



**ITU Workshop on e-health services in low-resource settings:
Requirements and ITU role**

Keio Plaza Hotel Tokyo, Shinjuku, Tokyo, Japan, 4-5 February 2013



GENERAL INFORMATION

ITU workshop on e-health will be held in Tokyo, Japan, 4-5 February 2013. The workshop is organized jointly by ITU-D and ITU-T and hosted by the Ministry of Internal affairs and Communications (MIC) of the Government of Japan.

This annex provides general information that participants need to know about the workshop.

Further, it should be noted that the 4th meeting of the ITU-T Focus Group on Disaster Relief Systems, Network Resiliency and Recovery (FG-DR&NRR) will be held at the same venue, 5-8 February 2013.

1. VENUE

Keio Plaza Hotel Tokyo

Address: 2-2-1 Nishi-Shinjuku, Sinjuku-ku, Tokyo 160-8330, Japan

Tel: +81 3 3344 0111

Fax: +81 3 3345 8269

Website: <http://www.keioplaza.com/>

2. LANGUAGE

Discussions will be held in English only.

3. WORKSHOP PROGRAMME

A draft programme of the event is found at the event website (<http://itu.int/en/ITU-T/Workshops-and-Seminars/e-health/201302>).

4. CONFERENCE FACILITIES AND REGISTRATION

Registration will start from 0800 hours on Monday, 4 February 2013 at the foyer of the **OHGI** room on the fourth floor. Delegates are invited to pre-register online at the event website.

The opening session will commence at 0900 hours. All sessions will be held at the **OHGI** room.

5. ACCESS to the Keio Plaza Hotel Tokyo

Participants from foreign countries will enter Japan through **Narita Airport** (New Tokyo International Airport) or **Haneda Airport** (Tokyo International Airport)

- Narita Airport: <http://www.narita-airport.jp/en>
- Haneda Airport: <http://www.haneda-airport.jp/inter/en/>

The recommended transportation options from either airport to the venue are described below.

5.1 From Narita Airport to the Keio Plaza Hotel Tokyo

- Narita Airport limousine

There is a direct limousine bus from Narita Airport to the Keio Plaza Hotel Tokyo.

Airport ticket counters are located in the arrival lobbies of terminal 1 and 2 at the Narita Airport. The Airport limousine bound for the Keio Plaza Hotel Tokyo leaves every 30 to 40 min and the ride takes about 120 min. For more detailed information, please see the following web site for the airport limousine: http://www.limousinebus.co.jp/en/platform_searches/index/2/18.

- JR Narita Express train

The JR Narita Express (N'EX) bound for Sinjuku leaves every 30 to 60 min and takes approximately 90 min. It takes 5 min to walk from West Exit, Shinjuku Station to the Keio Plaza Hotel Tokyo. For more details, please see the following web site on the JR Narita Express (N'EX) train:

<http://www.narita-airport.jp/en/access/train/index.html> and
http://jreast-shinkansen-reservation.eki-net.com/pc/english/common/timetable/en_index/index.html

5.2 From Haneda Airport to the Keio Plaza Hotel Tokyo

- Haneda Airport limousine

There is a direct limousine bus from Haneda Airport to the Keio Plaza Hotel Tokyo.

The Airport limousine bound for the Keio Plaza Hotel Tokyo leaves every hour and the ride takes about 75 min. For more details, please see the Airport limousine website

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

Attachment 1 shows the several ways and details to access to the venue from Narita Airport or Haneda Airport.

6. HOTELS

6.1 Keio Plaza Hotel Tokyo

The Keio Plaza Hotel Tokyo has blocked rooms for the participants of ITU e-health workshop at the following preferential rates.

Room Rate (JPY) (including breakfast)	
Single use	15,000
Twin use	18,000

All reservation requests must be made no later than 20 January 2013. Availability and room rates are not guaranteed after this date. **Participants are requested to book directly to the hotel by sending an e-mail using the Reservation Form in ATTACHMENT 2.** The reservation will be valid upon receipt of confirmation from the Keio Plaza Hotel Tokyo by fax or e-mail.

