

ANNEX C

(to TSB Collective letter 1/SG3RG-AO)

Practical information for participants

1. VENUE

Keio Plaza Hotel Tokyo

Address: 2-2-1 Nishi-Shinjuku, Sinjuku-ku, Tokyo 160-8330, Japan

Tel: +81 3 3344 0111

Fax: +81 3 3345 8269

Website: <http://www.keioplaza.com/>

The area map nearby the Keio Plaza Hotel Tokyo is referred to Figure 1.

In the meeting room, delegates can connect to the Internet using their laptops with a wireless LAN card (802.11b/g). WEP key/ SSID will be informed at the venue.

2. CONFERENCE FACILITIES AND REGISTRATION

For Participants of SG3 RG-AO, registration services will be available at the **ASAHI** room (Secretariat's room) on the 44th floor during the specified times.

- Sunday 7 April between 15:00 and 18:00
- Monday 8 and Tuesday 9 April between 08:30 and 16:00
- Wednesday 10 April between 08:30 and 11:00

The meeting will open at 09:00 hours at the **AKEBONO** room next to the **ASAHI** room.

3. ACCESS TO The Keio Plaza Hotel Tokyo

Participants from foreign countries will enter Japan through **Narita Airport** (New Tokyo International Airport) or **Haneda Airport** (Tokyo International Airport)

Narita Airport: <http://www.narita-airport.jp/en/index.html>

Haneda Airport: <http://www.haneda-airport.jp/inter/en/>

The recommended transportation options from either airport to the venue are described in following below.

3.1 From Narita Airport to the Keio Plaza Hotel Tokyo

- Narita Airport limousine

There is a direct limousine bus from Narita Airport to the Keio Plaza Hotel Tokyo.

Airport ticket counters are located in the arrival lobbies of terminal 1 and 2 at the Narita Airport. The Airport limousine bound for the Keio Plaza Hotel Tokyo leaves every 30 to 40 min and takes about 120 min. For more detailed information, please see the following Web site:

Airport limousine: http://www.limousinebus.co.jp/en/platform_searches/index/2/18

- JR Narita Express train

The JR Narita Express (N'EX) bound for Sinjuku Station (or Ikebukuro Station) leaves every 30 to 60 min and takes about 90 min. It takes 5 min by walking from West Exit, Shinjuku Station to the Keio Plaza Hotel Tokyo. For more detailed information, please see the following Web site:

JR Narita Express (N'EX) train:

<http://www.narita-airport.jp/en/access/train/index.html>
http://jreast-shinkansen-reservation.eki-net.com/pc/english/common/timetable/en_index/index.html

3.2 From Haneda Airport to the Keio Plaza Hotel Tokyo

- Haneda Airport limousine

There is a direct limousine bus from Haneda Airport to the Keio Plaza Hotel Tokyo.

The Airport limousine bound for the Keio Plaza Hotel Tokyo leaves every 60 min and take about 75 min. For more detailed information, please see the following Web site:

Airport limousine: http://www.limousinebus.co.jp/en/platform_searches/index/4/18

The figures below show the several ways and details to access to the venue from Narita Airport or Haneda Airport.

4. HOTELS

4.1 Keio Plaza Hotel Tokyo

The Keio Plaza Hotel Tokyo has hold rooms for the participants of SG3 RG-AO at the following preferential rates.

Room Rate (JPY) (including breakfast)	
Single use	16,000
Twin use	18,000

All reservation requests must be made no later than 17th of March 2013. Availability and room rates are not guaranteed after this date. Participants are requested to book directly to the hotel by sending e-mail using the Reservation Form 2. The reservation will be valid upon receipt for confirmation from the Keio Plaza Hotel Tokyo by fax or e-mail.

4.2 Other Hotels in Shinjuku area

The following hotels are recommended in Shinjuku area. Participants are requested to book your hotel room by contacting directly to the hotel. Rooms of below three hotels have not been hold for participants of SG3 RG-AO, therefore, participants are requested to book their hotel rooms as early as possible.

		Room Rate (SAMPLE,JPY)		Remark
Shinjuku Washington Hotel		Single use	14,400 - 15,400	6 minute walk to the venue
		Twin use	17,000 - 20,000	
	URL	http://shinjuku.washington-hotels.jp/		
Kadoya Hotel		Single use	7,560 - 11,870	2 minute walk to the venue
		Twin use	13,650 - 17,750	
	URL	http://www.kadoya-hotel.co.jp/eng/		
Keio Presso Inn Shinjuku		Single use	9,400	8 minute walk to the venue
		Twin use	13,500	
	URL	http://www.presso-inn.com/en/hotel/shinjuku.html		

The locations of these three hotels are referred to Figure 1.

