**Second meeting of ITU-T FG-VM:**

**Tokyo, Japan, 23-25 January 2019**

**Practical meeting information for participants**

**WORKING METHODS AND FACILITIES**

**DOCUMENT SUBMISSION AND ACCESS:** The meeting will be run paperless. Written contributions to the Focus Group meeting are encouraged and should be submitted by e-mail to tsbfgvm@itu.int by **14 January 2019** at the latest using the document [template](https://staging.itu.int/en/ITU-T/focusgroups/vm/Documents/FG-VM-I-template.docx) available on the [FG-VM homepage.](https://www.itu.int/en/ITU-T/focusgroups/vm) Access to all input and output documents will be provided from the [FG-VM collaboration site](https://extranet.itu.int/sites/itu-t/focusgroups/vm/SitePages/Home.aspx) ([*free ITU account required*](https://www.itu.int/en/ties-services/Pages/default.aspx)).

**WIRELESS LAN** facilities are available at the meeting venue.

**PRE-REGISTRATION**

**PRE-REGISTRATION:** Pre-registration for on-site or remote participation is to be done via the FG‑VM homepage preferably by **3 January 2019**.

**PRACTICAL INFORMATION**

# 1. Meeting Venue

Telecommunication Technology Committee:

Shiba kouen Denki Building

1-1-12, Shiba kouen, Minato-ku,

Tokyo 105-0011, Japan

Tel: +81 3 3432 1551

Fax: +81 3 3432 1553

Please see below a map: <http://www.ttc.or.jp/e/intro/map/>



# 2. Transportation and site information

|  |  |
| --- | --- |
| **Train stations nearby:** |  |
|  | **Lines** | **Train Stations** |
|  | \*[Mita Subway Line](http://www.tokyometro.jp/en/index.html%22%20%5Ct%20%22_blank) | Onarimon Station A3b Exit or A2 Exit (1-minute walk) |
|  | \*[Asakusa Subway Line](http://www.tokyometro.jp/en/index.html%22%20%5Ct%20%22_blank) | Daimon Station A6 Exit (6-minute walk) |
|  | \*[Ooedo Subway Line](http://www.kotsu.metro.tokyo.jp/eng/services/sub_map.html) | Daimon Station A6 Exit (6-minute walk) |
|  | \*[JR](http://www.jreast.co.jp/e/)  Yamanote Line Keihin-Tohoku Line Tokyo Monorail | [Hamamatu-Chou](http://www.jreast.co.jp/e/stations/e1248.html) Station North Exit (11-minute walk) |
|  | \*[JR](http://www.jreast.co.jp/e/) Yamanote Line,  Keihin-Tohoku Line\*[Asakusa Subway Line](http://www.tokyometro.jp/en/index.html%22%20%5Ct%20%22_blank)\*[Ginza Subway Lin](http://www.tokyometro.jp/en/index.html)[e](http://www.tokyometro.jp/en/index.html) | [Shimbashi](http://www.jreast.co.jp/e/stations/e877.html) Station A1 Exit (13-minute walk) |

