

GENERAL INFORMATION

■ About Tokyo, Japan

Tokyo, the capital of Japan, is one of the largest cities of the world with a population of 12.29-million and the biggest of the 47 prefectures throughout Japan. Its long history of prosperity started with the establishment of the shogunate by Tokugawa Ieyasu in 1603. At that time, Tokyo was called Edo, which by the 18th century had grown to a huge city of over a million people. It is now Japan's center for political, economic, cultural, and various other activities as well as the origin for the dissemination of information.

Located geographically at about the center of the Japanese archipelago and in the southern part of the Kanto area, Tokyo shares borders with Chiba prefecture to the east along the Edogawa River, Yamanashi to the west along a mountain range, Kanagawa in the south along the Tamagawa River, and Saitama in the north. Being 2187 km² in area, the metropolis occupies only 0.6% of the national land, the third smallest of the 47 administrative divisions of the country.

As the land unfolds from east to west, there are hills, plateaus, and mountains scattered around the city. Small as it is, Tokyo's geographical features are rich in variety, comprising low lands of only four meters above the sea-level and mountainous areas of over 2000 meters. In addition, it must be noted that certain volcanic islands in the Pacific such as the Izu and Ogasawara Islands also are part of Tokyo. The administrative district includes 23 wards (23-ku), which are specially designated, 26 cities, five towns and eight villages.

For more information about:

Overview of Tokyo:

http://www.tcvb.or.jp/en/index_en.htm

<http://www.metro.tokyo.jp/ENGLISH/index.htm>

Travel and Culture

<http://www.japanwelcomesyou.com/cssweb/index.cfm>

Shopping, Entertainment and Culture

<http://club.nokia.co.jp/tokyoq/>

■ **Climate:** The temperatures in December vary between 7-17 Celsius degrees.

■ **What to wear:** Casual and comfortable, with western business suits appropriate for business calls. It is recommended to bring light jackets, light sweaters and other similar kinds of tops with you

■ **Visa:** To enter Japan, VISA is required depending on countries. Please check with your local airline, consulate or embassy.

■ **Money:** The unit form of currency is the Japanese Yen (¥). US\$1.00 equals 95 Japanese Yen as of October 28, 2008. Major credit cards are accepted at large establishments.

■ **Tipping:** Tipping is not custom in Japan

■ **Hotel Accommodation**

Participants from abroad are recommended to stay at the below listed hotels in the Chiyoda area where the conference will be held.

Depending on your preference, please make a hotel room reservation through your local travel agent or hotel staff on the list directly.

(City Hotel)	
Palace Hotel (http://www.palacehotelstokyo.com/)	03-3211-5211
Marunouchi Hotel (http://www.marunouchi-hotel.co.jp/english/index.html)	03-3217-1111
Imperial Hotel http://www.imperialhotel.co.jp/cgi-bin/imperial_hp/index_e.cgi?ac1=ET&ac2=&Page=hpd_view	03-3504-1111

■ Transportation from Narita International Airport to a hotel in Tokyo

Please determine your convenient way to reach your destination by clicking “Airport Access Planner” in http://naa.ivcreation.com/pc_us/. Or, please contact your hotel to identify the best way.

■ Access Information to the Conference site (Otemachi Sankei Plaza 3rd Floor)

Address : 1-7-2 Otemachi, Chiyoda-ku, Tokyo Phone: 03-3273-2257



Subway

Marunouchi	
Hanzomon	With individual lines
Chiyoda	Get off Otemachi Station
Tozai	A4・E1 exit directly to the Otemachi Sankei Plaza Building
Toei Mita	

JR

7 minutes on foot from Marunouchi North Exit of Tokyo Station

■ Secretariat Information

Registration & General Inquires

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