5. VISA AND IMMIGRATION INFORMATION:

Participants who require a visa should apply for a visa at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure.

Participants are also advised to contact their local travel agents or carriers. The Embassy may take at least two weeks for visa processing.

For more information, please visit the website of the Ministry of Foreign Affairs of Japan at:

http://www.mofa.go.jp/j_info/visit/visa/

Participants who need an invitation letter and/or visa supporting documents for entering Japan shall fill out all items in Application Form 3, then fax or email the form to the following contact point together with a copy of photograph page of the passport no later than 6th of March 2013.

Hideki Suganami (Mr.) / Junkichi Fujisawa (Mr.)

The ITU Association of Japan

Phone: +81 3 5357 7625/+81 3 5357 7626

Fax: +81-3-3356-8170

E-mail: sg3-visa@ituaj.jp (Email is the preferable communication means.)

6. TECHNICAL TOUR

Half day Technical Tour will be planned. Detail will be announced at the meeting.

7. PRACTICAL INFORMATION

7.1 About Tokyo:

Tokyo, the capital of Japan, is one of the largest cities of the world with a population of 13-million.

<http://www.metro.tokyo.jp/ENGLISH/>

7.2 Weather:

The temperature in Tokyo during April ranges from 5 to 15 ury degrees centigrade.

Average rainfall in April is about 130 mm in Tokyo.

7.3 Time Zone: GMT + 9 hours.

7.4 Banks & Currency:

The Japanese currency unit is Japanese Yen (JPY). There are four kinds of bills (10,000 yen, 5,000 yen, 2,000 yen and 1,000 yen) and six kinds of coins (500 yen, 100 yen, 50 yen, 10 yen, 5 yen and 1 yen) used. Only Japanese Yen (JPY) is accepted at stores and restaurants.

Major foreign currencies may be exchanged to JPY at foreign exchange banks at the International Airports on presentation of your passport. Japanese banks are usually open Monday to Friday from 9:00 to 15:00. The exchange rate as of 15th February 2012 is 91 Japanese Yen to 1 US Dollar. Major credit cards are accepted by most hotels, restaurants, department stores, but not local small shops.

7.5 Tipping: Tipping is not customary in Japan.

7.6 Electricity: The standard power supply in Japan is 100 volts. The frequency is 50 Hz in eastern Japan including Tokyo. The type of power outlet/connector used in Japan is A type which is a two-parallel-pronged type.

8. LOCAL CONTACT POINT:

For any information and arrangement of the events please contact:

INAMI Toshiyuki (Mr.)

Standardization Division, Ministry of Internal Affairs and Communications

Phone: +81-3-5253-5771, Fax: +81-3-5253-5764

E-mail: sg3-local@ml.soumu.go.jp

(Email is the preferable communication means)

