

Practical Information for ITU-T SG 9 Joint Rapporteurs Meeting, May 16 – 18, Tokyo

1 VENUE

Keio Plaza Hotel Tokyo

3-2-9 Nishi-Shinjuku

Shinjuku-ku, Tokyo 160-8330, Japan

Tel: +81 3 3344 0111

Fax: +81 3 3345 8296

For further detailed information about the Keio Plaza Hotel Tokyo, please visit the following Web site:

<http://www.keioplaza.com/index.html>

2 ACCESS TO KEIO PLAZA HOTEL TOKYO

There are several alternatives to get to the Keio Plaza Hotel Tokyo from the Narita International Airport.

2.1 Narita Airport limousine

Airport ticket counters are located in the arrival lobbies of terminal 1 and 2 at the Narita International Airport. The Airport limousine bound for Shinjuku area leaves every 30 to 40 minutes and takes about 100 minutes from the Narita International Airport. For more detailed information, please visit the following Web sites:

Airport ticket counter: http://www.narita-airport.jp/en/guide/service/list/svc_32.html

Airport limousine: http://www.limousinebus.co.jp/e/timetable/index_n/shinjuku_h.html

2.2 JR Narita Express train

The JR Narita Express train bound for Shinjuku takes approximately 80 minutes. It takes 5 minutes by foot from West Exit, Shinjuku Station to Keio Plaza Hotel. For more detailed information, please see the following Web sites:

JR Narita Express train: <http://www.narita-airport.jp/en/access/train/index.html>

Keio Plaza Hotel Map: <http://www.keioplaza.com/map/index.html>

3 HOTELS

3.1 Hotel list

Rooms in Keio Plaza Hotel will be provided for the participants of the ITU-T SG9 Rapporteur meeting in Tokyo at preferential rates.

3.2 Reservations

Keio Plaza Hotel Tokyo

Standard room - single occupancy (25 square meters)

18,000 JPY per night (approx. 150 USD per night), 10% service charge and 5% Tax are included.

The preferential rates apply only to the reservations made through the following procedure 1) – 4):

1) Click the link “Corporate Login” on the first page of <http://www.keioplaza.com> as shown below.

Chain Hotel | Floor Guide | Japanese

Reservation

Home Guest Rooms EIC Restaurants&Bars Banquet Rooms Facilities Access&Map

Location Map Hotel Tour

Reservation

You can make a reservation by using your internet access. Click here to enter Room reservations

Guest Room Plaza Comfort

Newly Renovated Rooms

EXECUTIVE INTERNATIONAL CLUB (EIC)

This membership program offers our family of loyal guests and first-time visitors immeasurable privileges and special courtesies at no cost.

EIC Reservation

Becoming a Hotel that Ensures Satisfaction for Everyone

Link

Yahoo weather
Mainichi Daily News

Corporate login

Click Here!

Keio Plaza Hotel Tokyo, 2-2-1 Nishi-Shinjuku, Shinjuku-Ku, Tokyo 160-8330 Japan
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Partner Airlines

2) Type `itutsg9` (in small letters) for both Account name and Password, then press “Login”.

3) Special reservation page will appear as follows. Just press “Search” in the right pane.

Keio Plaza Hotel Tokyo

Select a Reservation Method

ITU-T Study Group

Retrieve vacancy by search criterion

If you have already decided the dates of your stay, please start here.

Check-in date *YYYY/MM/DD 2007/04 / 20

Number of nights 1 nights

Number of guests per room 2 Guest(s) / Room

Search by Package Room type

Search

If you need to select a package and/or room type, please start here.

View all packages

View all room types

Search

Click Here!

Back to private page

Reservation menu

Select Reservation Method

Choose Package/Room Type

Choose check in date

Fill in the package info

Confirm reservation

Fill in the personal info

Confirm personal info

Booking Completed

Reservation Top

Corporate Package Reservation

Confirm/Change/Cancel

4) You will see the information on “Standard Room”. ITU-T special rate is applicable only to this type of room. Please press the “View” button below “Show calendar”. Then, select the date when you are planning to check in.

Keio Plaza Hotel Tokyo

Select a Package & Room Type

ITU-T Study Group

Package name

Standard Room

A compact, but highly functional standard category at affordable rates. All rooms provide basic business support items from free internet access to voice mail service.

View details

Package name	Number of guests/room	Show calendar
Special Rate for ITU-T Study Group	1 guest (s)/room	View

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Note: Other type of room (Deluxe, Plaza Comfort, Plaza Premier, etc.) can be reserved by the regular reservation process, where no special rate is applied. URL: <http://www.keioplaza.com/reservation/index.html>

4 GENERAL INFORMATION ON JAPAN AND TOKYO

4.1 Electrical Appliances

Japan operates on 100 volts for electrical appliances. The frequency is 50 Hz in eastern Japan including Tokyo. The type of power outlet/connector used in Japan is ‘A type’ which is two parallel pronged type.