**Access from Airport**

Please visit the TTC website: <http://www.ttc.or.jp/e/intro/airport/>



|  |  |
| --- | --- |
| **From Haneda Airport** | <http://www.tokyo-airport-bldg.co.jp/en/access/> |
|  By Taxi | (Please use “Taxi direction” page below) | about 30 min.JPY 6,000 including expressway toll. |
|  By Train/Monorail | <http://www.jorudan.co.jp/english/norikae/e-norikeyin.html> |
|  | (1) Tokyo Monorail<http://www.tokyo-monorail.co.jp/english/>Haneda Airport International Terminal <-> Hamamatsu-chou (浜松町) station | about 20 min.JPY 490 |
|  | (2) Keikyu Line<http://www.haneda-tokyo-access.com/en/>Haneda Airport International Terminal <-> Daimon (大門) stationTake Train direct to Asakusa-Line (浅草線) (e.g. for Aoto, Inba-Nihonidai, Narita, or Narita-Airport train) | about 30 min.JPY 530. |
| **From Narita Airport** | [http://www.-airport.jp/en/access/index.html](http://www.narita-airport.jp/en/access/index.html) |
|  By Taxi | (Please use “Taxi direction” page below) | about 60 min.JPY 23,000 including expressway toll. |
|  By Limousine Bus | <https://www.limousinebus.co.jp/en/> |
|  | (1) Shiba Area route<https://www.limousinebus.co.jp/en/areas/detail/nrt/shiba_rinkai>Narita Airport <-> Shiba Park Hotel | about 120 min.JPY 3,100 |
|  | (2) Tokyo Station and Nihonbashi route<https://www.limousinebus.co.jp/en/areas/detail/nrt/tcat_tokyo>Narita Airport <-> Tokyo Station | about 90 min.JPY 3,100 |
|  | (3) Shinagawa route<https://www.limousinebus.co.jp/en/areas/detail/nrt/ebisu_shinagawa>Narita Airport <-> Shinagawa area | about 90~110 min.JPY 3,100. |
|  By Train | Route Finder <http://www.jorudan.co.jp/english/norikae/e-norikeyin.html> |
|  | (1) JR Narita Express<http://www.jreast.co.jp/e/nex/index.html>Narita Airport Terminal 1/2 <-> Tokyo (東京) station | about 60 min.JPY 3,020 |
|  | (2) Keisei-Skyliner<http://www.keisei.co.jp/keisei/tetudou/skyliner/us/index.html>Narita Airport Terminal 1/2 <-> Nippori (日暮里) station / Ueno (上野) station | about 45 min.JPY 2,470 |
|  | (3) Keisei Access Express<http://www.keisei.co.jp/keisei/tetudou/skyliner/us/timetable/index.html>Narita Airport Terminal 1/2 <-> Daimon (大門) subway stationTake train for Haneda Airport (羽田空港), Nishimagome (西馬込), or Kurihama (久里浜) | about 80 – 90 min.JPY 1,330 |

# 3. Passports and visas

All foreign visitors entering Japan must have a valid passport. Visitors from countries whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a Japanese Embassy or consulate.

See below for more information related to entry into Japan:

<https://www.mofa.go.jp/p_pd/ipr/page7e_900126.html>

For requesting an invitation letter for visa purposes to the Host, please see **Annex 3**.

The focal point for visa support at TTC, Japan is:

Name: Mr. Masatoshi Mano

E-mail: mano@s.ttc.or.jp

Tel: +81-3-3432-1551

# 4. Climate in January in Japan

Monthly average values of the temperature and precipitation in Tokyo, Japan are given in the table below:

|  |  |
| --- | --- |
|  | January |
| Average maximum temperature | 10 degrees Celsius |
| Average minimum temperature | 1 degrees Celsius |
| Average precipitation | 45 mm |

# 5. Hotels

Please make your hotel reservation by yourself.

The hotels below are located near TTC (just for your information):