6.2 Other Hotels in Shinjuku area

The following hotels are recommended in Shinjuku area. **Participants are requested to book your hotel room by making direct contact with the hotel.** Rooms of the three hotels listed below are **not block booked** for participants of this workshop. Therefore, it is advised that participants book their hotel rooms as early as possible.

		Room Rate (JPY)		Remark
Shinjuku Washington Hotel		Single use	12,400 – 13,400	6 minute walk to the venue
		Twin use	16,000 – 18,000	
	URL	http://shinjuku.washington-hotels.jp/		
Kadoya Hotel		Single use	7,560 – 9,870	2 minute walk to the venue
		Twin use	13,650 – 15,750	
	URL	http://www.kadoya-hotel.co.jp/eng/		
Keio Presso Inn Shinjuku		Single use	8,400	8 minute walk to the venue
		Twin use	11,500	
	URL	http://www.presso-inn.com/en/hotel/shinjuku.html		

7. VISA AND IMMIGRATION INFORMATION

Participants who require a visa should apply for a visa at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure.

Participants are also advised to contact their local travel agents or carriers. The Embassy may take at least two weeks for visa processing.

For more information, please visit the website of the Ministry of Foreign Affairs of Japan at:

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

Participants who need an invitation letter and/or visa supporting documents for entering Japan shall fill out all items in Application Form in ATTACHMENT 3, then e-mail or fax the form to the following contact point together with a copy of photograph page of the passport no later than 10 January 2013.

Hideki Suganami (Mr.) / Junkichi Fujisawa (Mr.)

The ITU Association of Japan

Tel: +81 3 5357 7625 / +81 3 5357 7626

Fax: +81-3-3356-8170

E-mail: e-health-visa@ituaj.jp (Email is the preferable communication means)

8. SOCIAL EVENT

A reception will be held at the **NISHIKI** room on the fourth floor of the hotel in the evening of Tuesday, 5 February 2013.

9. PRACTICAL INFORMATION

10.1 About Tokyo:

Tokyo, the capital of Japan, is one of the largest cities of the world with a population of 13-million. See: <http://www.metro.tokyo.jp/ENGLISH/>.

9.2 Weather:

The temperature in Tokyo during February ranges from 2 to 10°C. Average rainfall for Tokyo in February is about 60 mm.

9.3 Time Zone:

GMT + 9 hours.

9.4 Banks & Currency:

The Japanese currency unit is Japanese Yen (JPY). There are four kinds of bills (10,000 yen, 5,000 yen, 2,000 yen and 1,000 yen) and six kinds of coins (500 yen, 100 yen, 50 yen, 10 yen, 5 yen and 1 yen) used. Only Japanese Yen (JPY) is accepted at stores and restaurants. Major foreign currencies may be exchanged to JPY at foreign exchange banks at the International Airports on presentation of your passport. Japanese banks are usually open Monday to Friday from 0900 to 1500 hours. The exchange rate as of 20 November 2012 is 81.22 Japanese Yen to 1 US Dollar. Major credit cards are accepted by most hotels, restaurants, department stores, but not by local small shops.

9.5 Tipping:

Tipping is not customary in Japan.

9.6 Electricity:

The standard power supply in eastern Japan including Tokyo is 100 Volts, 50 Hz. The type of power outlet/connector used in Japan is Type A which is a two-parallel-pronged type.



10. CONTACTS

ITU CONTACT POINTS

- | | | | |
|---|--|---|---|
| – | Hani Eskandar
ITU/BDT
E-mail: hani.eskandar@itu.int | – | Simão Campos
ITU/TSB
E-mail: simao.campos@itu.int |
|---|--|---|---|

LOCAL CONTACT POINTS

For any information and arrangement of the events, please contact:

- Hideki Suganami (Mr) / Junkichi Fujisawa (Mr)
The ITU Association of Japan
Phone: +81 3 5357 7625/+81 3 5357 7626
Fax: +81-3-3356-8170
E-mail: e-health-local@ituai.jp (Email is the preferable communication means)

