



INFORMATION NOTES FOR ITU/MIC TRAINING ON BRIDGING THE STANDARDIZATION GAP 18-22 June 2007

1 Introduction

The Ministry of Internal Affairs and Communications of Japan is pleased to welcome participants to Training on Bridging the Standardization Gap, which will take place in Tokyo, Japan, 18-22 June 2007.

This annex provides some information that will acquaint you about the training.

2 The training venue

NTT Communications – Azabu Seminar House

4-5-63 Minami-Azabu, Minato-ku, Tokyo

Tel: +81 3 3440 1512/4561

Fax: +81 3 3440 1520/1614

Location: See map in Attachment 1 to this Annex.

3 Hotel accommodation

A block of rooms has been booked at Grand Prince New Takanawa Hotel. If the trainee states the intention to stay in this hotel through the registration form attached to the invitation letter, ITU or the MIC Secretariat will make the reservation for him/her.

Although the trainees can arrange their accommodation by themselves, please note that the chartered bus service described in Section 6 below is available only between Grand Prince New Takanawa Hotel and the training venue.

Grand Prince New Takanawa Hotel

13-1 Takanawa 3-chome

Minato-ku, Tokyo 108-8612, Japan

Phone: +81 3 3442 1111

Fax: +81 3 3444 1234

<http://www.princehotels.co.jp/takanawa/>

Location: See map in Attachment 2 to this Annex.

How to Get There

By Airport Limousine Bus:

1 hour 30 minutes from New Tokyo International Airport (Narita)

It departs for the Shinagawa area almost every hour. JPY 3,000 one way.

For more information, please visit the following website.

<http://www.limousinebus.co.jp/en/>

By Train and Hotel Shuttle

The hotel is located near Shinagawa Station in the center of Tokyo. For Shinagawa Station, trainees can use Narita Express bound for Yokohama. From Shinagawa Station, there is a shuttle bus service to the hotel every 30 minutes except for weekdays.

4 Transportation between the hotel and training venue:

A chartered bus service between Grand Prince New Takanawa Hotel and the training venue is available for use each morning and evening. All trainees are requested to use the same bus each time. Information about the departing time and the meeting point will be provided later.

5 Visas

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. 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/index.html.

Participants who need an invitation letter and/or visa-supporting documents for entering Japan shall fill out completely the “REQUEST FORM FOR VISA-SUPPORTING DOCUMENTS” and “CURRICULUM VITAE” in **Attachment 3** to this Annex, and fax or e-mail them and a “Copy of the passport bearer’s page (page with the bearer’s photograph)” to the contact point in Section 6 below as soon as possible.

6 Contact point

For any further information you may require or if you need a personal invitation letter or official document for your visa application, please contact:

Mr. Hirohiko SUGAHARA
NTT Advanced Technology Corporation
Musashino Center Bldg. 6F, 1-19-18 Naka-cho, Musashino-shi, Tokyo, 180-0006 Japan
Tel: +81 422 36 6715
Fax: +81 422 36 6702
E-mail: hirohiko.sugahara@ntt-at.co.jp

7 Computer facilities

There are no training programs that require the use of a computer. A trainee does not have to bring his/her own computer. Internet access from the hotel is possible, whereas the access charge is payable by the trainee him/herself.

8 Language used

Japanese is the dominant language in Japan. English is spoken in major hotels, large restaurants, department stores and other major organizations and tourist locations.

9 Currency and Banking

Only Japanese Yen (JPY) is accepted at stores and restaurants. Major foreign currencies may be exchanged to JPY at hotels, banks and international Airports. Regular banking hours are 9 am – 3 pm, Monday through Friday.

Exchange rates as of 24 April 2007

100 JPY(¥)
0.87 USD (\$)
0.64 EUR (€)

10 Credit cards

Most hotels, restaurants, department stores, and shops accept major credit cards (American Express, Diners Club, JCB, MasterCard, VISA). Usually there is a prominently displayed sticker at the entrance indicating which cards are accepted.

11 Climate

June is the rainy season in Japan. The average temperatures during the period are:

May	June	July	August
20.3°C (68.6°F)	23°C (73.4°F)	28°C (82.4°F)	29.1°C (84.4°F)

12 Local time

Local time is UTC +9h (no daylight saving in Japan.)

