

## Attachment 3

### Logistic Information

for the 4th NOWPAP Working Group 3 and 4 Joint Meeting  
and the Second Coastal Environmental Assessment Workshop  
(10-12 September 2008 in Toyama, Japan)  
as of August 19, 2008

#### 1. Overview

(a) Venues and Periods of the Working Group Joint Meeting and the Workshop

WGJM4 Day 1: September 10 (Wed.) at Conference Room 1 (2 FL) in Tower 111

2<sup>nd</sup> Workshop: September 11 (Thu.) at Sky Hall (3 FL) in Tower 111

WGJM4 Day 2: September 12 (Fri.) at Conference Room 1 (2 FL) in Tower 111

\* Tower 111 (Intec Building)

5-5 Ushijimashin-machi, Toyama City, Toyama Prefecture, Japan

(CEARAC/NPEC Office is located on the 6<sup>th</sup> Floor in the same building)

#### 2. Special Events

(a) WGJM4 Welcome Party: September 10 (Wed.) 18:30-20:00  
at “Matsu-Ya” (Urban Place, 14 FL)

(b) Workshop Welcome Party: September 11(Thu.) 18:30-20:00  
at “Wellness Hotel Toyama Ji-Yu-Kan”

#### 3. Accommodation

(a) Hotel Name: Wellness Hotel Toyama Ji-Yu-Kan (Toyama City)  
9-1 Minatoirifune-cho, Toyama City, Toyama Prefecture, Japan  
Tel: +81-76-444-2100 Fax: +81-76-444-5541  
URL [http:// www.jiyukan.or.jp/](http://www.jiyukan.or.jp/) (in Japanese)

\* The hotel is a 5-minute-walk to the workshop place (Tower 111).

(b) Rooms:

- Single room: 6,500 Yen (about US\$62 per night)
- Including breakfast, service charge and tax
- Free LAN internet connection is available in all guest rooms.

\* The rooms for funded participants are already reserved.

(c) Others:

- Check-in starts at 14:00, and Check-out ends at 11:00.
- Hotel serves breakfast from 7:00-9:00.
- The hotel has “Refresh Plaza,” where swimming pools, Jacuzzi, aerobics studio, etc, are equipped. Hotel guests can use this place free of charge. Rental sportswear is available. The facility is open on Mon.-Sat. 10:00-22:00, Sun. 10:00-19:00.

- Accommodation fees for funded participants are paid directly to the hotel by CEARAC/NPEC.
- Credit Cards (VISA, JCB, MASTER, American Express and DC) are accepted for payment.

Remarks:

- Please note that each participant is asked to reach the Wellness Hotel Toyama Ji-Yu-Kan (or another hotel) on his/her own from either Toyama Airport or JR Toyama Station. See the below description for detailed information.
- The workshop participants are kindly requested to inform us of arrival date and time.
- The participants who would like to search another hotel on his/her own, please let us know as soon as possible via e-mail(cearac@npec.or.jp).

#### 4. Transportation

The participants are requested to arrange transportation on your own from your place to Toyama City. There are direct flights to Toyama from cities in China, Korea and Russia. When coming to Toyama via major Japanese airports, there are either domestic airlines, trains or bus lines to Toyama (see below).

#### **To TOYAMA**

(a) from Narita Airport(Narita/NRT):

By Air: Narita Airport - Haneda Airport - Toyama Airport

- Limousine Bus from Narita Airport to Haneda Airport (domestic Tokyo airport) runs every 15-20 minutes, taking about 75 minutes or longer because of the traffic congestion. The bus fare is 3,000 Yen for one way. Railways are also available from Narita to Haneda.
- There are 6 flights between Haneda and Toyama daily. It takes about 60 minutes.
- Airport Limousine Bus runs to downtown Toyama from the airport. It runs along with the flight schedule (20 minutes, 400 Yen).

By Train: Narita Airport - JR Tokyo Station or JR Ueno Station - JR Echigoyuzawa Station - JR Toyama Station.