Transportation from Narita or Haneda Airport to the Venue

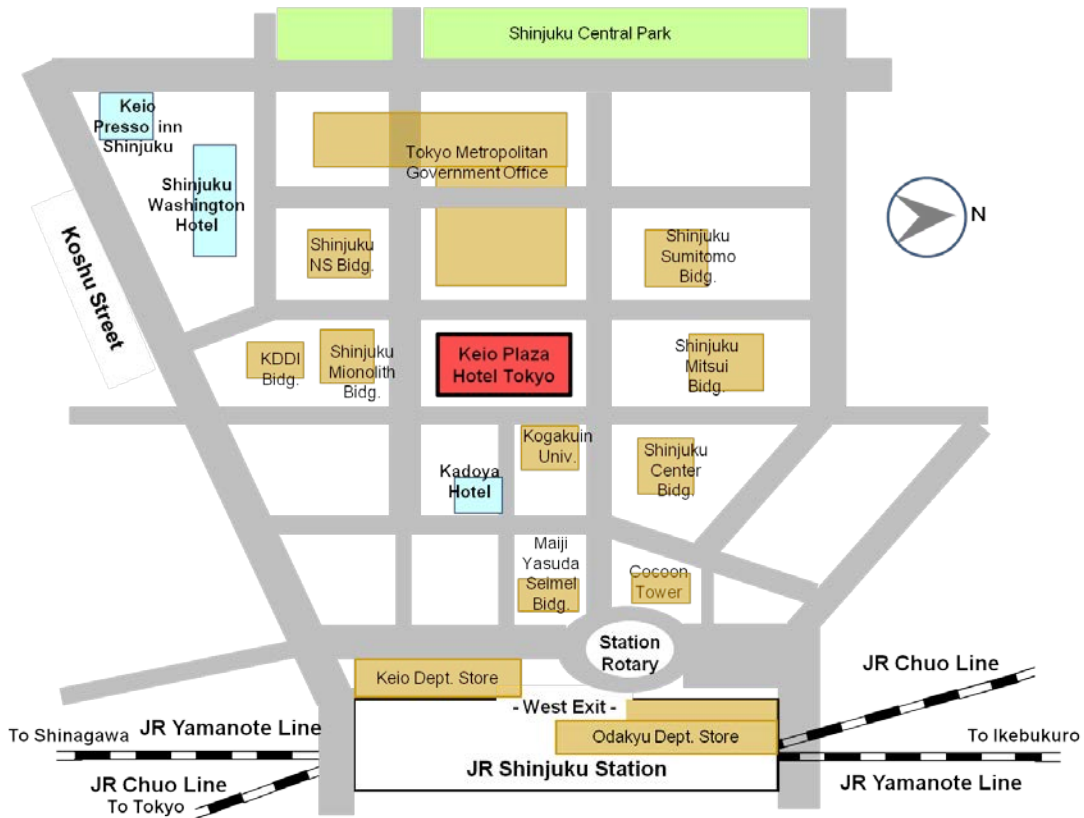


Figure 1 - Area Map nearby Keio Plaza Hotel Tokyo

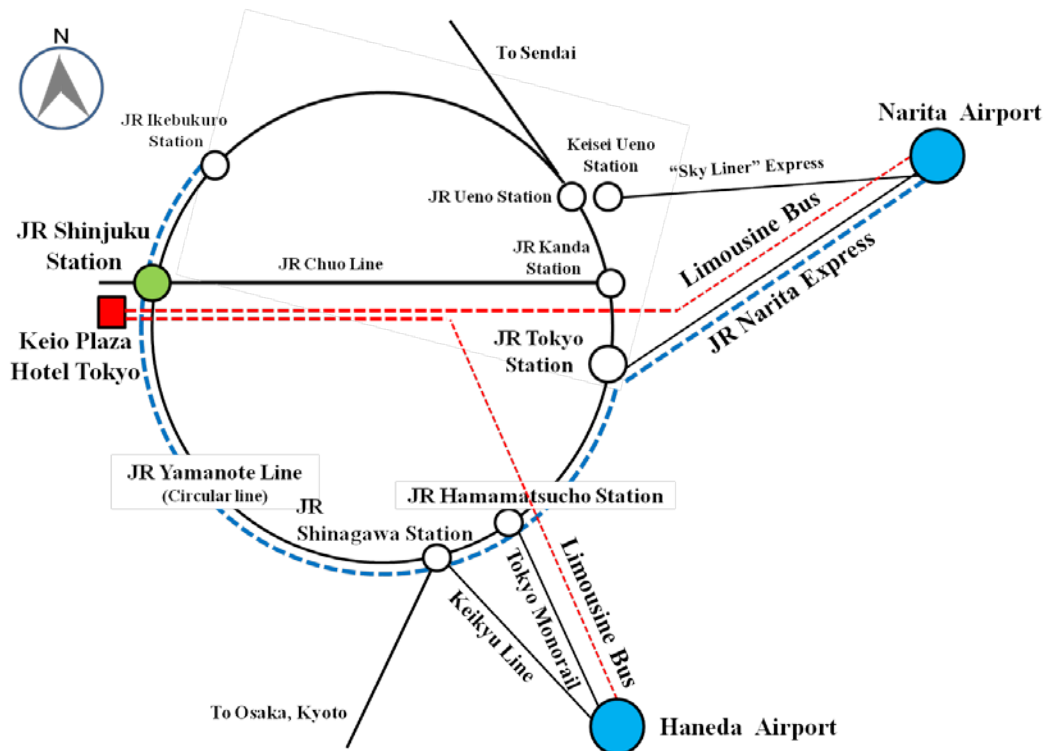


Figure 2 - Transportation Map from Narita Airport or Haneda Airport

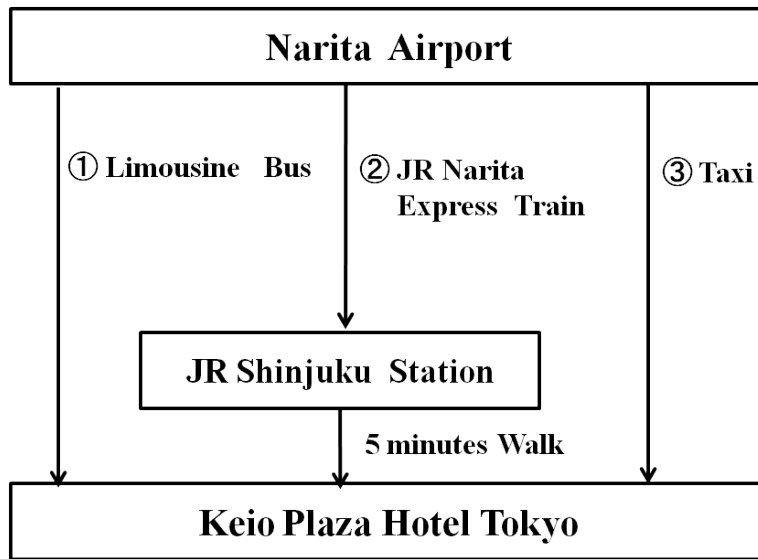


Figure 3 - Transportation from Narita Airport to the Venue

Table 1 - Time required and Vehicle Fee of Transportation from Narita Airport to the Venue

(Numbers in row correspond to numbers in Figure 3)

No.	Vehicle	Approx. Time Required (minutes)	Vehicle Fee (JPY)	Remarks
1	Limousine bus	120	3,000	
