

## GENERAL INFORMATION

Japan will host the APPU-EC Meeting from 2 to 6 September 2019 in Tokyo (referred to as the 'Event'). This Event is organized by the Ministry of Internal Affairs and Communications (MIC) of Japan and Japan Post Co., Ltd.

As host of this Event, Japan has prepared this General Information to guide delegates on the meeting registration and other necessary arrangements. The tentative program of the Event is attached as ANNEX A.

## EVENT VENUE

The Event will be held at the:

### GRAND NIKKO TOKYO DAIBA

2-6-1, Daiba, Minato-ku, Tokyo 135-8701, JAPAN

Tel : +81 3 5500 6711

Fax : +81 3 5500 4507

Website: <https://www.tokyo.grandnikko.com/eng/>

## MEETING ROOM

Function	Room	Venue
Plenary Meeting	GINGA	29 <sup>th</sup> Floor, GRAND NIKKO TOKYO DAIBA
Secretariat	AKATSUKI	29 <sup>th</sup> Floor, GRAND NIKKO TOKYO DAIBA

## REGISTRATION

Delegates are kindly requested to submit the Registration Form attached as ANNEX B to [appuec-japan-2019@ml.soumu.go.jp](mailto:appuec-japan-2019@ml.soumu.go.jp) by Friday, 21 June 2019.

ID badges will be issued to all delegates at the Registration Desk in the GRAND NIKKO TOKYO DAIBA.

## MEETING DOCUMENTS

The meeting will be convened in a paperless environment. No printed documents will be provided. The documents will be downloaded through the following APPU website during the Event.

<http://www.appu-bureau.org/>**(To APPU Secretariat : please fill in the location)**

## WORKING LANGUAGE

The working language for the Event is English.

## VISA REQUIREMENTS

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 consulate /diplomatic mission may take two weeks (more than one month in some cases) 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/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

Please ensure that you should fill out all items in ANNEX B that will be also used as issuing the Visa Supporting Documents, and **submit together with a Photo-Copy of PASSPORT (the page which includes photo and passport number)** to [appuec-japan-2019@ml.soumu.go.jp](mailto:appuec-japan-2019@ml.soumu.go.jp) by Friday, 21 June 2019.

NOTE: As for the flight information for Visa Supporting Documents, planned flight information is accepted. If your flight information is tentative, please send the accurate flight information later to local and APPU secretariat by e-mail no later than 31 July 2019.

## ACCOMMODATION

The Event venue, GRAND NIKKO TOKYO DAIBA,

<https://www.tokyo.grandnikko.com/eng/>

is recommended for the participants to stay during the Event. The following special rates will be applied for the participants at GRAND NIKKO TOKYO DAIBA.

Room type	Rate	Remark
Twin or Double for single use	JPY 23,960 per night, JPY 25,040 for Friday night	- Inclusive breakfast, Wi-Fi, TV, 2 bottles of water daily, service charge and taxes.
Twin or Double for two persons	JPY 25,920 per night, JPY 28,280 for Friday night	- Check in after 4PM - Check out by noon

Reservation of these rooms at the Special Rates can only be made by completing the Registration Form, "HOTEL RESERVATION FORM (GRAND NIKKO TOKYO DAIBA)" section (page 2) in ANNEX B and sending it to the Local Secretariat.

The deadline of the reservation at the special rate is Friday, 21 June 2019.

Please note that these rooms shall be released after the deadline.

