



**Question(s):** ALL/9

Tokyo, 2-10 September 2024

**TD**

**Source:** TSB

**Title:** Logistics, visa and other practical information for SG9 meeting in Tokyo, Japan

**Contact:** TSB

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**Abstract:** This TD contains all the meeting facilities and useful information for the SG9 meeting in Tokyo, Japan.

**Practical information on Tokyo, Japan**

**1. Meeting venue**

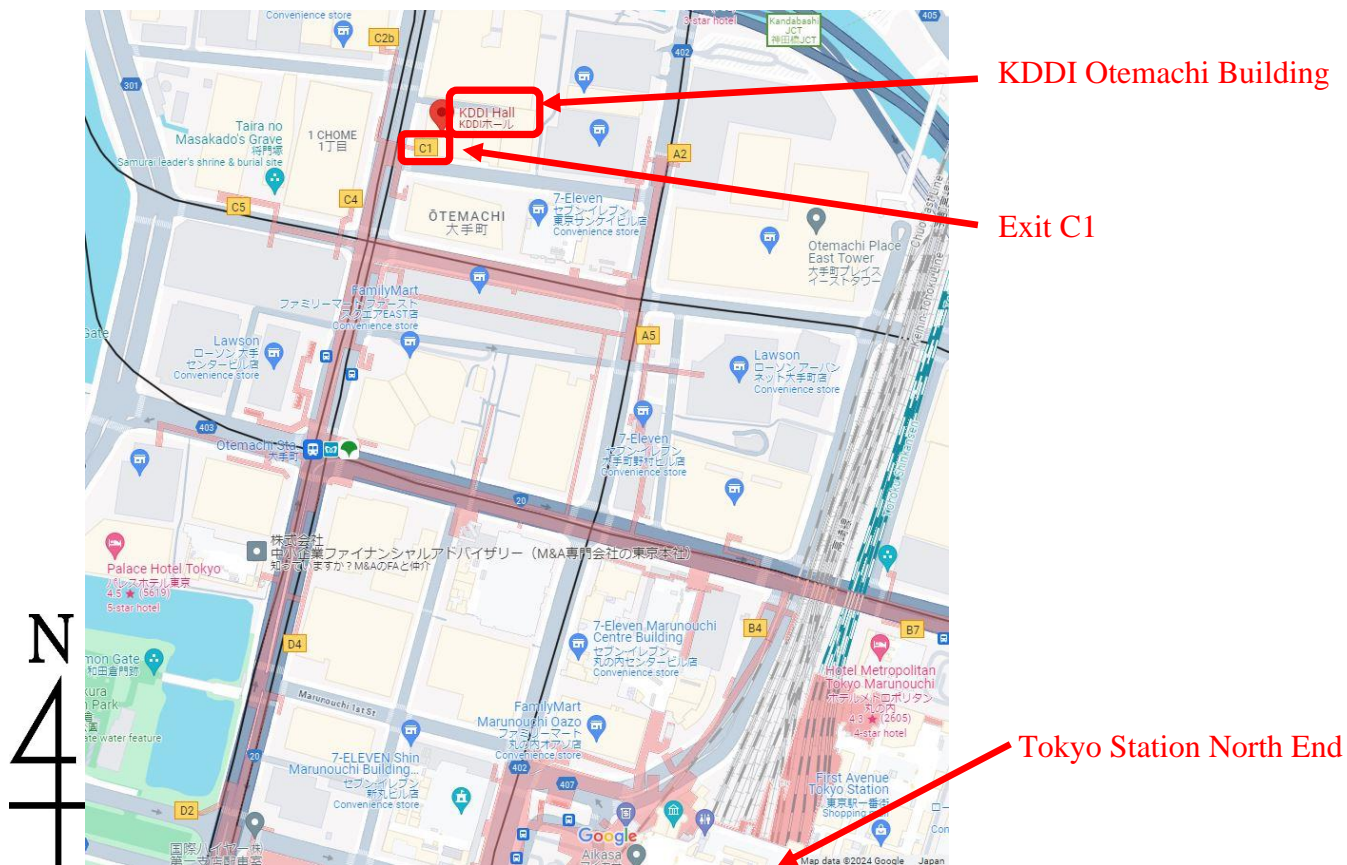
KDDI Hall  
 2<sup>nd</sup> Floor, KDDI Otemachi Building  
 1-8-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan

**1.1 How to get to the venue**

KDDI Otemachi Building is located near to Otemachi Station. Otemachi Station is one of the main stations in Tokyo and five lines of the public train/metro have a stop at Otemachi Station as shown in the map below:



The distances between Otemachi stations on each line are long and the structure of the station is complicated. When you arrive at Otemachi Station, FOLLOW THE SIGNS TO EXIT C1. This leads directly to the KDDI Otemachi Building as shown on the map below.



