



منظمة الأعدية
والزراعة
للأمم المتحدة

联合国
粮食及
农业组织

Food
and
Agriculture
Organization
of
the
United
Nations

Organisation
des
Nations
Unies
pour
l'alimentation
et
l'agriculture

Organización
de las
Naciones
Unidas
para la
Agricultura
y la
Alimentación

**The FAO Regional Training Workshop:
“Enhancing effective participation in Codex activities in ASEAN countries”**

**“Support to Capacity Building and Implementation of International Food Safety
Standards in ASEAN Countries” (GCP/RAS/280/JPN)
8-11 September 2015, Tokyo, Japan**

PROVISIONAL LOGISTIC NOTE

Workshop Venue

The FAO Regional Training Workshop: “Enhancing effective participation in Codex activities in ASEAN countries” will be held at Keio Plaza Hotel Tokyo, in Tokyo, Japan from 8 to 11 September 2015.

The meeting room is banquet rooms on the 44th floor. The hotel address is as follows:

Keio Plaza Hotel Tokyo
2-2-1 Nishi-Shinjuku, Shinjuku-Ku, Tokyo, Japan
Tel: +81 3 3344 0111
Fax: +81 3 3345 8269
Website: <http://www.keioplaza.com/>

The workshop will start at 9.00 hours on Tuesday, 8 September 2015.
Registration time is at 8.30 hours-.

Hotel Accommodation

FAO Regional Office for Asia and the Pacific (FAORAP) in Bangkok has reserved accommodation for all ASEAN participants as part of the meeting package. Participants are all required to stay at Keio Plaza Hotel Tokyo, the same venue of the workshop.

During the workshop period from 8 to 11 September 2015, FAORAP will provide two participants of each ASEAN country with accommodation with breakfast from 7 to 12 September. Ministry of Agriculture, Forestry and Fisheries (MAFF) Japan will provide lunch from 8 to 11 September and one reception dinner on 8 September, for which participants do not need pay. But participants will be responsible for telephone, and other expenses. All participants are expected to settle their bills directly with the hotel at the conclusion of their stay. All participants are allocated a standard room per person from 7 to 12 September (5 nights). Please note that smoking rooms are not always available due to the limited number. Smoking is not allowed in the hotel’s public areas, but the hotel has a designated smoking room located on the lobby floor.

Air ticket and DSA

In advance of the workshop, FAORAP will provide two participants of each ASEAN country with return air ticket (economy), terminals and Daily Subsistence Allowance (DSA) covering dinner, telephone, and other expenses.

Airport Transportation

From/To Narita International Airport

By Airport Limousine Bus

Duration: approx. 120 minutes (door-to-door services between the airport and the hotel)

Fare: JPY 3,100

Timetable: http://www.limousinebus.co.jp/en/platform_searches/index/2/18

Where to board: http://www.limousinebus.co.jp/en/platform_searches/index/2/18#map

Airport Limousine Bus Stops are located outside the terminal building. After obtaining your bus boarding tickets at Airport Limousine Ticketing Counter, please come to the designated bus stop shown on the ticket.

For your information, if you arrive at Terminal 1, Airport Limousine Bus Stops for Shinjuku are No.2 of North Wing or No.11 of South Wing. If you arrive at Terminal 2, Airport Limousine Bus Stops for Shinjuku are No.6 of North Exit or No.16 of South Exit.

From/To Haneda Airport

By Airport Limousine Bus

Duration: approx. 70 minutes (door-to-door services between the airport and the hotel)

Fare: JPY 1,230

Timetable: http://www.limousinebus.co.jp/en/platform_searches/index/4/18

Where to board: http://www.limousinebus.co.jp/en/platform_searches/index/2/18#map

Airport Limousine Bus Stops are located outside the terminal building. After obtaining your bus boarding tickets at Airport Limousine Ticketing Counter or Ticket Machines, please come to the designated bus stop shown on the ticket.

For your information, if you arrive at Terminal 1, Airport Limousine Bus Stops for Shinjuku are No.5. If you arrive at Terminal 2, Airport Limousine Bus Stops for Shinjuku are No.5.

VISA

Visa can be obtained from the nearest Japanese Embassy or Consulate before travelling to Japan. Participants should check with their local Embassy or Consulate of Japan or the following website as to whether visa is necessary for traveling to Japan;

http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

For participants requiring visa, visa application forms are available at the following website;

http://www.mofa.go.jp/j_info/visit/visa/index.html

Please contact the MAFF Japan (aya_orito@nm.maff.go.jp, codex_maff_wstc@nm.maff.go.jp) should you need any support for visa at least two weeks in advance of your departure. Please note that FAORAP does not cover visa issuance fees for participants.

Travel Information

1. Climate and Clothing

The weather in Tokyo in September is quite hot and humid with an average maximum temperature of 27°C and an average minimum temperature of 21°C. Despite rainy season being in June and July, September is the rainiest month of the year in Tokyo (Average rain fall is 210mm). Typhoon season reaches its peak in August and September in Japan. They can be dangerous in southern Japan (e.g. Okinawa) but have usually weakened before hitting Tokyo. Luckily, they are often followed by perfectly clear weather. Half or long sleeve shirt and light jacket are available. Bringing umbrella is also recommended.

2. Currency

The Currency in Japan is Japanese Yen. The current exchange rate against the US dollar is approximately 1\$ =122 Yen. Please note that exchange rate between the Yen and US\$ is fluctuating and therefore likely to change.

Banks are available in the airports (Narita/Haneda). Self-service currency exchange machines are also available in the hotel.

3. Credit Cards

Major credit cards (Visa, Master, and Amex) are accepted in many shops and restaurants in Tokyo.

4. Electricity

Voltage 100 V and 50HZ.



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