### **Cancellation policy:**

The cancellation charges apply as follows;

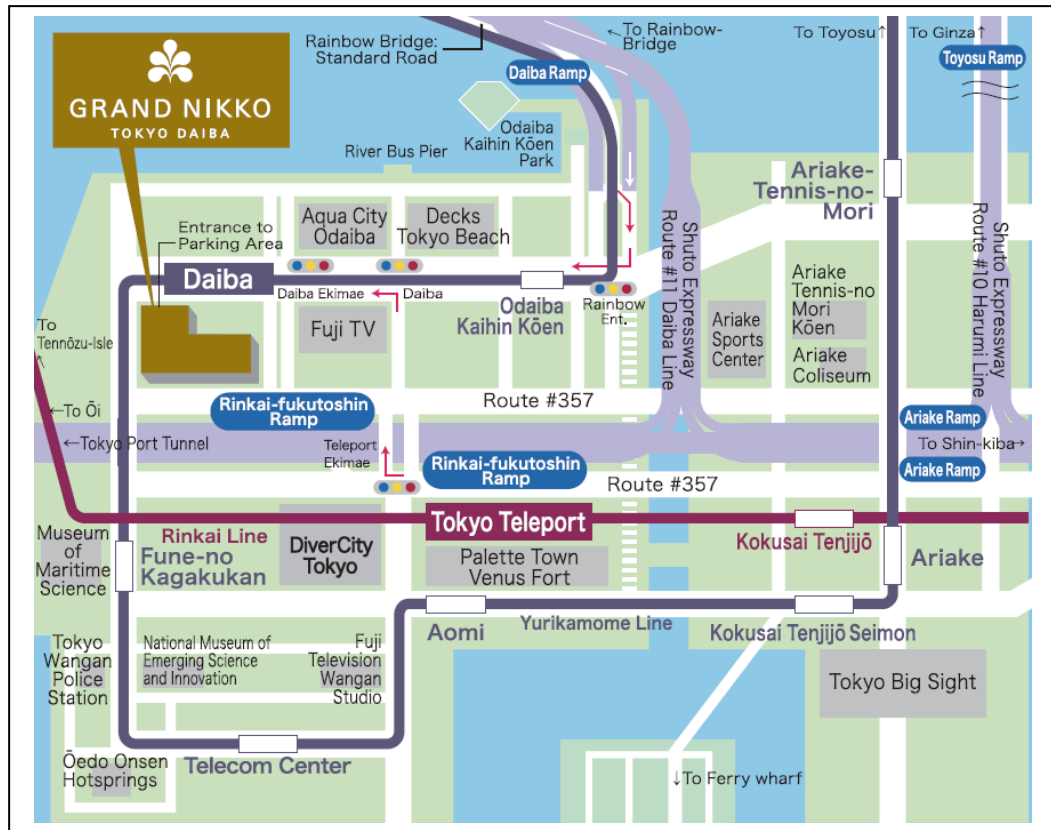
- Non-arrival without notification: 100% of room rates for number of stays

- Cancelled on or later than the day:

14 days prior to arrival: 80 % of room rates for number of stays

30 days prior to arrival: 70 % of room rates for number of stays

60 days prior to arrival: 50 % of room rates for number of stays



Note 1: The hotel accommodation will be accepted on **First-Come-First-Served Basis**, subject to confirmation.

Note 2: Even those who do not reserve the hotel using the Reservation Form are requested to fill out the hotel information in the Registration Form.

