

# OLCI 2002 Tokyo Bulletin

OLCI 2002 Japan Host Project Team

The OLCI 2002 Tokyo Workshop is close at hand. We on the Japan Host Project Team wish to sincerely welcome you, valuable delegates to the workshop.

This bulletin provides you with the semi-last minute tips to arrive at the venue and to attend the first day meeting and functions. The detailed total schedule and agenda will be communicated to you from Ms. Nicolette Javorsek shortly.

## 1. Essential –Travel/Conference Documents

Some nationals need to obtain a visa to enter Japan. Visa applications arrangements are taking time for some delegates. Please either make sure with the local Japanese consulate that you need not a Japanese visa (depending on the nationality) or that you have secured a Japanese visa.

**There is no national boundary in project management; however, a country-specific formality is still there.**

**PLEASE BRING THE OLCI TOKYO DELEGATE LIST IN HARD COPY** and several of your e-mail communications with Nicolette or M. Ishikura/ T. Yamane from the Japan Host Organization as evidence that you are invited delegate to the OLCI Japan Workshop just in case to produce to local immigration officers (do not show them if not asked for).

The OLCI Japan Joint Host Organizations are as follows:

*NPO Project Management Professionals Certification Center (PMCC)*

*1-4-6 CYD Building, Nishi-Shinbashi, Minatoku, Tokyo, 105-0003 Japan*

*Contact: Masayuki Ishikura, PMP, PE, Director-in-Charge and General Manager*

*Phone: 03-3502-4405 (if called from overseas, +81-3-3502-4405)*

*E-mail: [ishikura@pmcc.or.jp](mailto:ishikura@pmcc.or.jp)*

*Also,*

*Japan Project Management Forum (JPMF)*

*1-4-6 CYD Building, Nishi-Shinbashi, Minatoku, Tokyo, 105-0003 Japan*

*Contact: Hiroshi (Hiro) Tanaka, PMP, President (not at JPMF Office)*

*Phone: 045-682-8076 (if called from overseas, +81-45-682-8076) **Mobile 090-8000-9025***

*E-mail: [hirojpmf@wta.att.ne.jp](mailto:hirojpmf@wta.att.ne.jp)*

The Venue Hotel for all are as follows:

**Toshi Center Hotel**

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

**Telephone: 03-3265-8211**

**2. 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 in Tokyo as follows:

*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:

- ✓ Did you come directly from your home country? (means, “have you been somewhere to procure prohibited goods?”)
- ✓ Do you have anything to declare? (sort of English practice for young officers)
- ✓ What is the purpose of your visit to Japan? (try to read a passenger’s hesitation just in case; just say **“attending an international conference”** as mentioning project management sounds Greek to most people in Japan as well)
- ✓ Do you carry trade goods with you? (simply saying “no” should be all right)

One out of some 30 passengers are 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.

**4. 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.

If you expect somebody (friends, business associates, etc.) at the Narita Airport, please give them your airline and flight number exactly to avoid failure to meet them on time.

As the Narita Airport is distant from downtown Tokyo (I have had the unique experience of flying in a jet from Tokyo Haneda (downtown) Airport to Narita on an Air India plane, and the flight took 15 minutes), please **DO NOT TAKE A TAXI** to your hotel unless you are prepared to pay US\$200.

There are two ways of getting to your hotel:

*Choice One:*

[NEX Train]

Take a JR (Japan Rail) Narita Express (NEX) Train to Tokyo (Central) Station, then take a taxi to your 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 7-8 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

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 trains are popular with both, Japanese and non-Japanese, clean, punctual and very fast. All NEX trains stop at Tokyo Station and leave at 30-minute intervals 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 (USD42)

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 (if you are lost, say “Taxi, taxi please” and folks will point you in the right direction or, if they cannot speak English, show you the right direction by gesturing or kindly **but silently** take you to the right place. Please don’t feel annoyed when you are asked “where are you from” as this is a sort of Japanese English culture.

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 the Toshi Center Hotel in the “Akasaka” area will be some Yen 1,200 to 1,500 (US\$10 to 13) for the 10 minute ride.

*Choice Two:*

Take a Limousine Bus to your hotel or to the adjacent hotel.

If you would prefer direct access to your hotel over the shorter times offered by the NEX train plus taxi (Choice One), Limousine Buses are recommended. Limousine Buses, which many non-Japanese travelers use, take you directly from the Narita Airport to the Akasaka Prince Hotel, in the neighborhood. Of your hotel. **Limousine Buses do not stop at the venue hotel, Toshi Center Hotel; what you can do is to go to the Akasaka Prince Hotel (don’t get off at the Akasaka Tokyu Hotel) and walk to the Toshi Center Hotel, some five minutes.** This is recommended if you can walk with your baggage. 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 SAY “AKASAKA PRINCE HOTEL” as there are many 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. **In Japan, the 24-hour system is used in timetables (for instance 15.30 instead of 3.30 p.m.)**

The Limousine Bus will take you 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.