13 Tipping

Tipping is not customary in Japan.

14 Taxes

Sales tax in Japan is 5%.

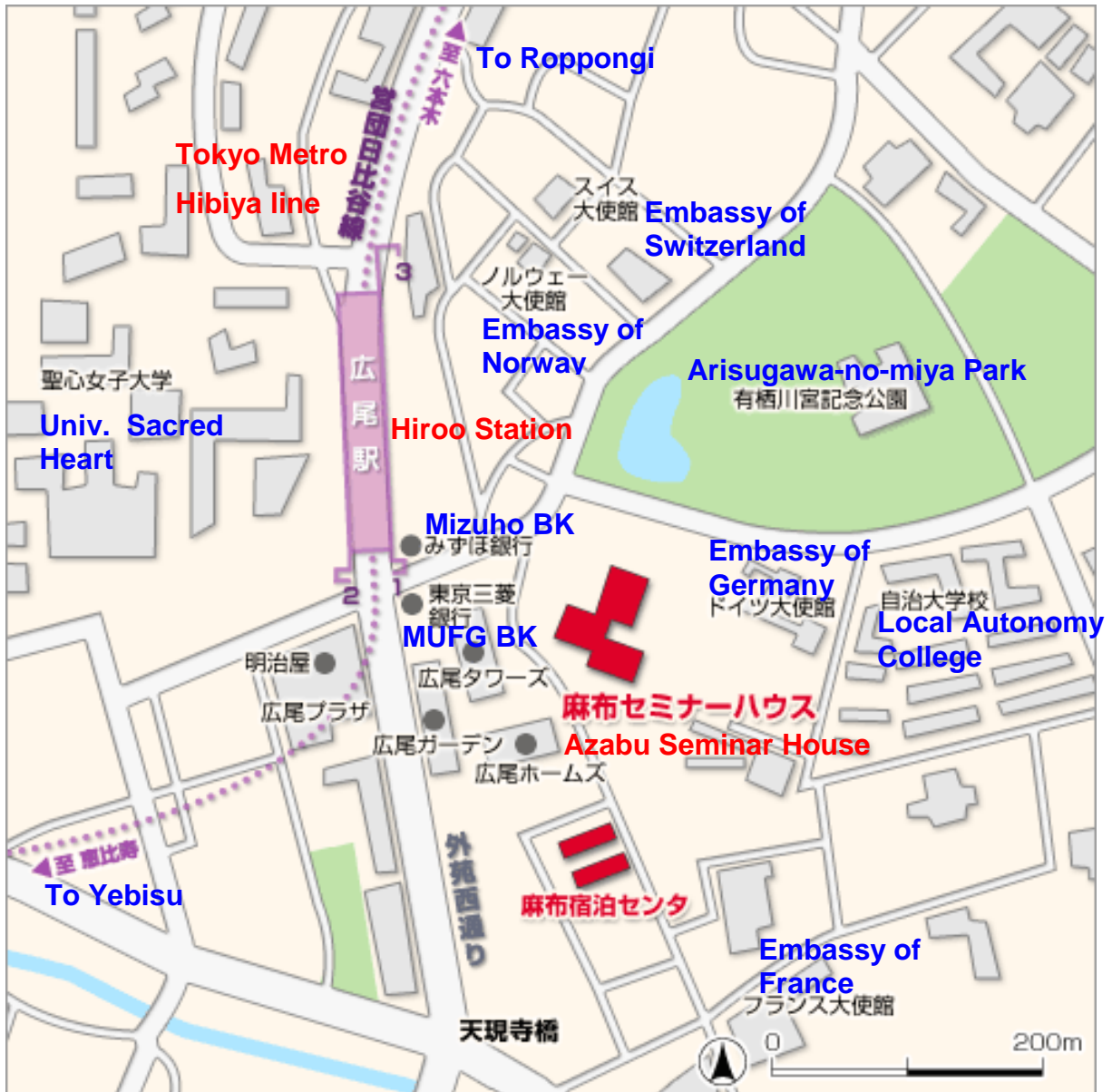
15 Electrical appliances

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.