When you get close to Exit C1;



1. Go up the stairs to Exit C1.
2. Turn left when you see the Exit C1 sign. This sign indicates that the KDDI Otemachi Building is on your left.
3. This is the basement of the KDDI Otemachi Building. From here, go up to the 2<sup>nd</sup> Floor.



4. Entrance to the KDDI Hall. The lobby is located behind the entrance.

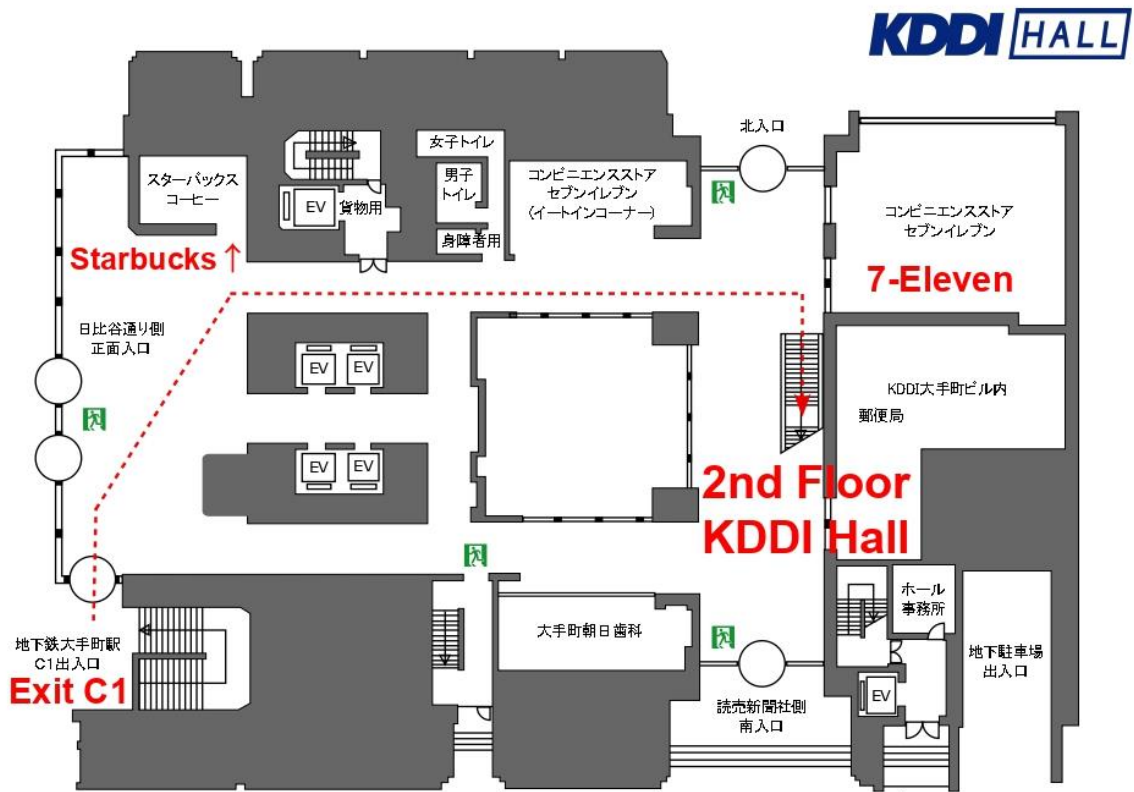


5. The KDDI Hall is to the right of the lobby as you enter.

Below is a map providing a zoom over the city buildings surrounding the venue (KDDI building).  
 NOTE: The easiest way to reach the KDDI building is to refer to the underground and find Exit C1.



To enter into the venue from the ground floor, follow the red dotted line from exit C1 and take the stairs to the 2nd floor



**Ground floor of the KDDI Otemachi Building**

KDDI大手町ビル 1階平面図 (平日)

## 2. Transportation and site information

Participants from foreign countries will enter Japan through Narita Airport (NRT, New Tokyo International Airport) or Haneda Airport (HND, Tokyo International Airport).

Narita Airport (NRT): <https://www.narita-airport.jp/en/>

Haneda Airport (HND): <https://tokyo-haneda.com/en/>

The recommended transportation options from either airport to the venue are described below.  
NOTE: the bus goes to Tokyo station that is very close to Otemachi station.

