

## **Logistic Information**

### **for the 7th NOWPAP CEARAC Focal Points Meeting & the 1st Workshop on Marine Biodiversity in the Northwest Pacific Region (14-16 September 2009, Toyama, Japan) as of 17 June, 2009**

#### **1. Overview**

##### **The 7th NOWPAP CEARAC Focal Points Meeting**

(a) Period: Monday, 14th – Tuesday, 15th, September, 2009

(b) Venue: 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 Tower 111)

##### **The 1st Workshop on Marine Biodiversity in the Northwest Pacific Region**

(a) Period: Wednesday, 16th September, 2009

(b) Venue: Sky Hall (3 FL) in Tower 111

(c) Computer: Available for presentation (with Power Point). If you are using other equipments such as overhead projector, and/or TV/VCR, please contact the Secretariat before the workshop.

#### **2. Special Events**

(a) FPM7 Welcome Party: 18:30-20:00, Monday, 14th September

at Room “Sakura” on 2nd FL of Canal Park Hotel Toyama

(b) Workshop Welcome Party: 18:30-20:00, Wednesday, 16th September

at Room “Jinzu” on 3rd FL of Hotel Toyama Ji-Yu-Kan

#### **3. Accommodation**

(a) Hotel: Canal Park Hotel Toyama

11-1 Ushijima-machi, Toyama City, Toyama Prefecture, Japan

Tel: +81-76-432-2000 Fax: +81-76-432-2222

URL: <http://www.oarks.co.jp/canal/> (in Japanese only)

- The rooms for funded participants are already reserved (non-smoking room only).
- The hotel is a 3-minute-walk from Tower 111(See the map below).
- The participants who would like to search another hotel on his/her own, please inform the CEARAC Secretariat of the intention as soon as possible via e-mail ([cearac@npec.or.jp](mailto:cearac@npec.or.jp)).

(b) Guest Room:

- Single room only: 7,000 Yen (approx. US\$73 per night - specially discounted rate)
- Room rate includes breakfast, service charge and tax.
- Free LAN internet connection is available in all guest rooms.

(c) Others:

- Check-in starts at 14:00, and Check-out ends at 12:00. All the workshop participants are kindly requested to inform us of arrival date and time.
- Breakfast is served at the restaurant (1FL) between 7:00-9:30.
- Free high-speed internet connection (wireless only) is available at the lobby and the restaurants.
- Accommodation fees are paid to the hotel directly from the Secretariat. Thus, the funded participants are asked to pay only for any personal expenses (e.g. phone calls) upon check-out.
- Credit Cards (VISA, JCB, MASTER, American Express and DC) are accepted for payment.

#### 4. Transportation

The participants are requested to arrange transportation on his/her own to reach the hotel in Toyama City. There are several direct flights to Toyama from China, Korea and Russia. When arriving at major Japanese airports, domestic flights, trains and/or highway buses are available to get to Toyama City. (See the description below)

(a) From Toyama Airport:

- Take Limousine Bus to JR Toyama Station (last stop). The bus runs along with the flight schedule (20 min., 400 Yen for one way). The hotel and the meeting place is a 3-minute-walk from the North Exit of the station. (See the map below)
- Taxi is also available (20 min., 3,000 Yen). In case of taking a taxi, please show the map (attached at the end) to the driver. The hotel name is written in English and Japanese on the map.

(b) From Narita Airport (Narita/NRT):

\*By Air: Narita Airport - Haneda Airport - Toyama Airport

1. Take Limousine Bus from Narita Airport to Haneda Airport (domestic Tokyo airport). It runs every 15-20 minutes, taking about 75 minutes or longer because of the traffic congestion. The fare is 3,000 Yen for one way. Trains are also available from Narita to Haneda.
2. Take a domestic flight to Toyama daily. There are 6 flights daily, taking about one hour.
3. Take Limousine Bus to JR Toyama Station or a taxi to the hotel.

\*By Train: Narita Airport - JR Tokyo Station - JR Echigoyuzawa Station - JR Toyama Station.

1. Take a train from Narita Airport to JR Tokyo Station.
2. Transfer to Super Express Train (*Joetsu Shinkansen*) to JR Echigoyuzawa Station.  
It takes about 90 minutes.
3. Transfer to a domestic express train to JR Toyama Station. It takes about 2 hours.

(c) From Kansai International Airport (KIX):

\*By Train (only): Kansai Airport - JR Shin-Osaka Station or JR Kyoto Station - JR Toyama Station.

- Same as above, take a train and transfer at either Shin-Osaka or Kyoto to reach Toyama.

(d) From Other Airports (e.g. Niigata and Nagoya): Both trains and buses are available to JR Toyama Station.

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

## 5. Local Contact

Mr. Hidemasa Yamamoto (Director of CEARAC)

Ms. Eriko Yamabayashi (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. Disbursement to Funded Participants

Disbursement (e.g. Travel Expenses, DSAs and Terminal Fees) for the funded participants will be made during the meeting.

- 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 the 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.**
- DSAs are calculated based on UN and/or NPEC rules, depending on the organizer of the event.

## 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. The Secretariat will assist the procedure upon request.

(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 room temperatures set 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 with flight numbers/time and fare to CEARAC Secretariat by 30th, June.**

**Mail: cearac@npec.or.jp OR Fax: +81-76-445-1581**

# Toyama City Map

