



Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 23 April 2009

To: The Delegations of participating States to the OSCE
Asian Partners for Co-operation
Mediterranean Partners for Co-operation

Subject: Practical arrangements, registration form, and hotel reservation forms –
2009 OSCE-Japan Conference
“Sharing knowledge and experiences between the OSCE participating States and
Asian Partners for Co-operation — Co-operation to address common challenges”
Tokyo, Japan, 10 – 11 June 2009

I PRACTICAL ARRANGEMENTS

With reference to the **Permanent Council Decision No. 890** of 2 April 2009, the Section for External Co-operation would like to inform all participants in the 2009 OSCE-Japan Conference, to be held in Tokyo, Japan, from 10 to 11 June 2009, about the following:

I.1 Venue

The Conference will be held at the Hall and room 761 of the Ministry of Foreign Affairs of Japan. The address is as follows:

Ministry of Foreign Affairs
2-2-1 Kasumigaseki, Chiyoda-ku
Tokyo, Japan

I.2 Registration form for participants in the conference

Please find attached the registration form to be filled in by participants and to be sent to the OSCE Secretariat as indicated in the form, **not later than 27 May 2009**.

I.3 Accommodation and hotel reservation form

The host country has agreed on special corporate rates with the *Imperial Hotel Tokyo*. To make a reservation, participants are kindly requested to fill in the relevant hotel reservation form and to fax it to the fax number provided on the form.

Imperial Hotel Tokyo

1-1-1 Uchisaiwai-cho, Chiyoda-ku, Tokyo

TEL +81-3-3504-1111

FAX +81-3-3581-9146 (for staying guest)

FAX to send the hotel reservation form: +81-3-3504-1258

Map <http://www.imperialhotel.co.jp/e/tokyo/page/497>

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

Twin Room

¥ 25,000 (Single use)

¥ 30,000 (Twin use)

* Breakfast, service (10%) and tax (5%) are included.

I.4 Transportation to and from the venue

During the Conference, the host country will provide transportation from the above-mentioned hotel to the venue.

II TRAVEL

II.1 Visa Requirements

Participants are kindly requested to make their own visa arrangements with the local Embassy or Consulate of Japan prior to their arrival.

II.2 Arrival/Departure

II.2.1 Airport and transportation

The Narita International Airport is located about 60 km off the centre of Tokyo. Taxis are available at the airport but are relatively expensive. Recommendable option is to take the limousine bus.

II.2.2 Limousine bus

It connects the airport and the centre of Tokyo, including the above-mentioned Imperial Hotel, one-way ticket costs ¥ 3000, and depending on traffic, the expected travel time is about 1.5 hours.

Daily time schedule of limousine bus services between Narita Airport and the Imperial Hotel:

http://www.limousinebus.co.jp/en/timetable/narita/hibiya_h.html

Destination	Bus departure														
	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Narita Airport to Imperial Hotel	35		50	50		05	05	05	00	00	05	15	15	15	15
Imperial Hotel to Narita Airport	00	00	00	30		00	00	30	30	30					
							45								

II.2.3 Metro system in Tokyo

Useful information about the metro system in Tokyo is available under:

<http://www.tokyometro.jp/global/en/index.html>

III OTHER USEFUL INFORMATION

III.1 Rate of Exchange (as of 22 April 2009)

1 Japanese Yen = 0.00782760 Euro

1 Euro = 127.753 Japanese Yen

III.2 Weather

This period is usually in the rainy season. Average temperature of June is around 18 degrees Celsius.

III.3 Time difference

The time in Tokyo is seven hours ahead of the Central Europe Time (CET) during the summer time.

III.4 Mobile phones in Japan

Mobile phones of Mobilkom Austria (A1) clients are operational in Japan. For information about other roaming partners please explore the following web site or contact your provider:
http://www.gsmworld.com/roaming/gsminfo/roa_jpjp.shtml

III.5 Point of Contact at the OSCE Secretariat:

For further information or assistance, please contact:

Ms. Aldona Szymanski	Tel.:	(+43-1) 514 36 – 6190
Senior External Co-operation Assistant	Fax:	(+43-1) 514 36 – 6250
External Co-operation Section	E-mail:	aldona.szymanski@osce.org
OSCE Secretariat	or	pm-ext-coop@osce.org
Wallnerstrasse 6		
A-1010 Vienna, Austria		