### a) Airport Limousine Bus

From these airports, non-stop shuttle services to the Tokyo area (close to Otemachi area) are available. No reservation is required.

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

From	To (Example)	Fare	Travel Time	Timetable
Narita Airport	Tokyo Station Yaesu North Gate (Tekko Building)	JPY 3,100	95 min – 110min	<a href="https://www.limousinebus.co.jp/guide/en/timetable/">https://www.limousinebus.co.jp/guide/en/timetable/</a>  Select ‘Hibiya,Ginza Area’
Haneda Airport	Tokyo Station Yaesu North Gate (Tekko Building)	JPY 1,000	55min	<a href="https://www.limousinebus.co.jp/guide/en/timetable/">https://www.limousinebus.co.jp/guide/en/timetable/</a>  Select “Tokyo Station Yaesu North Exit (TEKKO Building)’

### b) Narita Express

The JR Narita Express (N’EX) stopping at Tokyo Station is available at the Narita Airport. No reservation is required.

<http://www.jreast.co.jp/e/nex/>

From	To	Fare	Travel Time	Frequency
Narita Airport	Tokyo Station	JPY 3,070 (2 <sup>nd</sup> class) JPY 3,840 (1 <sup>st</sup> class)	60 min	Every hour or twice per hour

### c) Taxi

Taxi is available at the airports.

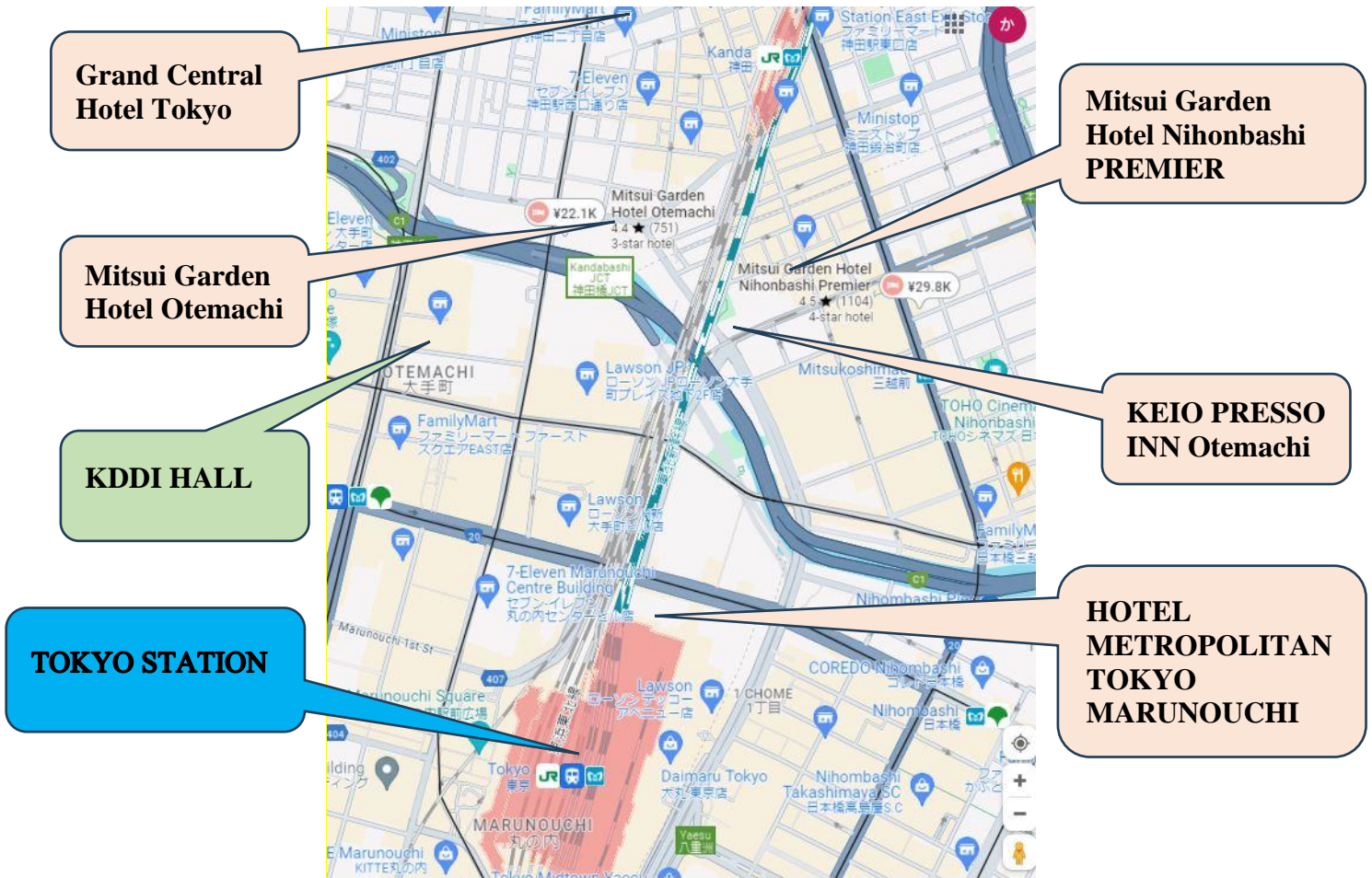
From	To	Fare	Travel Time
Narita Airport	Otemachi station	Approx. JPY 30,000	60 min
Haneda Airport	Otemachi station	Approx. JPY 7,000	45 min

