

**OLCI/Japan Workshop, 26-29 October 2002**

**Frequently Asked Questions (FAQ's), 30 August 2002**

1) When does the OLCI/Japan Workshop start and finish?

Answer: The workshop starts on the evening of Saturday 26 October and finishes at midday Tuesday 29 October.

2) When should I book my airfare to Japan?

Answer: As soon as possible.

3) How many nights do we stay at the Toshi Centre Hotel for the workshop?

Answer: 3 nights (Saturday, Sunday, Monday).

4) I would like to stay additional days in Tokyo, before and after the workshop. I would like to stay at the Toshi Centre Hotel for these additional nights. How much does the Toshi Centre Hotel charge per night and who pays for the additional nights of accommodation?

Answer: OLCI workshop delegates who wish to stay additional nights in Tokyo will need to cover their own costs for additional nights. OLCI workshop delegates who wish to stay additional nights at the Toshi Centre Hotel are able to obtain a discount room rate of approximately USD\$100 per night for 1-2 people, which includes VAT and service. OLCI workshop delegates can book additional nights accommodation at the Toshi Centre Hotel by emailing **mnagumo@ics-inc.co.jp**. Delegates should state that they are a OLCI workshop delegate to obtain the Toshi Centre hotel discount rate.

5) I want to bring along my wife, husband, etc. to Japan during the workshop. How much extra will it cost for accommodation for my wife/husband during the workshop?

Answer: There is no additional cost for accommodation for your wife, husband, etc. during the workshop, for Toshi Centre hotel accommodation, however meals, etc. for your wife, husband, etc. will be covered by the delegate. All Toshi Centre hotel rooms cater for 1-2 people.

6) Does the Toshi Centre Hotel have Internet facilities?

Answer: Yes. All hotel rooms and the workshop room at the Toshi Centre Hotel have internet facilities. Note that the hotel has no business center however business centre facilities are available at the office across the road.

7) Should I bring my laptop computer with me to the workshop?

Answer: Workshop delegates can bring their laptop PC to the workshop if they wish but it is not mandatory. The workshop rooms will provide necessary facilities and equipment such as spare PCs which can be used during the workshop. (Note: You will require a Japanese powerplug/adaptor for your electrical equipment so it can work with Japanese powerpoints. Try to purchase a powerplug/adaptor at a travel store in your own country, before you leave for Japan.)

8) Will my mobile phone work in Japan?

Answer: If your mobile phone SIM card is compatible with international mobile phone networks and you have obtained international roaming for your mobile phone through your mobile phone dealer in your own country, then you can use your mobile phone in Japan. Please check if you can make/take international calls in Japan, using your own country mobile phone, with your mobile phone dealer. Mobile phone costs are expensive so we do not recommend using your mobile phone in Japan – use a handset phone.

9) Are special dietary requirements catered for during the workshop?

Answer: No. However food and beverages provided during the workshop will meet all delegates' needs.

10) Do workshop delegates need to complete a registration form for the workshop?

Answer: No. In September, Nicolette Javorsek will email all workshop delegates a form to complete which will include delegates name, email, company, country, etc.

11) When are we going to receive a workshop agenda?

Answer: The agenda will be developed soon and emailed to all workshop delegates in September. Please email your agenda ideas to Nicolette Javorsek at email address: **nicolette500@yahoo.com**

12) How much Japanese Yen should I bring with me on arrival in Japan?

Answer: Approximately USD\$200-300 per person. You will need Japanese Yen for transport to/from the airport as well as other small items you wish to purchase. Credit card facilities are used widely in Japan.

13) Do I need a Visa to travel to Japan?

Answer: Please check Visa requirements with your travel agent as soon as possible, and when you book your airplane ticket to Japan. Some countries require a Visa for Japan and other countries do not. Visa's can be complicated so it is recommended that you start checking your Visa requirements now.

14) What are some familiar phrases in Japanese?

Answer:

English	Japanese
Hello	Kon-nichiwa
Good morning	Ohayoh-gozaïmasu
Good evening	Kon-ban-wa
My name is Dr/Professor/Mr/Mrs/Ms/Miss.....	Example for Nicolette Javorsek: Watashino Namae-wa Javorsek desu (usually family name with no title)
What is the time please?	Ima Nannji desuka?
Where can I exchange money?	Okane Dokode Kaerare masuka?
Where is the train station?	Ekiwa Doko desuka?
Where can I catch a bus?	Basu wa Doko desuka?
I am going to the Toshi Centre Hotel.	Toshi Center Hotel ni iku tokoro desu.
I am a OLCI/Japan Workshop delegate.	Watashi-wa OLCI Nihonn Kaigi Sannkasya desu.
Where is the post office?	Yubinnyoku wa Doko desuka?
Where is the convenience store?	Convenience Store wa Doko dessuka?
Thank you	Arigatoh

15) Who do I contact if I have any further questions?

Answer: Contact Nicolette Javorsek at email address: **nicolette500@yahoo.com**