If your appliances operate on a different voltage, please bring your own transformers.

4.2 Passports and visas

All foreign visitors entering Japan must have a valid passport. Participants from countries whose citizens require visa should, well in advance, apply for a visa to a Japanese consulate or diplomatic mission in their respective country prior to departure. Participants are also advised to contact their local travel agents or carriers. Those participants who need a VISA Supporting Letter for entering Japan are strongly advised to get in touch with the Contact Person by 20 April 2007, at the latest.

4.3 Currency exchange

Only Japanese Yen is accepted at stores and restaurants. At foreign exchange banks and other authorized money exchangers, you can exchange major foreign currencies to Yen on presentation of your passport. There are a few branches of local banks in Shinjuku where you can exchange.

4.4 Exchange rate

Online spot exchange rates are shown at: <http://finance.yahoo.com/currency?u>

Exchange rate (T.T.S.) as of 19 April 2007:

US 1\$	119.38 JPY
1 Euro	162.52 JPY

4.5 Tipping

Tipping is not necessary.

4.6 Climate

The climate of Tokyo in May is comparatively dry with clear blue skies. Average temperature during the season is:

April	May	June
14.4 C (58 F)	18.7 C (66 F)	21.8 C (71 F)

4.7 Local time

GMT +8 hours in May. No DST introduced.

(London 12:00 – **Tokyo 20:00** – San Francisco 4:00 – New York 7:00)

4.8 Computer networking

Each meeting room will be equipped with wireless access to the Internet. Those who wish to use wireless access must be equipped with the necessary hardware and correctly configured PC.

4.9 Tourist information

Useful Web site related to general information of Tokyo:

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

5 CONTACT POINT

If you have any questions about the meeting arrangements, please contact:

Mr. Satoshi Miyaji

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2-1-15 Ohara, Fujimino-shi, Saitama 356-8502, Japan

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Detailed meeting Information on ITU-T SG 9 Joint Rapporteurs Meeting, May 16 – 18, 2007

1 Venue and Facilities

Keio Plaza Hotel Tokyo

3-2-9 Nishi-Shinjuku

Shinjuku-ku, Tokyo 160-8330, Japan

Tel: +81 3 3344 0111

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Facilities	Location	Floor	Available Date and Time	Notes
Registration	Lobby	42 nd	May 16, 8:30 am ~ 9:30 am	
Meeting Room	Tsukui	42 nd	May 16 and 17	WG meeting
	Mitake	42 nd	May 16 and 17	WG meeting
	Akebono	47 th	May 18	WG meeting, Plenary
Cloak		3 rd	open: 7:30~21:00	
Travel Agency		3 rd	open: 10:00~18:30 (13:40~14:40 Lunch Break)	

2 Coffee Break

During the meeting period, coffee break will be set up twice a day.

Date	Location	Time
May 16 and 17	Inside the meeting room	42 nd 10:30~11:00, 15:30~16:00
May 18	Inside the meeting room	47 th

3 Lunch

Japan secretariat will prepare lunch box for participants.

4 Name Tag

You are kindly requested to wear your name tag whenever you are in the Venue.

5 Computer/LAN facilities and Photocopy Machine

Meeting rooms on the 42nd floor and the 47th floor are interconnected by the wireless LAN facilities through which you can access to the Internet. Participants *must use their own wireless LAN card*. An IP address will be automatically provided via DHCP. SSID is ITUdelg without WEP encryption.

Participants staying at the Keio Plaza Hotel can have an access to the Internet from their hotel room via wired-LAN with DHCP address assignment. Details will be provided as separate information equipped in each room.

6 Internal Phone Call in the Hotel

From the extensions of the meeting rooms on 42nd and 47th floors to a hotel room, dial '9' and ask the operator to connect you to the extension of the room

Between hotel rooms, add '8' to the number

Example: '81111' to Room 1111

7 Emergency

If you need any help in the hotel, you can reach the Japanese Secretariat Extension at 7711 or at 03-5381-0385. For emergencies outside of the hotel, dial the number stated below. You are able to make a phone call to Police, Fire Department or Ambulance from a public phone without any coin, but not to a hospital. In order to make a phone call, all you have to do is to push the red button, and say what you need for help

Police	110 (Police general information in English 03-3501-0110)
Fire/Ambulance	119
Hospital	03-3951-1111 (International Catholic Hospital, available in English) 03-3400-1311 (Japan Red Cross Medical Center, available in English)