



INFORMATION NOTE FOR PARTICIPANTS

1. VENUE OF THE MEETING

The WMO Volcanic Ash Advisory Centre (VAAC) "Best Practice" Workshop 2017 will be held at the premises of the Japan Meteorological Agency (JMA) in Tokyo, Japan. It will start at 09:00 on Wednesday 7 June and will close at 17:00 on Friday 9 June 2017. The address of the venue is:

Japan Meteorological Agency
1-3-4 Otemachi, Chiyoda-ku,
Tokyo 100-8122
Japan

2. REGISTRATION OF PARTICIPANTS

To register for the workshop, please inform:

Mr Kazuki Ito (kazuki.ito@met.kishou.go.jp) with copy to the operational address of Tokyo VAAC (vaac.tokyo-adm@volash.kishou.go.jp) and to WMO Secretariat (bvuitteney-gelman@wmo.int).

3. WORKING LANGUAGE

The working language will be English **only**.

4. HOTEL INFORMATION

4.1 KKR Hotel Tokyo (one-minute walk from/to the JMA Headquarters)

Hotel room booking will be done by JMA for KKR Hotel Tokyo

KKR Hotel Tokyo
1-4-1 Otemachi, Chiyoda-ku, Tokyo 100-0004, Japan
Phone: +81 3 3287 2921
Fax: +81 3 3287 2913
<http://www.kkr-hotel-tokyo.gr.jp/english/index.html>

JMA holds a block-booking of single rooms at daily rate of JPY 12,300 (JPY 13,380 on Saturday), tax and service charge included.

Participants who wish to book a room are kindly requested to contact JMA's local organizer as soon as possible. Please note that JMA will release the block-booking after mid-May 2017.

4.2 Hotel Villa Fontaine Otemachi (10-minute walk from/to the JMA Headquarters)

Participants are requested to make their own hotel booking directly with Hotel Villa Fontaine Otemachi

Hotel Villa Fontaine OTEMACHI
1-8-8 Uchi-kanda, Chiyoda-ku
Tokyo 101-0047
Tel.: +81.3.3291.7770
Fax: +81.3.3291.7778
<https://www.hvf.jp/eng/location/otemachi.php>

Daily rate is JPY 10,000-15,000, buffet-style complimentary breakfast, tax and service charge included. There is no block-booking for this hotel. If assistance needed, please contact JMA's local organizer as soon as possible.

5. LOCAL TRANSPORTATION

Information on access to JMA from Narita/Haneda International Airport is available from JMA's website at: http://www.jma.go.jp/jma/en/Access/indexe_acs.html.

6. ENTRY VISA REQUIREMENTS

Some participants may require an entry visa. Please confirm with nearest Japanese Embassy. It is strongly recommended that visa applications are processed well in advance. Information is available at: http://www.mofa.go.jp/ca/fna/page22e_000692.html.

7. CURRENCY EXCHANGE

Japanese currency is the Japanese Yen. Currencies can be exchanged at banks and in foreign exchange offices. Exchange rate is available at <http://www.xe.com/fr/>.

Multiple ATMs are available at the airport and several banks are located near the JMA building.

8. LOCAL CLIMATE IN JUNE

The mean weather conditions in Tokyo in June are as follows:

Mean daily maximum	:	25.5 °C
Mean daily minimum	:	18.1 °C
Mean relative humidity	:	76 %

9. USEFUL INFORMATION

Local time in Japan in GMT+9. There is no daylight saving time.



Electricity in Japan: 100V / 50-60 Hz

10. LOCAL ORGANIZER

Mr Kazuki ITO is the chairperson of the Local Organizing Committee. His contact details are as follows:

Tel: +81.3.3284.1749 - ext. 4726

Email: kazuki.ito@met.kishou.go.jp
