912. It exists in the downtown of Tokyo.

[The Imperial Palace \(Koukyo\)](#)

1-1 Chiyada, Chiyoda, Tokyo Prefecture 100-8111, Japan



It is located in the center of Tokyo and the residence of Japan's Imperial Family. It's also a large park-like place with traditional Japanese garden close to Tokyo Station. You can enjoy your walking.

Kabukiza Theater

4-12-15 Ginza, Chuo, Tokyo Prefecture 104-0061, Japan



Kabuki, a classical Japanese dance-drama, is one of the most famous Japanese traditional cultures. Kabukiza Theater finished being reconstructed in April, 2013.

✧ Edo Tokyo Museum

1-4-1 Yokoami, Sumida, Tokyo Prefecture 130-0015, Japan



This is a museum of the history of Tokyo during the Edo period. You can earn the insight of old Tokyo.

✧ Sensouji, Asakusa

2-3-1 Asakusa, Taito-ku, Tokyo ,111-0032, Japan



Sensouji is Tokyo's largest Buddhist temple and famous for Kaminarimon. You can also enjoy the busy shopping street leading from the Kaminarimon gate to the temple.

Tokyo Sky Tree



Tokyo Sky Tree, which is located within walking distance of Sensouji, is the tallest building in Japan (634.0 meters, 2080 feet in March 2011).

◇ [Tokyo Tower](#)

4-2-8 Shiba-koen, Minato, Tokyo Prefecture 105-0011, Japan



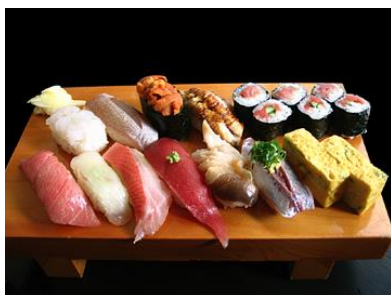
With 333 meters (1092 feet), Tokyo Tower is 13 meters taller than its model, the Eiffel Tower of Paris.

It has been a symbol of Tokyo since it was established in 1958.

◇ [Tsukiji Fish Market](#)

The biggest wholesale fish and seafood market in the world

It starts bidding very early in the morning. Also there are many Sushi Restaurants around the area.



✧ **Shibuya Center Town**

Udagawacho, Shibuya, Tokyo Prefecture 150-0042, Japan



Shibuya is famous for the busiest intersection in Tokyo called “scramble junction”. There are a lot of fashion buildings and Shibuya is the center of Japan’s youth culture.

✧ **Kamakura, Suburb of Tokyo**



Kamakura is a small city full of historic and traditional sites in the suburb of Tokyo. Kamakura has a lot of shrines and temples such as “Tsurugaoka Hachiman-gu”, “Great Buddha (Daibutsu) in Kotokuin which are well-known.