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](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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean temperature</td>
<td>9.4 °C</td>
</tr>
<tr>
<td>Mean maximum temperature</td>
<td>13.3 °C</td>
</tr>
<tr>
<td>Mean minimum temperature</td>
<td>5.6 °C</td>
</tr>
<tr>
<td>Relative humidity</td>
<td>55 %</td>
</tr>
</tbody>
</table>
For further information, please visit:

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:

<table>
<thead>
<tr>
<th>Service</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>JMA</td>
<td><a href="http://www.jma.go.jp/jma/indexe.html">http://www.jma.go.jp/jma/indexe.html</a></td>
</tr>
<tr>
<td>Visit Japan Campaign</td>
<td><a href="http://www.visitjapan.jp/">http://www.visitjapan.jp/</a></td>
</tr>
<tr>
<td>Hotel Villa Fontaine Otemachi</td>
<td><a href="http://www.hvf.jp/eng/otemachi.php">http://www.hvf.jp/eng/otemachi.php</a></td>
</tr>
</tbody>
</table>

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: mhyokota@met.kishou.go.jp  
Phone: +81 3 3211 6019  
Fax: +81 3 3213 1742
GRUAN-ICM4  
(Tokyo, Japan, 5-9 March 2012)  

APPENDIX A

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

   Diplomatic/Official/ General

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
APPENDIX B

HOTEL MAPS
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