## **5. The Hotel**

All the delegates to the OLCI Tokyo Workshop, including four to five Japan Host Project Team management (including, Masa Ishikura, Project Director, Tet Tamane, Project Manager, Hiro Tanaka, Team Consultant), will stay at the Toshi Center Hotel (22-stories). The hotel is not crowded and quiet.

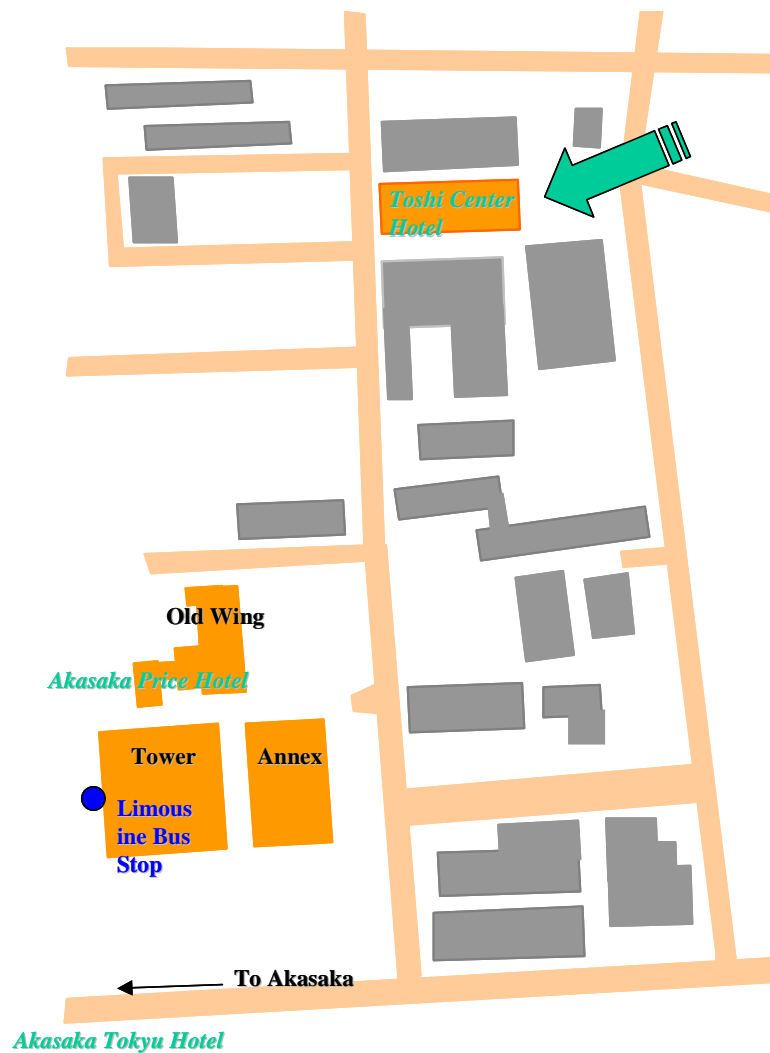
The famous Akasaka entertainment district and the 24-hour, vibrant Roppongi entertainment district are pretty close. The hotels are English-speaking worlds. Please relax. Your concierge will help you.

Styles of guest services in these hotels are the same as elsewhere. **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 expensive.

For the neighborhood map, please refer to the map for the venue hotel given below. See also the map in Section 6 of this bulletin.

If you walk from the Akasaka Prince Hotel to the Toshi Center Hotel, walk along the left vertical street for five minutes (including those of you who will use a Limousine Bus and get off at the blue spot on the map to proceed to the venue hotel).



## 6. Meeting Places and Cost s of Stay

All the costs, including hotel charges, meals/reception charges, meeting costs, transportation costs, from your arrival at the Toshi Center Hotel (October Saturday 26 to the noon (lunch) of the last meeting day (Tuesday October 29), except for your personal charges such as long-distance calls, laundry charges, drinking-out midnight, will be borne and paid directly by the Japan Host Organization.

The workshop sites will be as follows:

- Day One: Saturday 26<sup>th</sup> Conference Facility at the Kasumigaseki Building in the heart of Tokyo (seven minute ride from the hotel)
- Day Two: Sunday 27<sup>th</sup> Conference Facility at the Kasumigaseki Building in the heart of Tokyo (seven minute ride from the hotel)
- Day Three: Monday 28<sup>th</sup> Sankeien, beautiful Japanese style mansion with meeting

facility in Yokohama(in the hope that delegates realize how Japanese cultural aspects were formed from the aspects of thinking environment)

**Day Four: Tuesday 29th** Toshi Center Hotel where you will stay.

Breakfast will be taken at the Toshi Center Hotel on all the days; lunches will be a variety day to day; and dinners will be of a all-variety reception style, on the first day, seated Western dinner on the second day and the Chinese dinner on the third day in the famous Yokohama China Town, all with drinks.