|  |  |  |
| --- | --- | --- |
|  | HOTEL | REMARKS |
| 1 | SHIBA PARK HOTEL <http://en.shibaparkhotel.com/> 1-5-10 Shibakouen, Minato-ku, Tokyo 105-0011 Tel: +81-3-3433-4141 / Fax: +81-3-3433-4142 E-mail: reservation@shibaparkhotel.com  | 3-min. walkabout 220 m from TTC |
| 2 | TOKYO PRINCE HOTEL <http://www.princehotels.com/en/tokyo/> 3-3-1 Shibakouen, Minato-ku, Tokyo 105-8560 Tel: +81-3-3432-1111 | 3-min. walk |
| 3 | THE PRINCE PARK TOWER TOKYO <http://www.princehotels.com/en/parktower/> 4-8-1 Shibakoen Minato, Tokyo 105-8563 Tel: +81-3-5400-1111 | 9-min. walkabout 700 m from TTC |
| 4 | MIELPARQUE TOKYO <http://www.mielparque.jp/tokyo/en/> 2-5-10 Shibakouen, Minato-ku, 105-8582 Tel: +81-3-3433-7211 / Fax: +81-3-3433-3895 | 8-min. walkabout 600 m from TTC |
| 5 | KEIO PRESSO INN HAMAMATSUCHO <https://www.presso-inn.com/english/hamamatsucho.html> 1-1-26 Shibadaimon, Minato-ku, Tokyo, 105-0012 Tel: +81-3-3438-0202 | 2-min. walkabout 150 m from TTC |
| 6 | HOTEL MYSTAYS HAMAMATSUCHO <https://www.mystays.com/en/hotel/tokyo/hotel-mystays-hamamatsucho/> 1-18-14 Hamamatsucho, Minato-ku, Tokyo 105-0013 Tel: +81-3-6689-3939 | 6-min. walkabout 500m from TTC |
| 7 | MITSUI GARDEN HOTEL SHIODOME ITALIA-GAI <http://www.gardenhotels.co.jp/eng/shiodome-italiagai/> 2-14-24 Higashi-shinbashi, Minato-ku, Tokyo 105-0021 Tel: +81-3-3431-1131 / Fax: +81-3-3431-2431 | 8-min. walkabout 600 m from TTC |

# 6. Internet access and wireless coverage at the venue

Wireless Internet will be provided to you by TTC. Access is granted via a logon and password.

# 7. Technical assistance

In case you have any technical problem at the venue (e.g., connecting to Internet, finding meeting rooms, etc.) please see the host on site.

# 8. Electricity

The electricity in Japan is generally 100V, 50Hz (Tokyo area)/60Hz (west Japan).
Please make sure you have the proper adapter and transformers as needed.
The following represents a typical socket in Japan. Such sockets are common in Japan and in many other countries.

 

PLUG: **Type A**

# 9. Useful information

## 9.1 Time Zone: UTC+8

## 9.2 Currency exchange

The currency in **Japan** is the **Japanese yen (¥)**; please check the currency exchange rate in the local bank system or use the following link as a reference: <http://www.xe.com/>

## 9.3 Tipping: Tipping is not necessary.

# 10. Additional information

## 10.1 Mobile phone coverage

The mobile phone service in Japan uses the following bands.

LTE： Band 1 (2100MHz) / Band 19 (800MHz) / Band 21 (1500MHz)

3G： Band 1 (2100MHz) / Band 6/19 (800MHz)

You are recommended to buy a SIM card for travellers at the airport.

## 10.2 Emergency Numbers:

|  |  |
| --- | --- |
| **Police**  | 110 (in case of emergency) |
| 03-3501-0110 (Japanese/English) |
| 03-3503-8484 (English and other foreign languages) |
| **Fire/ambulance** | 119 |
| **Japan Helpline** | 0120-46-1997 (toll free)<http://www.jhelp.com/en/jhlp.html> |
| **NTT Telephone Information** | 03-5295-1010 (English, 9am-5pm) |

## 10.3 Sightseeing:

Refer to:

|  |  |
| --- | --- |
| General | <http://livejapan.com/> |
| English | <http://www.jnto.go.jp/eng/arrange/essential/>  |
| Chinese | <http://www.welcome2japan.cn/arrange/essential/> |
| Korean | <http://www.welcometojapan.or.kr/arrange/essential/> |

# 11. Contact person

Name: Mr. Masatoshi Mano

E-mail: mano@s.ttc.or.jp

Tel: +81-3-3432-1551

One-page taxi direction

The following card may be useful for participants who do not speak Japanese.
Please bring this page with you and show it to any Japanese speaker when you need help.

