

4TH GRUAN IMPLIMENTATION AND COORDINATION MEETING (ICM-4)
Tokyo, Japan, 5-9 March 2012

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue

1. The ICM-4 meeting will be held in the Conference Room at the headquarters of the Japan Meteorological Agency (JMA) in Tokyo, Japan, from 5 to 9 March 2012. The meeting will include a site visit to the Aerological Observatory at Tateno/Tsukuba on Thursday 8 March.

Opening

2. The meeting will open at 14h00 on Monday, 5 March 2012, and will close at 12h30 on Friday, 9 March 2012.

Registration of participants

3. Registration will take place at the entrance hall of headquarters of JMA from 13h30 on Monday, 5 March 2012.

Working Language

4. The meeting will be conducted in English. All documents and information papers will be prepared in English only.

Visa/Entry requirements

5. All participants requiring a visa for entry into 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. Participants who require support for visa applications are kindly requested to fill in **Appendix A “Visa Application Information Form”** and send it by facsimile or email to Mr. Hironobu YOKOTA (see contact details below) at your earliest convenience, but no later than 10 January 2012. Upon receipt of the form, the Local Coordinator will prepare a *Letter of reason for invitation* and send it to the requesting person by airmail and facsimile. Please note that it will take one week or more for the Embassy/Consulate of Japan to issue a visa. Applicants, therefore, are advised to contact the Embassy/Consulate beforehand and ask whether or not a *Letter of reason for invitation* is necessary for their visa application.

Hotel Reservation

6. A block booking of hotel rooms has been made at:

Hotel Villa Fontaine Otemachi

Address: 1-8-8 Uchi-kanda, Chiyoda-ku, Tokyo 101-0047, Japan

Tel: + 81 3 3291 7770

Fax: + 81 3 3291 7778

Website: <http://www.hvf.jp/eng/otemachi.php>

Room rate: JPY 8,900 for double use (with light breakfast); 50 rooms from 3 to 10 March 2012.

(Pay in cash Japanese Yen or with a credit card when you check in the hotel)

(10-minute walk from JMA headquarters, see attached maps in **Appendix B**)

Participants requesting to make a room reservation at the Hotel Villa Fontaine Otemachi are required to complete **Appendix C “Hotel Reservation Form”** and **send it directly to the Hotel** by facsimile or e-mail. Please note that the Local Coordinator is *not* responsible for the hotel reservation. Reservations must be made by 10 January 2012.

Airport Information and Transportation

7. Most international flights arrive at Narita International Airport (http://www.narita-airport.or.jp/airport_e/index.html), located about 60 km east of central Tokyo. Every visitor to Japan is required to be fingerprinted and photographed at immigration control.

8. There are several options to get to central Tokyo as follows:

Train

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

(1) *Narita Express* operated by the East Japan Railway Co. (JR)

It takes about an hour from Narita International Airport to central Tokyo (JPY 2,940). Although there are various destinations, all the trains stop at Tokyo Station, where you should get off the train. For details, please refer to <http://www.jreast.co.jp/e/nex/index.html>.

(2) *Skyliner* operated by the Keisei Electric Railway Co., Ltd

It takes about an hour from Narita International Airport to Keisei Ueno Station (JPY 1,920). Please get off at Keisei Ueno Station (last stop). For details, please refer to http://www.keisei.co.jp/keisei/tetudou/keisei_us/top.html.

Bus

An airport limousine bus service is available between Narita International Airport and Tokyo City Air Terminal (TCAT, <http://www.tcat-hakozaki.co.jp/eng/top.html>), located near Tokyo station, and various places in and around Tokyo. Buses leave for TCAT almost every 10 minutes costing JPY 2,900 (one-way) and JPY 5,200 (round trip). For details, please refer to <http://www.limousinebus.co.jp/en/>.

It is recommended to take a taxi to *Hotel Villa Fontaine Otemachi* when you arrive at Tokyo Station, Keisei Ueno Station or TCAT. It will cost about JPY 1,000. For further information on transportation, please refer to http://www.jma.go.jp/jma/en/Access/indexe_acs.html.

Currency

9. The currency of Japan is **Japanese Yen (JPY)**. One US dollar is equivalent to about JPY 76 as at 15 September 2011.

Credit cards

10. Major credit cards (e.g., Visa and MasterCard) are widely accepted at hotels, restaurants and shops. Smaller shops and the public transportation system request to pay in cash in Japanese Yen. Normally, foreign currencies are not accepted.

Climate

11. The climatological data in Tokyo for March is given below:

Mean temperature	9.4 °C
Mean maximum temperature	13.3 °C
Mean minimum temperature	5.6 °C
Relative humidity	55 %

For further information, please visit:

<http://www.data.jma.go.jp/obd/stats/data/en/normal/normal.html>

Internet access at the JMA headquarters

12. Wireless Internet access is available at the venue of the meeting (Conference Room of the JMA Headquarters).

Useful websites

13. Please visit the following websites:

JMA	http://www.jma.go.jp/jma/indexe.html
Access to JMA	http://www.jma.go.jp/jma/en/Access/indexe_acs.html
Narita International Airport	http://www.narita-airport.jp/en/
Visit Japan Campaign	http://www.visitjapan.jp/
Tokyo Metro	http://www.tokyometro.jp/global/en/
Toei Subway	http://www.kotsu.metro.tokyo.jp/english/index.html
Hotel Villa Fontaine Otemachi	http://www.hvf.jp/eng/otemachi.php

Local Coordinator of the meeting

14. For visa application and any further information, please contact the Local Coordinator at the following address:

Mr. Hironobu YOKOTA
Deputy Director, Observations Division
Japan Meteorological Agency
1-3-4 Otemachi, Chiyoda-ku, Tokyo 100-8122, Japan
E-mail: <mailto:mhyokota@met.kishou.go.jp>
Phone: +81 3 3211 6019
Fax: +81 3 3213 1742

**GRUAN-ICM4
(Tokyo, Japan, 5-9 March 2012)**

VISA APPLICATION INFORMATION FORM

Country: _____

Service or Organization: _____

Surname (Dr/Mr/Ms): _____

First Name: _____

Address: _____

Telephone: _____

Telefax: _____

E-mail: _____

Nationality: _____

Date of Birth: _____

Age: _____

Sex: Male/Female

Passport:	Type	No.	Date of issue	Date of Expiry
	<u>Diplomatic/Official/</u>			
	<u>General</u>			

Place to apply visa: _____ Embassy/Consulate of Japan in _____

Date: _____ Signature: _____

To be returned not later than 10 January 2012 to:

Local Coordinator of the meeting
Mr. Hironobu YOKOTA
Japan Meteorological Agency
1-3-4 Otemachi, Chiyoda-ku,
Tokyo 100-8122
Japan

Telephone: (+81-3) 3211 6019
Facsimile: (+81-3) 3213 1742
E-mail: hyokota@met.kishou.go.jp

HOTEL MAPS



**GRUAN ICM-4
(JMA/Tokyo, Japan, 5-9 March 2012)**

HOTEL RESERVATION FORM

Mr/Ms:

Surname:

First name:

Address:

Age:

Nationality:

Passport Number:

Telephone:

Telefax:

E-mail:

Name of Firm:

Check-in date:

Check-out date:

Type of room:

Non-Smoking/Smoking

(Double only)

To be returned not later than 10 January 2012 to:

Hotel Villa Fontaine Otemachi
1-8-8 Uchi-kanda, Chiyoda-ku,
Tokyo 100-0047
Japan

Telephone: (+81-3) 3291 7770
Facsimile: (+81-3) 3291 7778
E-mail: ote@villa-fontaine.co.jp