

INFORMATION NOTE

1 Date

22-24 February, 2016 (arrival on 21 February with checkout on 24 February)

2 Venue

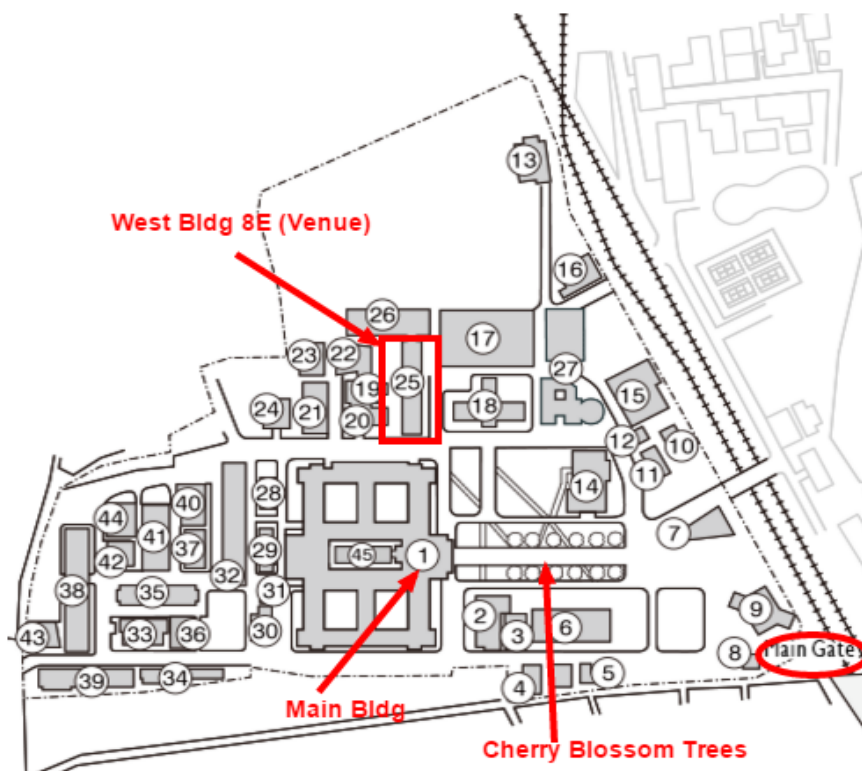
Room 1001, West building 8E, at Ookayama campus, Tokyo Institute of Technology

▪ Location

2-12-1 Ookayama, Meguro-ku, Tokyo, 152-8550 JAPAN

<http://www.titech.ac.jp/english/index.html>

▪ Map (Ookayama campus)



Ookayama campus of Tokyo Tech is located at Ookayama on the boundary of Meguro and Ota ward, Tokyo. The Main Gate is a 1-minute walk from Ookayama Station on the Tokyu Oimachi and Tokyu Meguro Lines. (For more information on public lines, please refer to “Public Transportation Map” on page 7.) The conference venue (West Bldg 8E) is located at right side of the main building. During the meeting, free shuttle will be arranged between Shinagawa Prince Hotel and venue twice a day (morning and evening).

3 Accommodation

To simplify logistical arrangements, the meeting organizers will reserve a single room for each participant who so requests at **Shinagawa Prince Hotel** at the cost of JPY 19800 net/person/night (inclusive of daily buffet breakfast, internet access, service charge and government tax) for the duration of the meeting period, i.e., total of three nights, arriving on 21 February with checkout on 24 February 2016. In case flights are not available according to these dates, an additional day can be considered as appropriate. For UNESCO-funded participants, room costs (excluding personal expenses) will be covered directly by UNESCO.

Self-funding participants should pay the room costs directly to the hotel. The current room rates are single rooms at JPY 19700 per night (inclusive of daily buffet breakfast, internet access, and service charge and government tax). If a participant has a companion(s) and needs a different type of room or an extra bed, this can be arranged upon request. The additional room costs will be covered by the participant and charged directly upon check-in. Please note that the participant will be responsible for any other personal expenses (e.g. telephone, fax, mini-bar, laundry) incurred by the participant or his/her companion(s) and these costs should be cleared directly with the hotel upon check-out.

- Hotel address
10-30 Takanawa 4-chome, Minato-ku,
Tokyo, 108-8611 Japan
Tel: +81-(0)3-3440-1111

- Basic information
Standard check-in, check-out time: Check-in: 14:00 / Check-out: 11:00
Credit cards accepted: AMEX, VISA, MASTER, JCB, UC, DINERS,DC

Room benefits:

- Internet access (wired LAN and Wi-Fi)
- Daily buffet breakfast
- Personal safe deposit box in room

For more information, please visit (<http://www.princehotels.com/en/shinagawa/>)



4. Visa

Each participant should ensure that his/her passport is valid for at least 6 months from his/her travel dates. If a visa to Japan is needed, the application process should begin immediately. Please contact the Embassy of Japan in your country or check: http://www.mofa.go.jp/j_info/visit/visa/ for more information on visa requirements and applications. Should you encounter any issues with obtaining your visa, please inform UNESCO Bangkok immediately.

