



# **OLCI Japan Workshop & Venue Guide**

*At Toshi Center Hotel in Tokyo, Japan  
26-29 October, 2002*

### *About this Guide*

This guide explains all of the information you need for the OLCI/Japan Workshop including airport arrival, travelling to your hotel, the venue hotel including check-in and meeting rooms, dress for the workshop, weather, tour information, and OLCI/Japan contact details.

## **1. Arrival At Tokyo Narita International Airport**

The New Tokyo International Airport, known as “Tokyo – Narita Airport” (NRT), is some 60 km (38 miles) to the southeast of downtown Tokyo.

The immigration formalities at Narita are average in processing speed; however it may take longer than usual under the current world situation.

There are no complicated questions in the Japanese Disembarkation Card. In the address column, write your hotel you’ll be staying at in Tokyo

**Toshi Center Hotel, Chiyoda-ku, Tokyo**

The Customs inspection here is more stringent than most other airports, and even duty-free passengers have to go through one of the parallel counters for a one-by-one inquiry process. Typical questions include:

One out of some 30 passengers is requested to open one of their bags. If you are too tough a project manager and have sharp eyes, please practice to smile from now on.

## **2. From Narita Airport to Your Hotel**

While the Narita Airport has two terminals (the old and the new), all the ground transportation services are parallel to the two terminals and you are not required to move between the terminals to take any ground transportation.

**The following is the hotel booked for the OLCI meeting.**

**Toshi Center Hotel (Venue Hotel)**

**2-4-1 Hirakawa-cho, Chiyoda-ku, Tokyo, 102-0093**

**Telephone: 03-3265-8211**

As the Narita Airport is distant from downtown Tokyo please **DO NOT TAKE A TAXI** to your hotel unless you are prepared to pay more than US\$ 200.

There are two ways of getting to your hotel:

### **Choice One:**

Take a JR (Japan Rail) Narita Express (NEX) Train to Tokyo (Central) Station, then take a taxi to the hotel.

This choice will assure you of a much shorter travel time once on a NEX train, leaving at 30 minute intervals (some 30 minutes faster than Choice Two) but you need to walk some 3-4 minutes at Tokyo Station from the deep underground platform to the ground level (transfers on escalators and walkway).

### How to Get to NEX Station at Narita Airport

The JR Narita Express (NEX) Station is located on the underground level of the Narita Airport. Upon going out of the customs area at the arrival hall, you can be guided by direction signs (in English as well) and can use a push cart down to the NEX platform.

### Ticketing, Fares and Time Required

[NEX Train]

NEX trains are popular with both, Japanese and non-Japanese, are clean, punctual and very fast. All NEX trains stop at Tokyo Station and leave at 30-minute interval in the afternoon. Trains have reserved seats only. Buy a ticket at the **JR** ticketing counter (green colored; English

speaking) for the earliest available train by saying “Tokyo Station, One-way, No-Smoking (or Smoking)”.

There are two classes on NEX trains with the following fares:  
Green Car (Single-Seater on One Side) Fare: Yen 4,980 (US\$ 42)  
Ordinary (Four-Seater on One Side) Fare: Yen 2,940 (US\$ 25)

The time to Tokyo Station is 60 minutes (non-stop after Narita No. 2 Terminal Station).

[Taxi from Tokyo Station to Your Hotel]

At Tokyo Station (a very big station with many trains leaving every minute) go up to the ground level by riding on a series of escalators; when on the ground level, please go out to the West side (Palace side).

There is a stand marked “Taxi” in English; there are usually no queues. There are no unlicensed taxis (that you have to negotiate fares with) and all taxis charge you fares according to taximeters; no surcharges on bags nor tipping. The taxi fares from Tokyo Station to Toshi Center Hotel will be approximately Yen 1,200 to 1,500 (US\$ 10 to 13) for the 10 minute ride.

### **Choice Two:**

Take a Limousine Bus to the adjacent hotel **the Akasaka Prince Hotel**.

If you would prefer direct access to the adjacent hotel over the shorter times offered by the NEX train plus taxi (Choice One), Limousine Buses are recommended. Limousine Buses, which many non-Japanese travellers use, take you directly from the Narita Airport to the Akasaka Tokyu Hotel and the Akasaka Prince Hotel. **Limousine Buses do not stop at the venue hotel, Toshi Center Hotel; what you can do is to get off at the Akasaka Prince Hotel (don't get off at the Akasaka Tokyu Hotel) and walk to the Toshi Center Hotel, some five minutes** If you carry heavy bags, you can take a taxi at the Akasaka Prince Hotel at a fare of Yen 660 (US\$6), for just a two- minute ride.