(b) from Kansai International Airport (KIX):

By Train: Kansai Airport - JR Shin-Osaka Station or JR Kyoto Station - JR Toyama Station.

(c) from Other Airports (in Japan) :

Trains or buses to Toyama are available.

\*If you need detailed information of domestic transportation above (time schedule and train number, etc.), please contact the Secretariat.

## **To the HOTEL**

### (a) from Toyama Airport:

By Taxi: 30 minutes, about 3,000Yen

By Bus: Airport Limousine Bus (to JR Toyama Station.) 30 minutes, 400Yen

### (b) from JR Toyama Station:

7-minute-walk from JR Toyama Station to the hotel

## **5. Local Contact**

Mr. Hidemasa Yamamoto (Director of CEARAC)

Ms. Eriko Kushita (Section Chief of CEARAC)

Ms. Kimiko Shishido (English Translator of CEARAC)

Tel (office): (International) +81-76-445-1571 / (Domestic) 076- 445-1571

Fax (office): (International) +81-76-445-1581 / (Domestic) 076- 445-1581

## **6. Travel Expenses and DSA for Funded Participants**

### (a) Travel Expenses:

The funded participants will receive full transportation expenses during the event.

\* The funded participants are kindly requested to **send copies of invoice and/or receipt for flight fare BEFOREHAND** so that the Secretariat will be well-prepared for all the reimbursements. It is also requested to submit **ORIGINAL** documents for flight fare with a copy of tickets and a ticket stub at the registration counter.

\* **Due to a severe budget, we very much appreciate your effort to find most economical flight between your place and Toyama City.**

\* **For domestic inter-city transportation fares, please obtain receipts as much as possible. There receipts are also requested to be submitted at the registration counter.**

### (b) DSA and Terminal fee:

The funded participants will receive:

- DSA based on UN and/or NPEC rules, depending on the length of stay in Japan.

- Terminal fee, if applicable.

## **7. Other Information**

### (a) Passport:

- Foreign visitors entering Japan must have a passport valid for no less than six months.

### (b) Visa:

- Those who are coming from China and Russia are required to obtain a visa issued by the Japanese consulate abroad in lieu of a passport.

(c) Climate and Clothing:

- Beginning of September is late summer and still hot in Japan. The weather of Toyama at this time is mostly fine. The average temperature for September in Toyama Prefecture ranges from 18 to 26°C. The temperature difference between the daytime and the nighttime is sometimes big, so a light jacket is helpful.

- The Japanese Ministry of the Environment has been carrying out 'the Cool Biz' campaign.

The ministry encourages to set air conditioner temperatures at 28 °C at lowest in public places until the end of September, which aims to save electric consumptions. Workers are also encouraged to wear short sleeved shirts without jackets or ties. Please note this movement because you may feel hotter during the meeting in the conference room than you expected.

(d) Electricity and Voltage:

- In Japan, outlet of type A with parallel flat blades for 100 volts is available. Please check the voltage of the power supply before using equipment.

(e) Banking and Currency:

- The Japanese currency is the yen (indicated as ¥). Coin denominations are 1, 5, 10, 50, 100 and 500. Bank notes are 1,000, 2,000, 5,000 and 10,000. Exchanging services from US Dollar, Korean Won and Chinese Yuan are available at Toyama Airport(\* the office is open weekday matched to the flight schedule) If you fly in major Japanese airports, it is strongly recommended to exchange money there. International credit cards such as Visa, Master, American Express and JCB Card are widely accepted at major hotels, department stores and restaurants. You may be requested to show your passport.

(f) Tipping:

- Tipping is not a custom in Japan.

**Please send the registration form (attached) which includes flight numbers/time, and fare to CEARAC Secretariat by the 18<sup>th</sup> of July.**

Mail to : [cearac@npec.or.jp](mailto:cearac@npec.or.jp)

OR Fax to : +81-76-445-1581

# Toyama City Map