5. Provisions

For all participants, lunch and coffee breaks will be provided by UNESCO during the meeting period (22-24 February 2016). A dinner reception will be hosted on Monday, 22 February 2016, 18:30 to 20:30 hrs.

For fully-funded participants, travel costs (round-trip air ticket, the most direct flight and economy class to and from Tokyo) will be covered by UNESCO. Information on travel arrangements will be directly provided by UNESCO. Please submit your original boarding pass(es) at the registration.

6. Meeting Room / Registration

All participants should register in front of the meeting room at **Room 1001, West building 8E**, at Ookayama campus, Tokyo Institute of Technology. Registration will start on Monday, 22 February 2016 at 08:30 hrs. The meeting will begin at 09:00 hrs and will end at 18:00 hrs generally.

7. Computer and Communication

Participants are requested to bring a notebook computer for their own use during the meeting. Internet service is available in the conference room. The Internet password can be obtained upon your registration. For other official communication costs (international phone call, fax), participants should pay the hotel directly upon check-out. Please check telephone service charges at the reception before use.

8. Currency Exchange Rate

The commercial rate is subject to change daily. In Japan, currency exchange is usually handled by banks, post offices, some larger hotels and a handful of licensed money changers found especially at international airports. Currency exchange rate as of **7 January 2016: USD 1 = JPY 119.64** approximately (http://www.narita-airport.or.jp/exchange_e/).

9. Weather and Climate in Tokyo

The weather is usually sunny and dry in February and relatively short days (sunset is around 5:30 pm in Tokyo). Temperatures are expected to range between 2 to 10 °C approximately. For more information on the weather forecast, please visit <http://www.jma.go.jp/en/yoho/319.html>.

10. Transportation

There are two international airports near Tokyo: Haneda airport and Narita airport. Depending on your flight, you will use either of them. Participants are responsible for transport arrangements to and from the port of departure and arrival. There are two ways to get to the hotel: Airport Limousine and train.

➤ Airport Limousine:

This would be the easiest and thus recommended since the bus directly goes to the hotel. The Limousine runs every 30 mins.



▪ **Haneda airport**

Please take **Ebisu and Shinagawa** ↔ **Haneda airport route**. Shinagawa Prince Hotel is one of the stops of the route. It usually takes 20 to 30 mins to the hotel. Ticket can be purchased at the Arriving Floor or touchscreen ticket machines. Fare is 720 JPY (one-way). For time table, boarding place by terminal (Haneda has three terminals) and other information, please refer to http://www.limousinebus.co.jp/en/platform_searches/index/4/38#reserve.

▪ **Narita airport**

Please take **Ebisu and Shinagawa** ↔ **Haneda airport route**. Shinagawa Prince Hotel is one of the stops of the route. It usually takes 90 mins to the hotel. Ticket can be purchased at the Arriving Floor or touchscreen ticket machines. Fare is 3100 JPY (one-way). For time table, boarding place by terminal (Narita has three terminals) and other information, please refer to http://www.limousinebus.co.jp/en/platform_searches/index/2/38.

➤ Train:

Shinagawa Prince Hotel is two minutes-walk from **Shinagawa Station (Takanawa Exit)**. Using train is also an option. However, Shinagawa Station is large station and usually crowded with people, it will be easier to use Airport Limousine.

▪ **Haneda airport**

From Haneda Airport International Terminal Station to **Shinagawa Station on Keikyu Line (京急線)**, it takes around 15 minutes. Fare is 410 JPY (One way). Detailed information on how to go to the station from terminal, and how to purchase the ticket is described at here:

