

# LOCAL ARRANGEMENTS FOR THE 26<sup>TH</sup> WGNE MEETING

18-22 October 2010

Tokyo, Japan

## 1. LOCATION OF THE WGNE MEETING

The 26<sup>th</sup> WGNE meeting is hosted by the Japan Meteorological Agency (JMA) and will take place at JMA's Headquarters in Tokyo, 1-3-4 Otemachi, Chiyoda-ku.

## 2. TRANSPORTATION FROM THE AIRPORT

Most international flights arrive at Narita International Airport. The major transport services between Narita International Airport and central Tokyo are as follows:

### Train

Two railway companies operate express trains from Narita International Airport to central Tokyo. Train stations are located in the basement of the terminal buildings of the Airport.

- The East Japan Railway Co. (JR) operates the Narita Express. It takes about an hour from Narita International Airport to Tokyo station (JPY 2,940).
- The Keisei Electric Railway Co., Ltd operates the airport express Skyliner. The new type Skyliner has been operating since 17 July 2010. It takes about 40 minutes from Narita International Airport to Keisei Ueno Station (JPY 2,400).

### Bus

An airport limousine bus service is available between Narita International Airport and Tokyo City Air Terminal (TCAT), located near Tokyo station. Buses leave for TCAT from Narita International Airport almost every 10 minutes costing JPY 2,900.

## 3. HOTEL RESERVATION

Participants are requested to make their reservation directly to hotels. There are many hotels around JMA's Headquarters.

### 3.1 Hotel Villa Fontaine OTEMACHI

The following hotel is recommended:

Hotel Villa Fontaine OTEMACHI  
1-8-8 Uchi Kanda Chiyoda-ku Tokyo 101-0047  
Phone: +81 3 3291-7770

It offers discount room rates to the conference participants. It is about a ten-minute walk from JMA's Headquarters. For further details please visit <http://www.hvf.jp/eng/otemachi.php>. The web page for room reservation is <http://www.hvf.jp/eng/index2.html>.

Please note the following points.

- When you make a reservation at the web page above, note to choose the "Otemachi" place. Customer registration will be needed when you make a reservation. Because discount rates will not be displayed on the web page at this time, please order at the rack rate.
- After you make a reservation, please inform your name and dates of check-in/out to the contact persons of JMA (see 5). They will contact the hotel to apply discount rates to your reservation. The rate will be charged on your check-in.
- The discount rate is JPY 7,700-8,500 per night for 1 person (it depends on a day of the week), including breakfast.
- Please make a reservation as early as possible if you would like to use Hotel Villa Fontaine Otemachi, in case the rooms sell out.
- Major credit cards (e.g. Visa, MasterCard) are available. UnionPay is also available.

### 3.2 Other hotel

The following hotel is opposite to JMA's Headquarters. They only accept telephone, FAX and E-mail for reservation in English (you cannot reserve on their web site in English). The room rates are from JPY 10,000 without breakfast. For further details please visit <http://www.kkr-hotel-tokyo.gr.jp/english/index.html>

KKR Hotel Tokyo  
1-4-1 Otemachi, Chiyoda-ku Tokyo 100-0004  
Phone : +81 3 3287 2921  
FAX : +81 3 3287 2913  
E-mail : info@kkr-hotel-tokyo.gr.jp

### 4. VISA/ENTRY REQUIREMENT

Participants who need an entry visa to Japan will be requested by the Japanese Embassy to submit a Letter of "Reason for Invitation" duly signed or stamped by JMA along with other relevant documents. In this case, please send the completed form (*Attachment*) to the contact person of JMA at your earliest convenience and no later than **31 August 2010**.

On receipt of the form, the contact person will prepare the Letter of "Reason for Invitation" and send it to you by airmail and e-mail. It may take several days or longer to reach you by airmail. Please note that it will take the Embassy one week or more to issue the visa. You are therefore advised to contact the Embassy well in advance and ask whether or not the Letter of "Reason for Invitation" is necessary.

More information on applying for visas can be found at the ministry of Foreign Affairs of Japan web site ([http://www.mofa.go.jp/j\\_info/visit/visa/](http://www.mofa.go.jp/j_info/visit/visa/)). Please ensure you leave enough time for this process.

### 5. CONTACT PERSONS OF JMA

Numerical Prediction Division, Japan Meteorological Agency

- Mr. Chiashi Muroi (cmuroi@met.kishou.go.jp)
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