ATTACHMENT 1

Transportation from Narita or Haneda Airport to the Venue

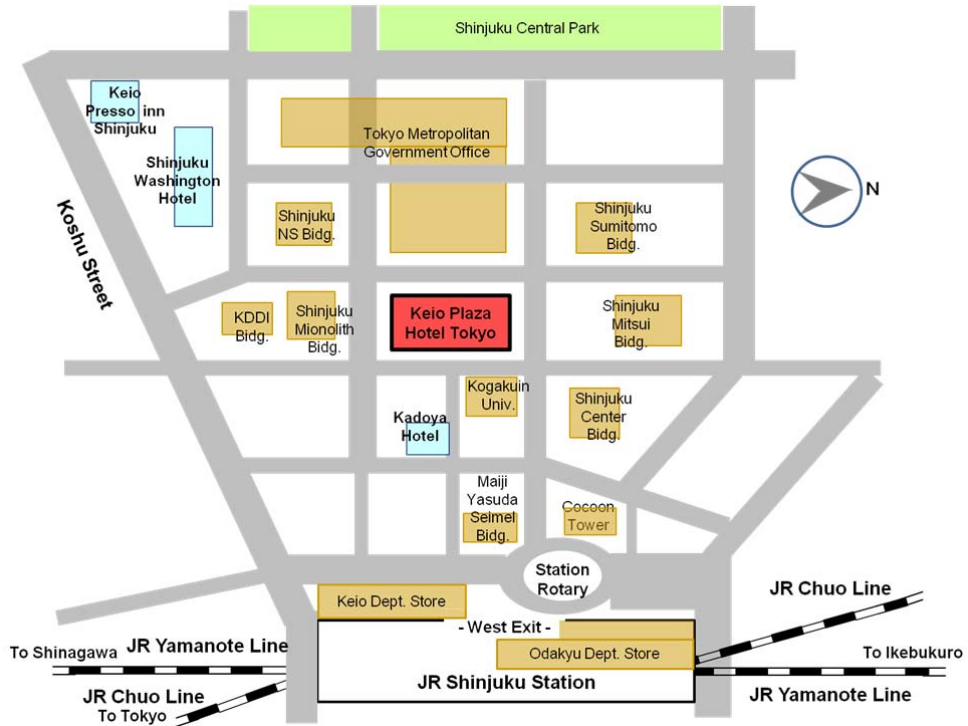


Figure 1: Area Map nearby Keio Plaza Hotel Tokyo

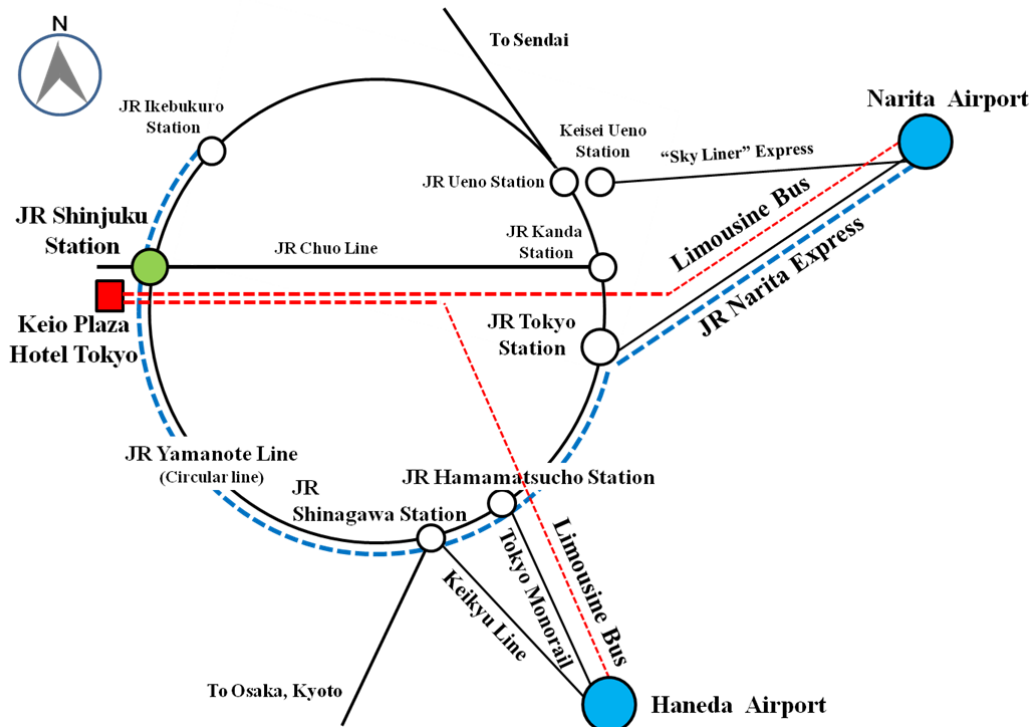


Figure 2: Transportation Map from Narita Airport or Haneda Airport

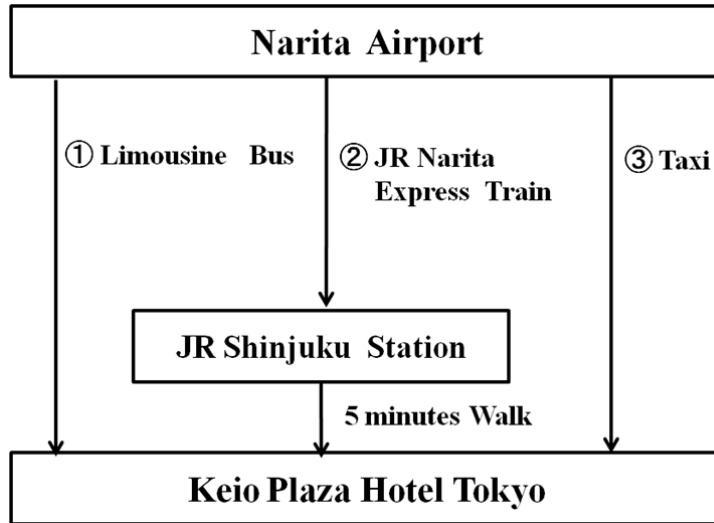


Figure 3: Transportation from Narita Airport to the Venue

Table 1: Time required and Vehicle Fee of Transportation from Narita Airport to the Venue