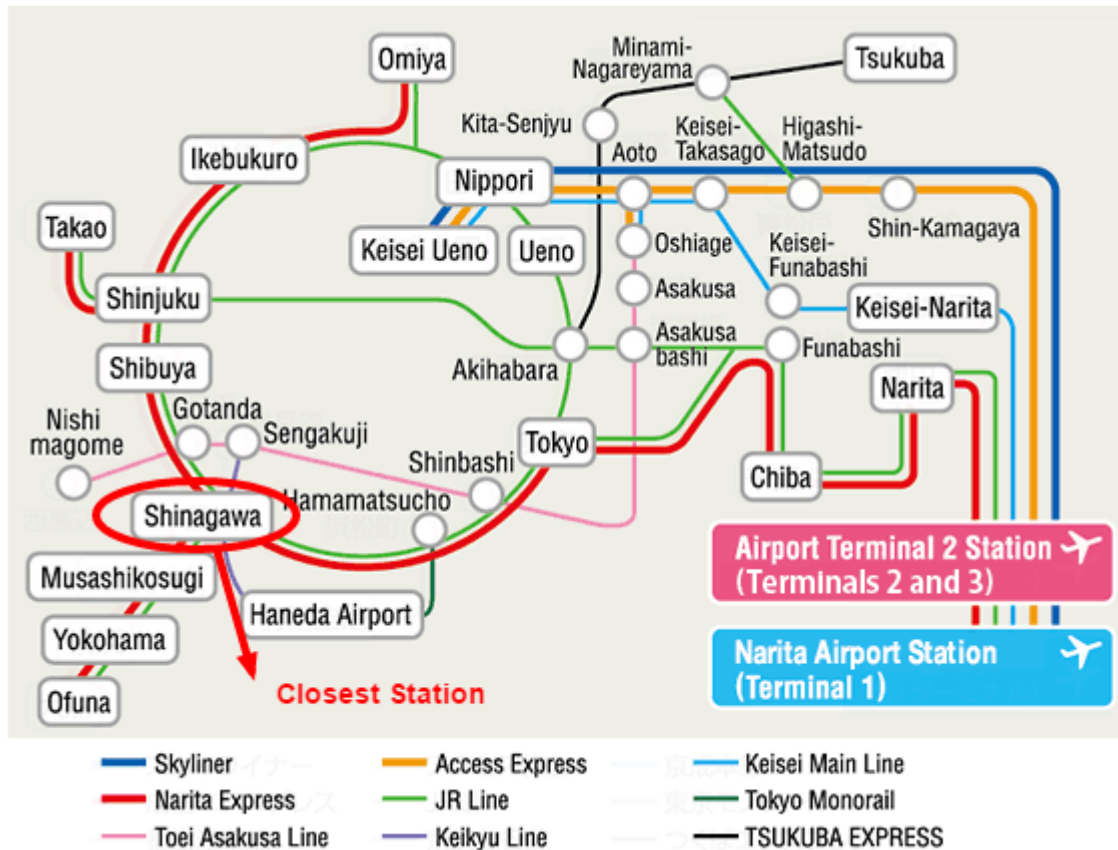
<http://www.haneda-tokyo-access.com/en/transport/international.html>



▪ **Narita airport**

From Narita Airport to Shinagawa Station, Narita Express or Jr Line are available. It takes around 60 mins. The possible route would be differed by your arrival time, so please find your route to Shinagawa station using Route Navigator:

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



11. Medical Emergency

In case you have urgent need for medical treatment, please contact the hotel’s information desk (24 hours). The hotel has first-aid kit available for basic medical care. The nearest hospitals to the hotel are:

1) Sanno Hospital

Address:
 8-10-16, Akasaka, Minato-ku, Tokyo 107-0052, Japan
 Tel: +81(3)3402-3151
<http://www.sannoclc.or.jp/hospital/english/index.php>

2) Tokyo Medical and Surgical Clining

Address: 32 Shiba koen Building 2F, 3-4-30 Shiba-koen, Minato-ku, Tokyo
 Tel: +81(3)3436-3028
<http://www.tmsc.jp/>

12. Language

The meeting will be conducted in English.