**\*Recently, hotels' occupancy rate in Tokyo are very high. An early reservation is recommended.**

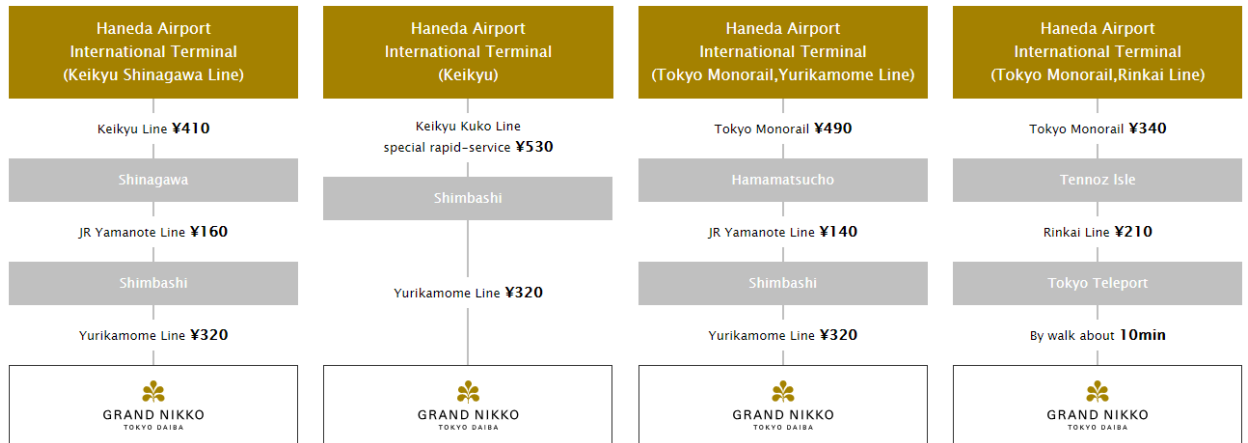
## TRANSPORTATION

Transportation to and from Haneda / Narita International airport will be supported and arranged by the host. At each airport, Meeting Service Staff will give you the ticket and show you the way to Limousine Bus, which will take you to the Venue Hotel directly in around 20 minutes (from Haneda airport) and 90 minutes (from Narita airport).

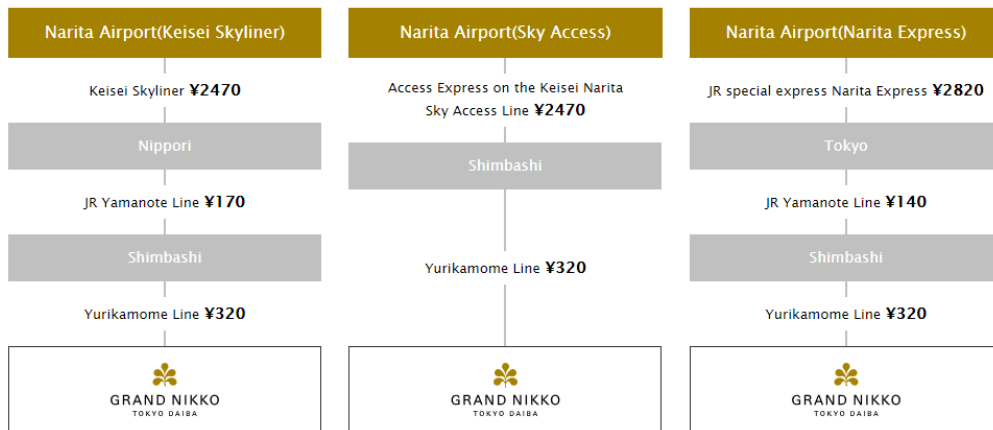
If you wish to use transportation other than Limousine Bus, you can take Train, Airport Bus (non-direct service), or Taxi **by yourself**.

ACCESS from Haneda / Narita Airport < by Train >

✈ From/To Haneda Airport



✈ From/To Narita Airport



Time Table:

[Narita] [https://www.limousinebus.co.jp/en/areas/bus\\_stop/nrt/shiba\\_rinkai/dep/50/](https://www.limousinebus.co.jp/en/areas/bus_stop/nrt/shiba_rinkai/dep/50/)

[Haneda 1] [https://www.tokyo.grandnikko.com/eng/access/from\\_airport/](https://www.tokyo.grandnikko.com/eng/access/from_airport/)

[Hanade 2] <http://hnd-bus.com/airport/h-tbightsight/>

ACCESS from Haneda / Narita Airport < by Airport Bus >

✈ From / To Haneda Airport

\*Credit cards are not accepted.

Cash Fares	¥520 *the early-morning and late-night buses : ¥1,040
Scheduled Duration	about 20 mins

Haneda Airport Limousine buses information

## ✈ From / To Narita Airport

\*Credit cards are not accepted.

Cash Fares	¥2,800
Scheduled Duration	about 90 mins

ACCESS from Haneda/Narita Airport < by Taxi >

### ✈ From / To Haneda Airport

◆ About 5,000yen 30 minutes (estimated)  
Please tell the driver to go to Hotel Grand Nikko Tokyo Daiba in Odaiba Island.  
Some taxi drivers may not accept credit card payment, nor speak English.

