

Information for ICT-DPFS meeting participants

Tokyo, Japan
13-17 September 2010

Venue

The ICT-DPFS meeting will be held at the meeting room on the 4th floor of the headquarters building of the Japan Meteorological Agency, Tokyo, Japan.

Hotel Accommodations

1. Hotel Villa Fontaine OTEMACHI

The following hotel is recommended:

Hotel Villa Fontaine OTEMACHI
1-8-8 Uchi Kanda Chiyoda-ku, Tokyo, 101-0047
TEL: +81-3-3291-7770 / FAX: +81-3-3291-7778
<http://www.hvf.jp/eng/otemachi.php>

It is about a ten-minute walk from JMA's Headquarters. For further details please visit <http://www.hvf.jp/eng/otemachi.php>.

Participants are requested to make their reservations by themselves through the hotel's web page at <http://www.hvf.jp/eng/index2.html>. It offers discount room rates to the meeting participants.

Please note the following points.

- When you make a reservation at the web page above, note to choose the "Otemachi" place. Customer registration will be needed when you make a reservation. Because discount rates will not be displayed on the web page at this time, please order at the rack rate.
- After you make a reservation, please inform your name and dates of check-in/out to the contact person of JMA before 8 September 2010. He will contact the hotel to apply discount rates to your reservation. The rate will be applied at your check-in.
- The discount rate of 1 double room is JPY 7,700-8,500 per night for 1 person or JPY 8,500-10,000 for two persons (it depends on a day of the week), including breakfast:

	9/12 Sun	9/13 Mon	9/14 Tue	9/15 Wed	9/16 Thu	9/17 Fri	9/18 Sat	9/19 Sun
single	7,700	8,000	8,500	8,500	8,500	8,000	8,500	8,500
double	8,500	9,000	9,500	9,500	9,500	9,000	10,000	10,000

(Currency: JPY)

- Please make a reservation as early as possible if you would like to use Hotel Villa Fontaine Otemachi, in case the rooms sell out.
- Major credit cards (e.g. Visa, MasterCard) are available. UnionPay is also available.

2. Other Hotels

There are many hotels around JMA's Headquarters. Please choose your favorite one and book a room by yourself.

However, KKR Hotel Tokyo, which is the most nearest hotel from JMA, is closed from July to September in 2010 for renovation. Besides, Palace Hotel, which is the second nearest hotel from JMA, is also closed.

Airport Access Information

Most international flights arrive at Narita International Airport. Several public transportations are available from the airport to Tokyo. Please visit the following web page for all information: <http://www.narita-airport.jp/en/access/index.html>. The major transport services between Narita International Airport and central Tokyo are as follows:

(1) Train

Two railway companies operate express trains from Narita international Airport to central Tokyo. Train stations are located in the basement of the terminal building of the Airport.

- The East Japan Railway Co. (JR) operates the Narita Express. It takes about an hour from Narita international Airport to Tokyo station (JPY 2,940).
(<http://www.narita-airport.jp/en/access/train/index.html>)
- The Keisei Electric Railway Co., Ltd operates the airport express Skyliner. The new type Skyliner will be operated since 17 July 2010. It takes about 40 minutes from Narita International Airport to Keisei Ueno Station (JPY 2,400).

(2) Bus

- An airport limousine bus service is available between Narita International Airport and Tokyo City Air Terminal (TCAT), located near Tokyo station. Buses leave for TCAT from Narita International Airport almost every 10 minutes costing JPY 2,900.
(<http://www.narita-airport.jp/en/access/bus/index.html>)

Visa Requirements

Participants who need an entry visa to Japan will be requested by the Japanese Embassy to submit a Letter of "Reason for Invitation" duly signed or stamped by JMA along with other relevant documents. In this case, please send the completed form (*Attachment*) to the contact person of JMA at your earliest convenience and no later than **31 July 2010**.

On receipt of the form, the contact person will prepare the Letter of "Reason for Invitation" and send it to you by airmail and e-mail. It may take several days or longer to reach you by airmail. Please note that it will take the Embassy one week or more to issue the visa. You are therefore advised to contact the Embassy well in advance and ask whether or not the Letter of "Reason for Invitation" is necessary.

More information on applying for visas can be found at the ministry of Foreign Affairs of Japan web site (http://www.mofa.go.jp/j_info/visit/visa/). Please ensure you leave enough time for this process.

TIME ZONE

Japan Standard Time (JST) is 9 hours ahead to the Universal Time Coordinated (UTC). Summer time is not adopted in Japan.

Electricity

The mains supply in Japan is 100 volts, 60Hz and the plug shape is type A. If you wish to use an electric appliance, you may need an international adaptor plug.

Currency

Snapshot of exchange rate on 28 June 2010 is as follows:

Currency	USD \$	EUR €	CAD \$	GBP £	AUD \$	CHF
1 JPY ¥	<u>0.0112</u>	<u>0.0091</u>	<u>0.0116</u>	<u>0.0074</u>	<u>0.0128</u>	<u>0.0121</u>

Exchange rate changes widely on a daily base. Please check it frequently by yourself.

Climate

Climatological features of Tokyo for September:

Mean monthly maximum temperature: 26.8°C

Mean monthly minimum temperature: 20.7°C

Average monthly rainfall: 208.5mm

September is the middle of the typhoon season. There is a possibility that a typhoon hits Japan during the meeting period.

Local Contact Point

For any further local information, please contact the Local Organizing Committee as the address details below:

Mr. Kosuke Ono

Numerical Prediction Division, Forecast Department

Japan Meteorological Agency (JMA)

Tel: +81-3212-8341 (ext. 3305)

Fax: +81-3-3211-8407

E-mail: kou.ono@met.kishou.go.jp

Maps