13. Further Information

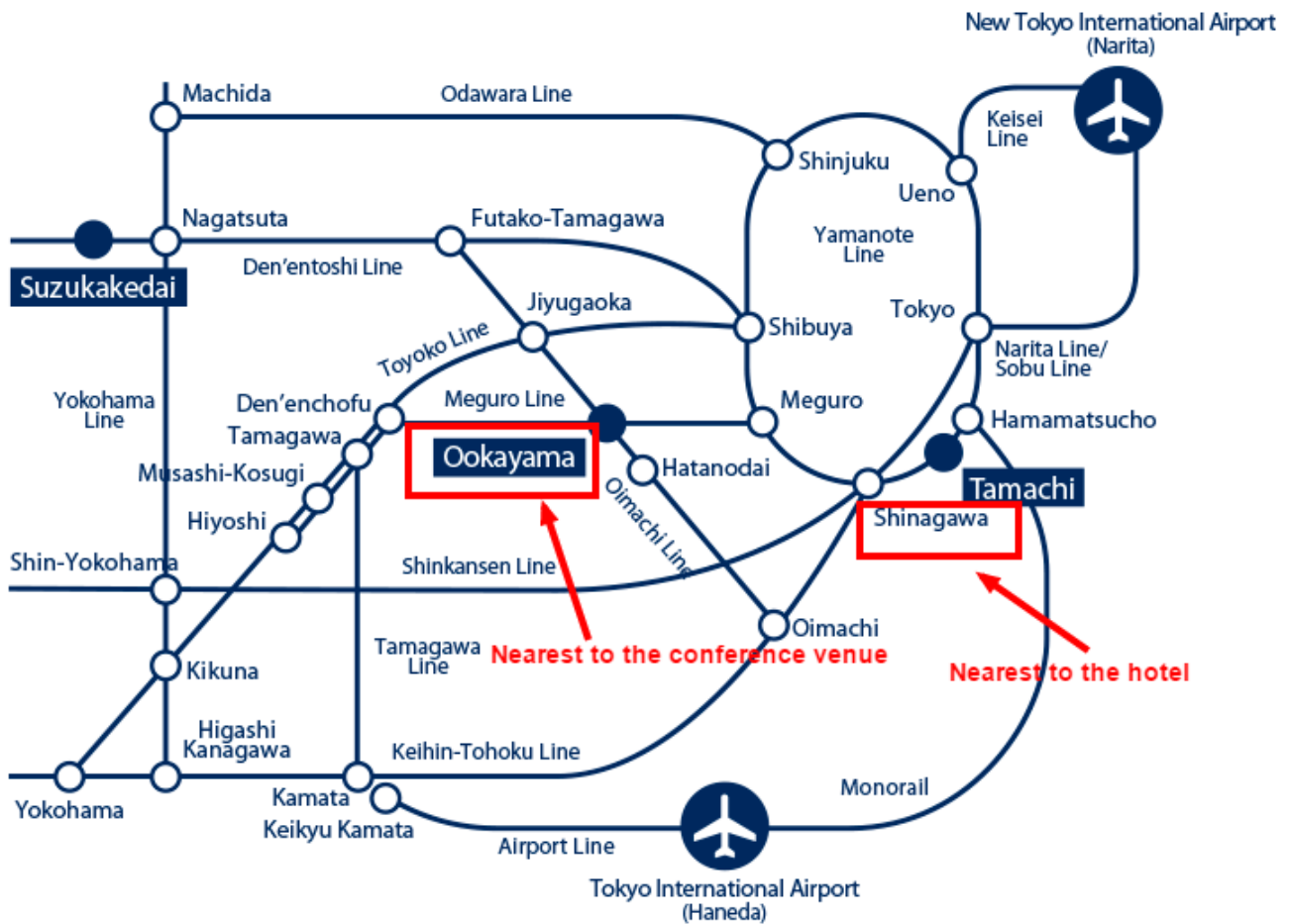
Correspondence related to the logistics of the meeting may be addressed to:

Ms. Satoko Yano, Programme Specialist, s.yano@unesco.org

Ms. Naoko Enomoto, Programme Officer, n.enomoto@unesco.org [[My Japanese mobile number will be added](#)]

Ms. Thanattiya Potimu, Programme Assistant, t.potimu@unesco.org

Public Transportation Map



You can download the detailed train map from here: <http://www.tokyometro.jp/en/subwaymap/>

Basic Japanese words and phrases

1. Hai: "Yes"
2. Ie or lie: "No"(polite)
3. Arigato-go-zai-masu: "Thank you".
4. Onegai-shima-su: "Please (do something for me)"
5. Sumima-sen:"Excuse me/ I am sorry"
6. Ohayo-go-zai-masu: "Good morning."
7. Kon-nichi-wa: "Hello." (usually use during the daytime)
8. Konban-wa: "Hello." (usually use in the evening)
9. Oyasumi-nasai: "Good night."
10. Itadaki-masu: the phrase you say when you start eating something to show respect for the food, the cooks, the farmers, and the nature.
11. Gochiso-sama deshita: the phrase you finish your meal with appreciation.

About Tokyo Institute of Technology

Tokyo Tech is the top national university for science and technology in Japan with a history spanning more than 130 years. The Institute has 3 schools with 23 departments, 6 graduate schools with 45 departments, and many research institutes spread over its Ookayama, Suzukakedai and Tamachi Campuses. Of the approximately 10,000 students, half of them are undergraduates and the other half are graduate students. International students number 1,241 (2012). There are 1,200 faculty and 600 administrative staff members. In the 21st century, the role of science and technology universities has become increasingly important. Tokyo Tech continues to cultivate global leaders in the fields of science and technology and contributes to the betterment of society through its research focusing on solutions to global issues. The Institute's long-term goal is to become the world's leading sci-tech university.



Main Building in Ookayama Campus gives the precious memory of Entrance and Graduation ceremony.