



**The First ROPME-JICA Seminar  
The First EBM Working Group Meeting  
Tokyo, Japan, 11-16 October 2016**

**INFORMATION NOTE**

**1. Date and Venue**

The seminar/EBM WG will take place in Tokyo, Japan on 11 – 16 October 2016.  
The venue will be **The Prince Sakura Tower Tokyo**.

**Hotel Address:**

3-13-1 Takanawa, Minato-ku Tokyo, 108-8612 Japan

Tel: +81-3-5798-1111

<http://www.princehotels.com/sakuratower/#>



**2. Hotel Regulations**

Accommodations have been for all participants at The Prince Sakura Tower Tokyo. There are voltage transformers and adapters for other countries in each hotel room. Smoking is not permitted in all rooms. Please smoke in the designated smoking area.

**3. Language**

The workshop will be conducted in English.

#### **4. Seminar/EBM WG Outline**

11-14 Oct.2016: The First ROPME-JICA Seminar  
15-16 Oct.2016: The First EBM Working Group Meeting

Note: During the site visit to Japan Agency for Marine Earth Science and Technology (JAMSTEC) on Wednesday, 12 October please wear close-toed shoes (NO SANDALS ALLOWED) for your own safety.

#### **5. Travel**

Participants sponsored by ROPME will be provided with a round trip air ticket from their city of residence to Tokyo, Japan; normally permitting arrival the day before the workshop, and return by the first available flight after the closure of the workshop. Electronic tickets will be dispatched to sponsored participants a few days before the meeting.

The other sponsored participants will bear the costs of their own air ticket and accommodation.

#### **6. Transportation**

Airport pickup and drop off will be provided.  
Please find the staff holding a Welcome Sign upon entering the arrivals lobby.

If you encounter any issues during travel such as airplane delays, please call the emergency contact person below.

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#### **7. Insurance**

Travel insurance has been subscribed for participants whose airline tickets were arranged by our travel agent.

Please sign the insurance document at registration on 11 October.

## 8. Currency

The YEN is the official currency of Japan, and the exchange rate is:  
1 USD = 103.38 YEN (on 6 October 2016)

## 9. Registration

Onsite registration will open at 9:00 a.m. on 11 October 2016 in Meeting Room N5-N9. Participants are requested to register and obtain name cards at the registration counter.






The seminar will also open in Meeting Room N5-N9 after registration.

## 10. Workshop Documents

All workshop documents will be provided at the venue.

## 11. Climate

Temperatures are generally mild and pleasant in October, with the daytime temperatures warm enough for a long-sleeve shirt or light sweater. Nights and mornings are chillier, and require a jacket and scarf.

Date	Weather	Temperature High/Low	Humidity	Chance of rain
11 Oct (Tue)		19°C 13°C	81%	40%
12 Oct (Wed)		21°C 14°C	70%	60%
13 Oct (Thu)		20°C 13°C	65%	40%
14 Oct (Fri)		22°C 16°C	68%	20%
15 Oct (Sat)		19°C 17°C	70%	80%
16 Oct (Sun)	N/A	N/A	N/A	N/A

## **12. Enquiries and Correspondences**

*All enquiries and correspondences prior to the Workshop should be addressed to:*

### **Mr. Yoichi HARADA**

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### **Mr. Kazuhiro YOSHIDA**

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