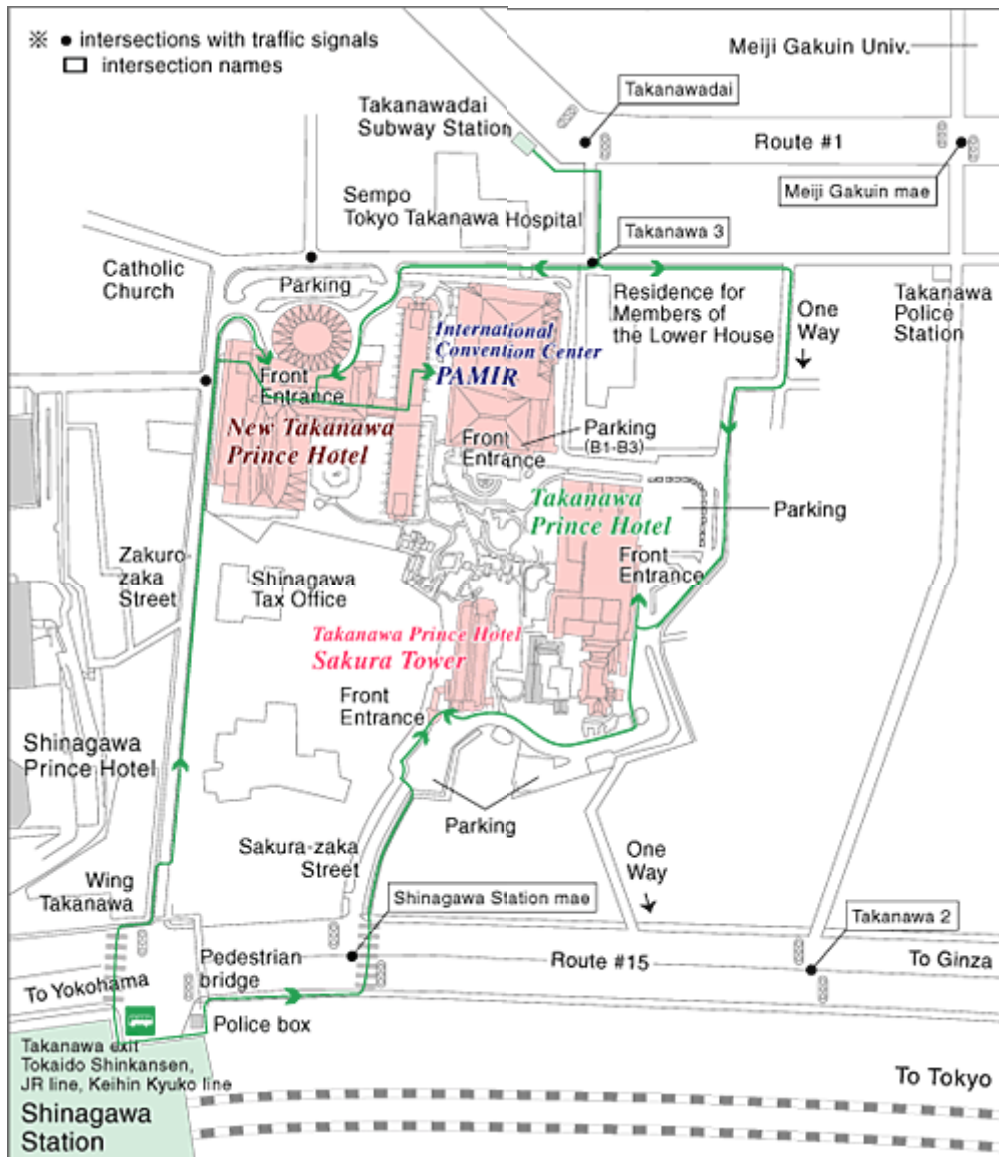
Attachment 1

Training location and venue



Attachment 2

Access to Grand Prince New Takanawa Hotel (former New Takanawa Prince Hotel)



CURRICULUM VITAE

1. FULL NAME	
2. HOME ADDRESS	
3. HOME TELEPHONE NUMBER	
4. NATIONALITY	

5. WORK EXPERIENCE

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6. EDUCATION

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