## 2.1 Transportation Map

The following map shows the relationship between Centre of Tokyo and the airports. The Hotels near the venue (KDDI Hall at Otemachi) are also indicated on the second map.



Tokyo and vicinity



Detailed map around KDDI HALL

### 3. Passports and Visas

All foreign visitors entering Japan must have a valid passport. Visitors from countries **whose citizens require a visa should, as soon as possible and** at least **one month** before the start date of the meeting, **apply for a visa** from the office (embassy or consulate) representing Japan in your country or, if there is no such office in your country, from the one that is closest to the country of departure.

You may need a **letter of invitation from the Japanese host**, which you will need to present to the Japanese embassy/consulate in your area in order to obtain your visa.

To obtain an invitation letter:

- a) Please complete the form at the following URL: [https://www.ituaj.jp/?page\\_id=31946](https://www.ituaj.jp/?page_id=31946)
- b) *NOTE: A proof of registration to the SG9 meeting will be requested to the ITU by the Host, so make sure you have registered for the [ITU-T SG9 meeting](#) and your focal point has approved your registration, before requesting the visa invitation letter. Invitation letters won't be delivered to non-registered delegates.*

***In order to receive an invitation letter, your information should be provided to the host before 15 July 2024.***

*NOTE: The host will do its best to provide invitation letters that are requested late; however, it cannot guarantee that a visa will be received in time for the SG9 meeting.*

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/](http://www.mofa.go.jp/j_info/visit/visa/)

The focal point for visa support in Japan is:

*Mr. Junichi KISHIMOTO*  
*AFFILIATION: The ITU Association of Japan*  
*Mobile: +81 3 5357 7619*  
*Email: [itu\\_sg9\\_sec@ituaj.jp](mailto:itu_sg9_sec@ituaj.jp)*

*Ms. Kaori OHNO*  
*AFFILIATION: The ITU Association of Japan*  
*Mobile: +81 3 5357 7621*  
*Email: [itu\\_sg9\\_sec@ituaj.jp](mailto:itu_sg9_sec@ituaj.jp)*

### 4. Climate

The table shows the monthly average temperature and monthly Precipitation totals for Tokyo in September in 2023.

	September
Average Max Temperature	31.2°C/88.1°F
Average Minimum Temperature	23.6°C/74.4°F
Total Precipitation	229mm/9in

Source: Japan Meteorological Agency

## **5. Hotels**

The following list represents the recommended hotels located within walking distance from the venue:

### **HOTEL METROPOLITAN TOKYO MARUNOUCHI ★★☆☆**

1-7-12 Marunouchi, Chiyoda-ku, Tokyo 100-0005

+81-3-3211-2233

<https://tokyo-marunouchi.hotel-metropolitan.com>

[15 minutes by walk]

### **Mitsui Garden Hotel Otemachi ★★☆☆**

2-1-2 Uchi-Kanda, Chiyoda-ku, Tokyo, 101-0047

+81-3-3254-3131

<https://www.gardenhotels.co.jp/otemachi/eng/>

[6 minutes by walk]

### **KEIO PRESSO INN Otemachi ★☆☆**

4-4-1 Hongoku-cho, Chuo-ku, Tokyo, 103-0021

+81-3-3241-0202

<https://www.presso-inn.com/english/otemachi.html>

[12 minutes by walk]

### **Mitsui Garden Hotel Nihonbashi PREMIER ★★☆☆**

3-4-4 Nihonbashi Muromachi, Chuo-ku, Tokyo 103-0022

+81-3-3270-1131

<https://www.gardenhotels.co.jp/nihonbashi-premier/eng/>

[17 minutes by walk]

### **Grand Central Hotel Tokyo ★☆☆**

2-2, Kanda Tukasa-cho, Chiyoda-ku, Tokyo 101-0048

+81-3-3256-3211

<https://grand-central.tokyo-hotels-stay.com/en/>

[12 minutes by walk]

## **6 Internet access and wireless coverage at the venue**

Internet access in the meeting rooms will be provided by KDDI Hall.