## **7. What You Will Do on the Day of Arrival**

On your day of arrival in Japan, more specifically at the Toshi Center Hotel on Saturday 26th, the following are what you will do:

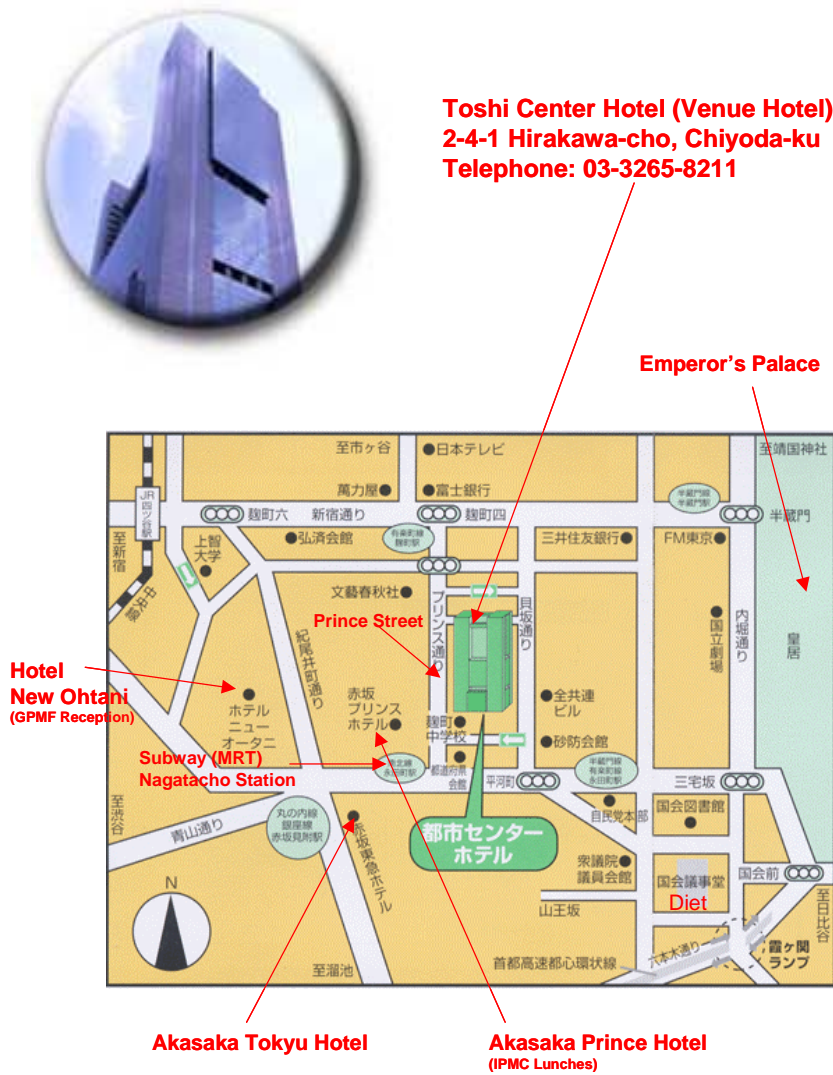
- 1) A representative from the Japanese Host Organization with a sign poster with the OLCI Delegate indication will welcome you at lobby area of the Toshi Center Hotel from around noon to 7.00 p.m. (19.00) of Saturday 26<sup>th</sup> at the lobby area of the Toshi Center Hotel and help you check in.
- 2) Just in case, just tell the hotel receptionist that you are the OLCI delegate and drop your name: then all set.
- 3) The First Day Kick-off Meeting will start at 18.00 at the meeting site; all the delegates at the hotel are requested to gather in the lobby area by 17.45 for pick-up and transportation to the site by taxi in groups, as guided
- 4) The Host Organization realizes that many of you may not make this pick-up time as long-haul flights into Tokyo Narita from North America, South East Asia and some parts of Europe arrive at the Tokyo Narita Airport after 15.30 (3.30 p.m.) and considering the ground transportation time from landing at the Narita Airport to the Hotel (minimum 120 hours). Therefore, the host organization staff will stand by till 19.00 so that any delegate in this category can join the welcome reception. Of course, you can make the reception after this late pick-up time if you enjoy managing to come by yourself to the first-day meeting and reception site, instructions to which can be e-mailed to you upon request to Hiro Tanaka with [hirojpmf@wta.att.ne.jp](mailto:hirojpmf@wta.att.ne.jp)
- 5) Still, we well understand that some of you will have to arrive at the hotel late evening. In this case, the Steering Board will communicate with you, after arrival, what to do regarding catch-up on the first-day agenda confirmation

and workshop policy; get in touch with Lynn or Nicolette (this is not required for the OLCI repeaters as you, project managers, can guestimate what the rest of the group did on the first day – fun.

**ON THE SECOND DAY, SUNDAY 27<sup>th</sup>, ALL THE DELEGATES ARE KINDLY REQUESTED TO STAND BY AT THE LOBBY ARE OF THE TOSHI-CENTER HOTEL AT 8.15 FOR PICK-UP AND GROUP MOPVEMENT TO THE MEETING SITE KASUMIGASEKI-BUILDING.**

**You can take breakfast any time from 7.00 in the designated in-hotel restaurant.**

**Neighborhood of the Toshi Center Hotel (to show to Japanese when necessary)**



*Written by Hiro Tanaka*