(Numbers in row correspond to numbers in Figure 3)

No.	Vehicle	Approx. Time Required (minutes)	Vehicle Fee (JPY)	Remarks
1	Limousine bus	120	3,000	
2	JR Narita Express Train	90	2,940	
3	Taxi	100	approx. 24,000	not including expressway fare

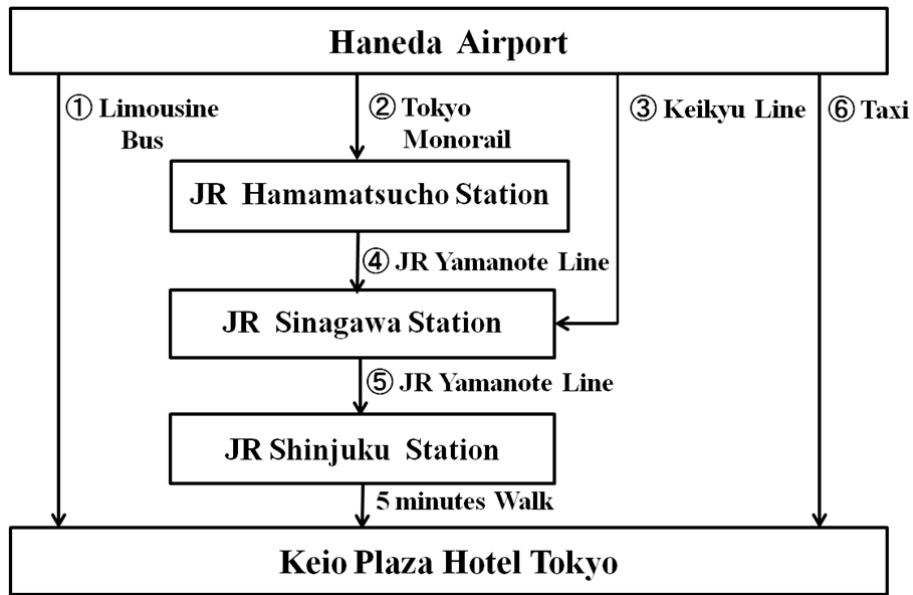


Figure 4: Transportation from Haneda Airport to the Venue

Table 2: Time required and Vehicle Fee of Transportation from Haneda Airport to the Venue
(Numbers in row correspond to numbers in Figure 4)

