

**ITU-D Study Group 2 Rapporteur Group meetings for
Questions 22-1/2, 10-3/2, 25/2, 11-3/2
and ITU-MIC Symposium on Disaster Communication
15-21 March 2012, in Sendai City and Tokyo (Japan)**

PRACTICAL INFORMATION FOR MEETING PARTICIPANTS

The ITU-D Study Group 2 Rapporteur Group meetings for Questions 22-1/2, 10-3/2, 25/2, 11-3/2 will be held in conjunction with the ITU-MIC Symposium on Disaster Communication in Sendai City (Japan) from 15-18 March 2012 and in Tokyo (Japan) from 19-21 March 2012.

Detailed information, including the time management plan for the meetings can be found online at: <http://www.itu.int/net3/ITU-D/stg/blkmeetings.aspx?blk=12755>

The information in this document complements the information sent out together with the invitation letter and is available in the circular letter at: <http://www.itu.int/md/D10-CA-CIR-0009/>

1. Meeting venues in Sendai City and Tokyo

The meetings in Sendai City will be held at the Sendai International Center and the meetings in Tokyo at Keio Plaza Hotel Tokyo as per the below schedule.

Meeting and date	Venue	Registration
Thursday, 15 March 2012 Rapporteur Group meeting for Q22-1/2 (Utilization of telecommunications/ ICTs for disaster preparedness, mitigation and response)	Sendai International Center	From 8:30am
Friday, 16 March 2012 ITU-MIC Symposium on Disaster Communications	Sendai International Center	From 8:30am
Saturday, 17 March 2012 Excursion in Sendai, Miyagi	Bus will pick up the meeting participants at Hotel Metropolitan Sendai for the excursion.	
Sunday, 18 March 2012	Bus leaving from Sendai City (Hotel Metropolitan Sendai) to take participants to the meeting venue in Tokyo.	
Monday, 19 March 2012 Rapporteur Group meeting for Q10-3/2 (Telecommunications/ICTs for rural and remote areas)	Keio Plaza Hotel Tokyo	From 8:30am
Tuesday, 20 March 2012 Rapporteur Group meeting for Q25/2 (Access technology for broadband telecommunications including IMT, for developing countries)	Keio Plaza Hotel Tokyo	From 8:30am
Wednesday, 21 March 2012 Rapporteur Group meeting for Q11-3/2 (Examination of terrestrial digital sound and television broadcasting technologies and systems, interoperability of digital terrestrial systems with existing analogue	Keio Plaza Hotel Tokyo	From 8:30am

networks, and strategies and methods of migration from analogue terrestrial techniques to digital techniques)		
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Venue for Sendai meetings:

Sendai International Center

Address: Aobayama, Aobaku, Sendai Miyagi, 980-0856

Tel.: +81 22 256 2211

Fax: +81 22 265 2485

Website: <http://www.sira.or.jp/center/english/index.html>

How to get to the venue: http://www.sira.or.jp/center/english/access_transportation.html

Venue for Tokyo meetings:

Keio Plaza Hotel Tokyo

Address: 2-2-1 Nishi-Shinjuku, Shinjuku-Ku, Tokyo 160-8330

Tel.: +81 3 3344 0111

Fax: +81 3 3345 8269

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

How to get to the venue: <http://www.keioplaza.com/map/index.html>

2. Contacts for meetings

Japan national coordinator for the meetings:

Mr. Taketo Deguchi

Tel.: +81 3 5253 5922

Fax: +81 3 5253 5925

E-mail: sendai-symposium@ml.soumu.go.jp

Note: E-mail is preferable.

Matters that concern visa applications and for forwarding the application form for visa supporting documents: sendai-symposium@ml.soumu.go.jp

ITU contact for the Rapporteur Group meetings:

Christine Sund, Coordinator a.i., ITU-D Study Groups

Tel.: +41 22 730 5999

Fax.: +41 22 730 5545/730 5484

E-mail: devsg@itu.int

ITU contact for the ITU-MIC Symposium for Disaster Communications:

ITU contact for the ITU-MIC Symposium for Disaster Communications:

Maritza Delgado, Programme Officer

Tel.: +41 22 730 5430

E-mail: DorisMaritza.Delgado@itu.int

3. Accommodation in Sendai City and Tokyo

Below please find a list of hotels where the meeting participants can stay during the meetings in Sendai and Tokyo. **Participants are requested to make their rooms reservations directly with the hotel of choice.** As the rooms at the below hotels are **not blocked** for participants of these meeting, therefore, it is advised that participants from foreign countries are requested to their book hotel rooms as early as possible.