All meeting rooms will have a wireless network with access to the Internet.

Internet access will be provided using the LAN technologies listed below:

## Wireless via Wi-Fi: IEEE 802.11b/g/n on 2.4 GHz and 802.11a/n/ac on 5 GHz.

### 7 Technical assistance

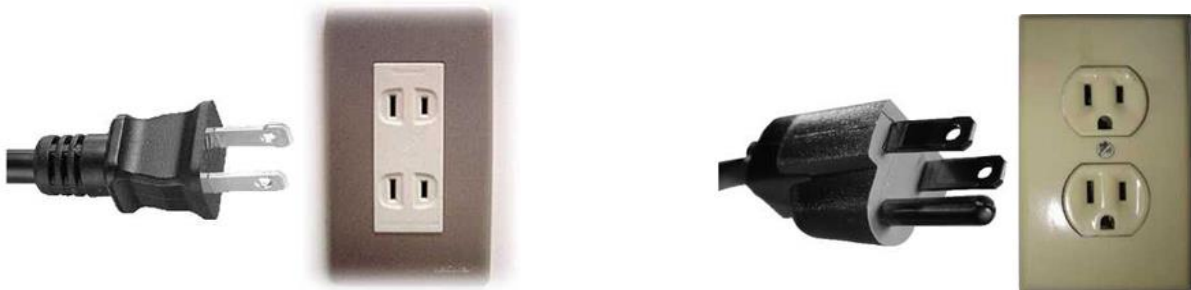
In case you have any technical problem at the venue (e.g., connecting to Internet, finding meeting rooms, etc.) please feel free to ask the staff on-site or TSB staff (tsbsg9@itu.int).

### 8 Electricity

The voltage in Japan is 100 Volts, which is different from North America (120V), Central Europe (220V) and most other regions of the world.

<https://www.worldstandards.eu/electricity/>

Japanese electrical plugs typically have two pins, as shown below, and some plugs have three pins including a grounding prong.



Type-A (in most cases)

Type-B (in some cases)

Some North American equipment will work fine in Japan without adapter or converter, however, some sensitive equipment may not work properly.

The frequency of electric current is 50 Hertz in Eastern Japan (including Tokyo, Yokohama, Tohoku, Hokkaido) and 60 Hertz in Western Japan (including Nagoya, Osaka, Kyoto, Hiroshima, Shikoku, Kyushu), however this frequency difference affects only sensitive equipment.

It is suggested guests bring their own power converters and wall plug adapters to allow use of international appliances. Hotels typically provide irons, ironing boards and hair dryers in the hotel rooms, so there is no need to bring these items with you.

### 9 Currency exchange

The currency in Japan is Japanese Yen (JPY); please check the currency exchange rate in the local bank system or you can have as a reference the following link: <http://www.xe.com/>

### 10 Additional information

- **Hospital:** St. Luke's International Hospital, 9-1 Akashi-cho, Chuo-ku, Tokyo 104-8560. For general questions, call +81-3-3541-5151. For more information; <https://hospital.luke.ac.jp/eng/> [5931@luke.ac.jp](mailto:5931@luke.ac.jp)
- **Pharmacy:** Tomod's, Otemachi PLACE, 2-3-1, Otemachi, Chiyoda - ku, Tokyo, 100-0004



\* MIC or the Secretariat will NOT bear any cost of participant's insurance, medical expenses, or any other expenses. Participants are therefore responsible for making necessary arrangements for insurance and medical coverage before their travel.

- **Convenience store and Coffee shop :** 7-Eleven and Starbucks are located on the ground floor of the KDDI Otemachi Building (the venue).
- **Mobile phones:** Mobile phone and mobile data coverage is excellent. Most unlocked cell phones will work with a local SIM card.
- **Tipping:** Tipping is not recommended.
- **Time Zone in September 2024:** UTC/GMT+9:00.
- **Emergency Number:** 110 (Police) ,119 (Fires, Large and serious injuries)
- **General information about Tokyo (Japan) at:**

<http://www.japan-guide.com/e/e2164.html>

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

## 11 Contact persons from the host:

*Mr. Junichi KISHIMOTO*

*AFFILIATION: The ITU Association of Japan*

*Mobile: +81 3 5357 7619*

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*Ms. Kaori OHNO*

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