2	JR Narita Express Train	90	2,940	
3	Taxi	100	approx. 24,000	not including expressway fare

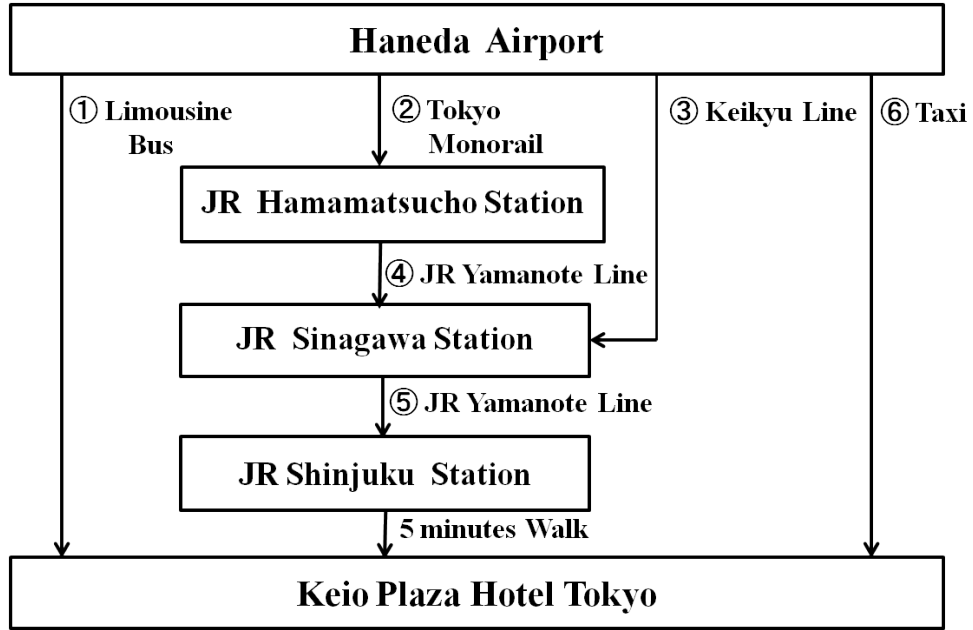


Figure 4 - Transportation from Haneda Airport to the Venue

Table 2 - Time required and Vehicle Fee of Transportation from Haneda Airport to the Venue

(Numbers in row correspond to numbers in Figure 4)

No.	Vehicle	Approx. Time Required (minutes)	Vehicle Fee (JPY)	Remarks
1	Limousine bus	75	1,200	
2	Tokyo Monorail	20	470	
3	Keikyu Line	20	400	
4	JR Yamanote Line	6	190	
5	JR Yamanote Line	19		
6	Taxi	50	approx.8,600	not including expressway fare