You buy a ticket for a **reserved seat** at the “**Limousine Bus**” Counters (orange colored signs) distributed in the arrival hall at the Narita Airport. When you buy a ticket for Yen 3,000 (US\$25), please indicate “**AKASAKA Prince Hotels in Tokyo**”. Then a ticketing clerk will tell you in English the departure time of the next available Limousine Bus and the bus stop number at the airport curbside and will issue a ticket with the departure time and destination.

The Limousine Bus will take you to **Akasaka Prince Hotel** adjacent to your hotel in 80 to 85 minutes on highways (but don't imagine US freeways, German autobahns or Saudi highways). You may be sleepy after your long flight, but do not miss the view from the beautiful Rainbow Bridge at the entrance to Tokyo.

## **3. The Venue Hotel**

The venue hotel **Toshi Center Hotel (22-stories)** is located at the quiet central area of Tokyo and planned for up to medium sized conventions (up to 600 delegates in the largest hall) and accommodating convention delegates and is, thus, not crowded and quiet.

The famous Akasaka entertainment district and the 24-hour, vibrant Roppongi entertainment district are pretty close. The hotels are English-speaking worlds. Please relax. Your concierge will help you.

**In Japan, there is no tipping system (at hotels, restaurants, taxis). Hotel bell staff do not expect, but may receive, tips (for pooling for the bell crew's parties?) but some may decline due to hotel policies.**

One reminder about Tokyo hotels is that while price deconstruction is proceeding in many areas in Japan, meal and drink expenses at hotels are still very high.

For the neighborhood map, please refer to the map for the venue hotel given below. See also the

map in Section 7 of this guide.



#### 4. Check-in

You are requested to check in at [Toshi Center Hotel](#) the venue hotel.

You only need to tell the hotel staff that you are an OLCI Workshop member, and your name.

You do not need to pay the room charges except for extras such as for the mini bar, room entertainment, overseas phone calls, etc.

You will find further information or instructions from the OLCI/Japan Project Manager leading up to the workshop and upon arrival.

#### 5. Weather and Clothing

The weather in Tokyo in October is the most beautiful and stable, and said to be the best of the year. Average temperature is around 15 to 16 degrees Celsius (59-61 degrees Fahrenheit) but may drop to 10 degrees C (50 degrees F) from time to time, especially during the night.

Depending on your sensitivity to temperatures, we suggest that you bring with you a sweater and a light, half travel coat.

Dress for the OLCI/Japan workshop is smart casual.

#### 6. Meeting Rooms

Meeting rooms are booked mostly on the 7<sup>th</sup> floor of [Toshi Center hotel](#).

On Monday 28<sup>th</sup> of October, as a treat, the workshop location is planned to be held at an old but beautifully renovated Japanese house in a very famous Japanese Garden in Yokohama, located 40 minutes ride by bus. You can enjoy the beauty of a Japanese

garden with lots of flowers, trees, ponds, tower and temples, old houses and so on. This garden was built and owned by one of the richest silk merchants about 100 years ago. You can see some scenery on URL <http://www.sankeien.or.jp>, but only in the Japanese language.



*Meeting house in a Japanese Garden on the 28<sup>th</sup> of October*

## **7. Information on Tours**

The hotel will assist you in your package travel arrangements and place the tour brochures of English-speaking-guide-escorted typical packages in the hotel lobby, in case you wish to take such tours **before** or **after** the workshop.

For budgeting purposes, the following are typical package tour (with an English-speaking guide) prices:

- Tokyo Full-day on a High-Decker Bus with Lunch: Yen 9,800 (US\$ 82)
- Tokyo Half-day High-Decker Bus Tour: 5,000 (US\$ 42)
- Mt. Fuji Day Tour (Bus/Bullet Train) with Lunch: Yen 15, 000(US\$ 125)
- Nikko Day Tour (Bus) with Lunch: Yen 13,500 (US\$ 113)
- Kyoto Day Trip on Bullet Train: 49.500 (US\$ 413) *higher due to the short visit*
- Kyoto Overnight Trip on Bullet Train: Yen 46,300 (US\$ 386)

For English-web information on Tokyo and tours, please visit:

<http://travel.yahoo.com/t/Asia/Japan/Tokyo/> (for Tokyo short information)

<http://www.tcvb.or.jp/> (recommended for classified Tokyo information)

<http://www.jtb.co.jp/eng/> (recommended for tours in general and stay in Japan)

<http://www.jtb.co.jp/sunrisetour/> (recommended for package tours)

The last two sites are operated by Japan Travel Bureau (JTB), the top tourism agency in Japan.

## **8. OLCI Contact for Further Information**

If you have any questions regarding the OLCI/Japan workshop in relation to the information you have received to date, or as listed in this guide, please email the OLCI/Japan representative **Nicolette Javorsek** at **[nicolette500@yahoo.com](mailto:nicolette500@yahoo.com)**