No.	Vehicle	Approx. Time Required (minutes)	Vehicle Fee (JPY)	Remarks
1	Limousine bus	75	1,200	
2	Tokyo Monorail	20	470	
3	Keikyu Line	20	400	
4	JR Yamanote Line	6	190	
5	JR Yamanote Line	19		
6	Taxi	50	approx.8,600	not including expressway fare

ATTACHMENT 2 Hotel Reservation Form

Joint ITU-D/ITU-T Workshop on e-Health

Tokyo, Japan, 4-5 February 2013

TO : KEIO PLAZA HOTEL TOKYO

Please complete and return this form by email to:

Hotel Reservation Counter (E-mail Address rooms-sales@keioplaza.co.jp)

Deadline of Submission : 20 January 2013

Name:

(Mr Ms Mrs): _____
Family Name Middle Name Given Name

Organization: _____

Full Address: (Office Home)

Country: _____

Address: _____

Phone No. _____ Fax No. _____ E-mail _____

Name of Accompanying Person(s), if any:

(Mr Ms Mrs): _____
Family Name Middle Name Given Name

PASSPORT INFORMATION:

Passport No. : _____ Expiry Date : ___/___/___(DD/MM/YYYY)

Nationality: _____

Room Type :

Single use (15,000 JPY) Twin use (18,000 JPY)

Check-in and Check-out Date:

Check in date: ___/___/___(DD/MM/YYYY) Check out date: ___/___/___(DD/MM/YYYY)

Smoking or Non Smoking:

Smoking Room Non Smoking Room

Credit Card

MasterCard VISA JCB American Express Diners Club

Card number: _____

Name of card holder: _____ Expiry Date : ___/___/___(DD/MM/YYYY)

Conformation Reply from Hotel:

Fax Your Fax No. _____

E-mail: Your E-mail Address _____

Date:

Signature:

ATTACHMENT 3 Application Form for Visa Supporting Documents

Joint ITU-D/ITU-T Workshop on e-Health
Tokyo, Japan, 4-5 February 2013

Application Form for Visa Supporting Documents

Name :

(Mr Ms Mrs):

_____ Family Name

_____ Middle Name

_____ Given Name

Your full name in Chinese characters(*): _____

***If you are a Chinese participant, please write your name in Chinese characters.**

Official Title _____

Department: _____

Organization _____

(**): _____

****If you are a Chinese participant, please also write the name of your organization in Chinese characters.**

Country (where you live) _____

Address (*1): _____

(*1) VISA supporting documents will be sent to the address above by courier service.

Phone No. _____ Fax No. _____ E-mail _____

PASSPORT INFORMATION:

Passport No. : _____ Date of Issue: ___/___/___(DD/MM/YYYY)

Expiry Date : ___/___/___(DD/MM/YYYY)

Place of Birth: _____ Date of Birth: ___/___/___(DD/MM/YYYY)

Nationality: _____

FLIGHT INFORMATION(*2) :

Arrival in Tokyo (Haneda / Narita) from _____ city Date ___/___/___ Flight No. _____ Time _____

Departure from Tokyo (Haneda/Narita) to _____ city Date ___/___/___ Flight No. _____ Time _____

(*2) For VISA supporting documents, a planned flight schedule is available as well.

HOTEL ACCOMMODATION

This information is **NOT** for hotel reservation order sheet, but **NEEDED** for staying schedule for visa supporting documents.

Hotel name : _____

Check in date: ___/___/___(DD/MM/YY) Check out date: ___/___/___(DD/MM/YY)

If making your own accommodation arrangement **other than recommended hotels** in Tokyo, please indicate your contact address and phone number:

Hotel Address _____

Hotel phone No. _____

Date:

Signature:

Deadline of Submission: 10 of January 2013 for all visa related documents

Please Return this form To:

Hideki Suganami (Mr) / Junkichi Fujisawa (Mr)

The ITU Association of Japan

Phone: +81 3 5357 7625/+81 3 5357 7626 Fax: +81-3-3356-8170

E-mail: e-health-visa@ituai.jp (Email is the preferred means of communication)