14-17 March 2012 (Sendai, Miyagi)

Hotel details	Price (Dec. 2011)
<p>HOTEL METROPOLITAN SENDAI* Address: 1-1-1, Chuo, Aoba-ku, Sendai, Miyagi 980-8477 Tel.: +81 22 268 2525 Fax: +81 22 268 2521 Website: http://www.s-metro.stbl.co.jp/english/index.html</p>	<p>128.78 USD per night (single room)</p>
<p>SENDAI KOKUSAI HOTEL Address: 6-1, chuo 4-chome, Aoba-ku, Sendai, Miyagi 980-0021 Tel.: +81 22 268 1111 Fax: +81 22 268 1113 Website: http://www.tobu-skh.co.jp/english/index.html</p>	<p>128.78 USD per night (single room)</p>
<p>HOTEL MONTEREY SENDAI Address: 4-1-8, Chuo, Aoba-ku, Sendai, Miyagi 980-0021 Tel.: +81 22 265 7110 Fax: +81 22 265 5255 Website: http://www.hotelmonterey.co.jp/en/htl/sendai/index.html</p>	<p>128.78 USD per night (single room)</p>
<p>HOTEL CENTRAL SENDAI Address: 4-2-6, Chuo, Aoba-ku, Sendai, Miyagi 980-0021 Tel.: +81 22 711 4111 Fax: +81 22 711 4110 Website: http://www.hotel-central.co.jp/08english01.html</p>	<p>103.30 USD per night (single room)</p>
<p>CHISUN HOTEL SENDAI Address: 4-8-7, Chuo, Aoba-ku, Sendai, Miyagi 980-0021 Tel.: +81 22 262 3211 Fax: +81 22 262 3220 Website: http://www.solarehotels.com/english/chisun/hotel-sendai/questroom/detail.html</p>	<p>77.27 USD per night (single room)</p>

18-21 March 2012 (Shinjuku, Tokyo)

Hotel details	Price (Dec. 2011)
<p>KEIO PLAZA HOTEL TOKYO* (also meeting venue) Address: 2-2-1 Nishi-Shinjuku, Shinjuku-Ku, Tokyo 160-8330 Tel.: +81 3 3344 0111 Fax: +81 3 3345 8269 Website: http://www.keioplaza.com/</p>	<p>386.30 USD per night (single room)</p>
<p>HILTON TOKYO HOTEL Address: 6-2 Nishi-Shinjuku 6-chome, Shinjuku-Ku, Tokyo 1600023 Tel.: +81 3 3344 5111 Fax: +81 3 3342 6094 Website: http://www1.hilton.com/en_US/hi/hotel/TYOHITW-Hilton-Tokyo-hotel/index.do</p>	<p>386.30 USD per night (single room)</p>
<p>SHINJUKU WASHINGTON HOTEL Address: 3-2-9 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-8336 Tel.: +81 3 3343 3111 Fax: +81 3 3342 2575 Website: http://www.presso-inn.com/en/hotel/shinjuku.html</p>	<p>128.78 USD per night (single room)</p>

KEIO PRESSO INN SHINJUKU Address: 3-4-5, Nishi Shinjuku, Shinjuku-ku, Tokyo 160-0023 Tel.: +81 3 3348 0202 Fax: +81 3 3348 0203 Website: http://www.presso-inn.com/en/hotel/shinjuku.html	107.76 USD per night (single room)
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*Reservations have been made at the hotels marked with a * for those delegates who have been granted a fellowship for these meeting (Hotel Metropolitan Sendai and Keio Plaza Hotel Tokyo).

4. Information about visa requirements

All foreign visitors entering Japan must be in possession of a valid passport. Delegates, except those from countries who have visa exemption agreements with Japan, should contact the Consular Section of the Embassy or Consulate General of Japan in their country (or closest to their location) for more information and advice on how to apply for an entry visa for Japan.

Meeting participants who need a visa-supporting letter for applying for a entry visa for Japan are strongly advised to fill out the "**Application Form for Visa Supporting Documents**" form and contact Japanese Secretariat (Tel.: +81 3 5253 5922, E-mail: sendai-symposium@ml.soumu.go.jp) and e-mail the form and a copy of the passport (photograph page) to them by **30 January 2012**.

See the Japan Ministry of Foreign Affairs website for more information:
http://www.mofa.go.jp/j_info/visit/visa/

5. Climate and temperature in March

Average temperature and rainfall for March are shown in table below:

	Sendai March	Tokyo March
Average high temperature (°C)	8.8°C	12.9°C
Average low temperature (°C)	0.5°C	5.1°C
Average precipitation (mm)	73 mm	114.5 mm

6. Electrical current

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 two-parallel-pronged.



7. 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. Major credit cards are accepted by most hotels, restaurants, department stores, but not local small shops.

1 US dollar = 77.9 yen (5/12/2011), 1 euro = 104.8 yen (5/12/2011), 1 Swiss franc = 84.7 yen (5/12/2011)

8. Time difference

GMT or Universal Time +9 hours. Meetings will start at 9:30am local Japanese time, which is 01:30am Geneva time.