Please take me to ＴＴＣ

**一般社団法人情報通信技術委員会 （TTC）**

までお願いします。

Phone: 03-3432-1551

住所：東京都港区芝公園1-1-12 芝公園電気ビル1F

***For the Taxi Driver:　　タクシー運転手さんへ：***

• 東京方面から日比谷通りで来る場合、直近の道へは一方通行で入れません。

• 手前の御成門交差点を左折、続いて愛宕警察署の前を左折（一方通行）して、
その次の三叉路を右折したら、右側の茶色い色のビルです。



Application form for visa support letter

All foreign visitors entering Japan must have a valid passport. Visitors from countries **whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a Japanese embassy or consulate**. You may need a letter of invitation from the Japanese host, which you will need to present to the Japanese embassy/consulate in your area in order to obtain your visa. The visa must be requested as soon as possible and at least six weeks before the start date of the meeting and obtained from the office (embassy or consulate) representing Japan in your country or, if there is no such office in your country, from the one that is closest to the country of departure. In order to obtain an invitation letter, please:

a) Fill out the form below.

b) Provide an electronic copy of your passport (name, date of birth, nationality, photo, passport number, expiration date of passport, etc., must be seen clearly).

c) Provide an electronic copy of previous Japanese visa and records (if you have been to Japan before).

d) Send the info in a), b) and c) as e-mail attachments to **mano@s.ttc.or.jp**; please indicate as the subject **“Application form for visa support letter for** **ITU‑T FG-VM meeting (23-25 January 2019)”**.

 *(Please do not forget to attach a copy of your passport photograph page before sending.)*

***In order to receive a support letter, your information should be provided to the host before
26 November 2018.
NOTE – The Host will do its best to provide invitation letters that are requested after this date; however, we cannot guarantee that you will receive your visa in time for the FG-VM meeting.***

|  |  |
| --- | --- |
| Given name (first name) |  |
| Family name (last name) |  |
| Date of Birth (dd/mm/yyyy) |  |
| Gender (male/female) |  |
| Nationality |  |
| Valid passport number |  |
| Passport valid until (dd/mm/yyyy) |  |
| Country to submit your visa application  |  |
| Postal address for your visa support documents to be shipped to | Address | (street)(city)(Province) |
| Postal Code |  |
| Country |  |
| Telephone number |  |
| The above address is: (please select one) | Office / home / other (specify: ) |
| Occupation and job title |  |
| Name of company/organization |  |
| Company/organization address(fill in “same as above” if shipping address is your office) |  |
| Office telephone number | + |
| Fax number | + |
| Email address |  |

|  |
| --- |
| **Itinerary***(Refer to examples shown in the table and overwrite your own Itinerary below.)* |
| **dd/mm/yyyy** | **Schedule** | **Address and Phone number where you may be reached** | **Hotel** |
| ex) 22 Jan 2019 | Arrival from Geneva to Tokyo International AirportFlight xxx | \*1 | \*1 |
| ex) 23 Jan 2019 | Attending ITU-T Meeting, day 1at the Telecommunication Technology Committee | \*2 | \*1 |
| ex) 24 Jan 2019 | Attending ITU-T Meeting, day 2The same as above | \*2 | \*1 |
| ex) 25 Jan 2019 | Attending ITU-T Meeting, day 3The same as above | \*2 | \*1 |
| ex) 26 Jan 2019 | Day off | \*1 | \*1 |
| ex) 27 Jan 2019 | Departure from Tokyo International Airport to GenevaFlight xxx | --- | --- |
| \*1: SHIBA PARK HOTELaddress: 1-5-10 SHIBAKOUEN, MINATO-KU, TOKYO 105-0011phone: +81-3-3433-4141 / fax: +81-3-3433-4142 |
| \*2: Telecommunication Technology Committeeaddress: 1-1-12 SHIBAKOUEN, MINATO-KU, TOKYO 105-0011phone: +81-3-3432-1551 / fax: +81-3-3432-1553 |

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