

**Logistic Information**  
**for**  
**the 9th NOWPAP CEARAC Focal Points Meeting**

**(6-7 September 2011, Toyama, Japan)**  
**as of 19 August, 2011**

**1. Overview**

(a) Period: 6 (Tue) and 7 (Wed) September, 2011

\* See the provisional agenda for time schedule

(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)

**2. Special Events**

**Welcome Party:** 18:30-20:00, 6 (Tue) September  
at Room “Sakura” at Canal Park Hotel Toyama

**3. Accommodation**

(a) Hotel: Rooms for funded participants are already reserved at the following place.

**Canal Park Hotel Toyama** (3-minute-walk from the meeting venue, Tower 111)

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/english/index.html>

(b) Guest Room:

- Single room only: 7,000 Yen (approx. US\$87 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 participants are kindly requested to inform us of arrival date and time in advance (especially in case of late check-in).

- Breakfast is served at 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.

\* The participants who would like to stay in a different hotel, please inform us of the hotel name in the registration form.

#### 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 (e.g. Narita, Kansai), domestic flights, trains and/or highway buses are available to get to Toyama City. (See the description below)

##### (a) From Toyama Airport to the Hotel:

###### \* By Limousine Bus: Toyama Airport - 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 JR Toyama Station.

###### \* By Taxi

- Taxi is also available (20 min., approx. 3,000 Yen).

Please show the map (in the last page) 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. There are 6 flights daily, taking about one hour.
3. Take Limousine Bus to JR Toyama Station or a taxi to the hotel (see above).

###### \*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/JR Kyoto Station - JR Toyama Station

- Take a train at the airport and transfer at either Shin-Osaka or Kyoto to reach Toyama.

##### (d) From Other Airports (e.g. Niigata and Nagoya):

- Trains and buses are available to Toyama.

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

#### 5. Local Contact

Mr. Norihiko Tanaka (Director of CEARAC)

Ms. Miwako Nunome (Staff member 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 meetings.

- Daily Subsistence Allowance (DSA) for the 9th NOWPAP CEARAC Focal Points Meeting is calculated based on UN rules.
- 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 during the meeting.
- **Due to a severe budget, we very much appreciate your effort to find the most economical flight between your departing place and Toyama City.**
- **For transportation fare(s) inside Japan, please obtain receipt(s) as much as possible.**

The receipts are also requested to be submitted at the registration counter as well.

Receipts are sometimes handed automatically when purchasing tickets; however, if not, please show the following Japanese lines to the clerk. (It says, "I need a receipt, addressing to NPEC.") In case of no receipt(s), please inform the Secretariat of it upon reimbursement.

領収書をください。

宛名は「(財) 環日本海環境協力センター」でお願いします。

## 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: September is still hot in Japan. The weather of Toyama in this season is mostly fine, and the average temperature ranges from 18 - 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, setting the room temperature at 28 °C at lowest in public places until the end of September, aiming to save electric consumptions. Workers are also encouraged to wear short sleeved shirts without jackets or ties during the Cool Biz period.
- (d) Electricity and Voltage: Outlet is type A with parallel flat blades for 100 volts.
- (e) Banking and Currency: The Japanese currency is "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 on weekdays, matched to the flight schedule.) If you fly in major Japanese airports, it is strongly recommended to exchange money there. ID, such as passport, may be requested to show upon money-exchange.

(f) Tipping: Tipping is not a custom in Japan.

# Toyama City Map