### ✈ From / To Narita Airport

◆ About 22,000 – 28,000yen for 1 hour (estimated)  
Please tell the driver to go to Hotel Grand Nikko Tokyo Daiba in Odaiba Island.  
Some taxi drivers may not accept credit card payment, nor speak English.

\* Fares include 8% consumption tax.

\* For more information on Haneda / Narita Airport and the transportation system, please refer to the following website.

<http://www.tokyo-airport-bldg.co.jp/en/>

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

## EXCURSION

Excursion for all delegates will be arranged by the host. Those who wish to attend the Excursion are requested to check the “Excursion” box in the Registration Form. Further information will be provided in due course.

## DRESS CODE

The dress code for the entire Event is Business Attire unless indicated otherwise.

The dress code for Welcome Dinner will be Smart Casual and for the excursion program will be Casual.

## **VENUE FACILITIES AND SERVICES**

### **Internet Access**

Free wifi access will be available during the Event.

### **Medical and Insurance**

In case of emergency, please kindly contact the Reception / Front Desk of the Hotel. They will assist to call the doctor on your behalf.

The Host and Local Secretariat will not bear the cost of insurance, medical expenses or any other expenses of the delegates. The Host and Local Secretariat request the delegates to make necessary arrangements for insurance and medical coverage before travel.

## **INFORMATION ABOUT TOKYO**

### **ABOUT TOKYO**

Tokyo, the capital of Japan, is one of the largest cities of the world with a population of 12.64-million. The Central Tokyo (the ward area) is 621km<sup>2</sup> in area, where 8.53-million people live.

<http://www.metro.tokyo.jp/english/about/index.html>

<http://www.metro.tokyo.jp/english/things/index.html>

The venue, GRAND NIKKO TOKYO DAIBA is located in DAIBA area.

<https://www.tokyo.grandnikko.com/eng/>

### **CLIMATE**

The temperature during early September in Tokyo ranges from 22 to 30 degrees centigrade. Summer is almost over in September. Since average rainfall in September in Tokyo is about 200 mm and we sometimes have Typhoons, tropical storms formed in Northwest Pacific Ocean in September, a folding umbrella is very convenient for sudden rains.

### **CLOTHING TIPS**

Summer clothes are suitable for this month.

## LANGUAGE

Japanese is the official language and generally used. English is rarely used in civilian life, however, occasionally used in tourism and commerce in major cities including Tokyo.

## BANKS AND 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 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 April 2019 is 111 Japanese Yen to 1 US Dollar. In some shops a cashless payment service with QR code such as Alipay etc. may be available.

## CREDITCARDS

Major credit cards such as VISA, Master Card and American Express are accepted by most business establishments, but not local small shops.

## TIPPING

Tipping is not customary in Japan.

## COMMUNICATIONS

The country code of Japan is +81.

The biggest mobile operators in Japan are: NTT DoCoMo, au (KDDI) and Soft Bank. Mobile SIM cards are available for purchase at the airport.

## 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 type A which is a two-parallel-pronged type.



**Type A plug**



## **TIME ZONE**

UTC+9 hours (There is NO daylight saving time in Japan.)

## **EMERGENCIES**

Police 110, Fire Department 119, Medical Emergencies 119

## **CONTACT INFORMATION**

For inquiries and information on local arrangements, please contact:

**APPU Secretariat:** Asian-Pacific Postal Union Bureau

PO Box 1, Laksi post Office, 111 Chaeng Wattana Road,

Bangkok 10210, Thailand

Tel: +66 2 573 7282

Email: [admin@appu-bureau.org](mailto:admin@appu-bureau.org)

**Local Secretariat (Japan):**

Postal Services Policy Department,

Information and Communications Bureau

Ministry of Internal Affairs and Communication

Email: [appuec-japan-2019@ml.soumu.go.jp](mailto:appuec-japan-2019@ml.soumu.go.jp)