



Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 12 May 2014

**To: The Delegations of participating States to the OSCE
Asian Partners for Co-operation
Mediterranean Partners for Co-operation
OSCE Institutions
International Organizations invited to participate**

Subject: Practical arrangements for the 2014 OSCE-Japan Conference on sharing experiences and lessons learned between the OSCE and Asian Partners for Co-operation in order to create a safer, more interconnected and fairer world in the face of emerging challenges

Tokyo, Japan, 16 - 17 June 2014

I PRACTICAL ARRANGEMENTS

With reference to the **Permanent Council Decision No. 1118** of 8 April 2014, the Section for External Co-operation would like to inform all participants in the 2014 OSCE-Japan Conference, to be held in Tokyo, Japan, from 16 to 17 June 2014, about the following:

I.1 Venue

The Conference will be held at the Hall of the Ministry of Foreign Affairs of Japan. The address is as follows:

Ministry of Foreign Affairs
2-2-1 Kasumigaseki, Chiyoda-ku
Tokyo, Japan

I.2 Registration form for participants in the conference

Please find attached the registration form to be filled in by participants and to be sent to the OSCE Secretariat as indicated in the form, **not later than 4 June 2014**.

I.3 Accommodation and hotel reservation

The host country has agreed on a special corporate rates with the:

Prince Park Tower Tokyo Hotel

4-8-1, Shibakoen Minato, Tokyo 105-8563, Japan

Tel: +81-3-5400-1111

Website: <http://www.princehotels.com/en/parktower/>

Twin Room

¥ 30,000 (Single use)

¥ 32,000 (Twin use)

* Breakfast, service (10%) and tax (8%) are included.

For the participants in the 2014 OSCE-Japan Conference, the hotel has established a special online reservation:

https://rsv.princehotels.co.jp/cgi-bin/ihonex/stay/search_category.cgi?hid=092&search%3Ahid=092&plan_groupcd=IT1029&c=1&search=1&form=en

Interested participants are kindly requested to make use of this reservation feature.

I.4 Transportation to and from the venue

During the Conference, the host country will provide transportation from the above-mentioned hotel to the venue.

II TRAVEL

II.1 Visa Requirements

Participants are kindly requested to make their own visa arrangements with the local Embassy or Consulate of Japan prior to their arrival.

II.2 Arrival/Departure

II.2.1 Airports and transportation

In Tokyo, there are two International Airports: Narita and Haneda. Taxis are available at both Airports but are relatively expensive. Recommendable option is to take the limousine bus.

II.2.2 Limousine bus

It connects both international airports and the centre of Tokyo, including the above-mentioned Prince Park Tower Tokyo. One-way ticket costs ¥3100 from the Narita Airport and ¥ 930 from the Haneda Airport, and depending on traffic, the expected travel time is about two hours from the Narita Airport and one hour from the Haneda Airport.

For more information you may wish to visit: http://www.limousinebus.co.jp/en/bus_services/

II.2.3 Metro system in Tokyo

Useful information about the metro system in Tokyo is available under:

<http://www.tokyometro.jp/global/en/index.html>

III CULTURAL EVENT ARRANGED BY THE HOST COUNTRY

After the Conference, on 17 June in the afternoon, interested participants may wish to join a guided tour arranged by the Ministry of Foreign Affairs of Japan. A visit is planned either to a traditional Japanese shrine, such as Meiji Shrine, or a Japanese garden. The detailed programme will be communicated closer to the date. However, interested participants are kindly requested to indicate their interest on the registration form. The estimated costs per person amount to EUR 10.

IV OTHER USEFUL INFORMATION

IV.1 Rate of Exchange (as of 15 April 2014)

1 Japanese Yen = 0.007113 Euro

1 Euro = 140.58 Japanese Yen

IV.2 Weather

This period is usually in the rainy season. Average temperature of June is around 18 degrees Celsius.

IV.3 Time difference

The time in Tokyo is seven hours ahead of the Central Europe Time (CET) during the summer time.

IV.4 Mobile phones in Japan

Foreign mobile phones are operational in Japan. For information about the roaming tariffs, please contact your provider.

IV.5 Point of Contact at the OSCE Secretariat:

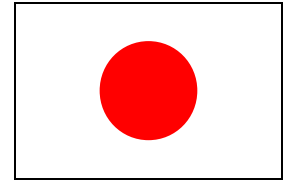
For further information or assistance, please contact:

| | | |
|--|---------|--|
| Ms. Aldona Szymanski | Tel.: | (+43-1) 514 36 – 6190 |
| Senior External Co-operation Assistant | Fax: | (+43-1) 514 36 – 6250 |
| External Co-operation Section | E-mail: | aldona.szymanski@osce.org |
| OSCE Secretariat | or | pm-ext-coop@osce.org |
| Wallnerstrasse 6 | | |
| A-1010 Vienna, Austria | | |



2014 OSCE-Japan Conference
 on sharing experiences and lessons learned between the
 OSCE and Asian Partners for Co-operation in order to
 create a safer, more interconnected and fairer world in
 the face of emerging challenges

Tokyo, Japan, 16 – 17 June 2014



Registration Form

Participating State | Partner State | International Organization | OSCE Institution | NGO/Academia

Name of State / Institution:

| | |
|--|----------------|
| Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> | Given Name(s): |
| _____ | _____ |

Title / Position as to appear on the list of participants:

| | |
|---|-----------------|
| Mobile No. <i>with all prefixes, including national code:</i> | E-mail address: |
| _____ | _____ |

| | |
|--|---|
| Fax No. <i>with all prefixes, including national code:</i> | Contact details at home in the event of an emergency: |
| _____ | _____ |

| | | | |
|---|-----------|---|-----------|
| Arrival <input type="checkbox"/> Narita <input type="checkbox"/> Haneda | Flight #: | Departure <input type="checkbox"/> Narita <input type="checkbox"/> Haneda | Flight #: |
| Date: June 2014 | Time | Date: June 2014 | Time |

Participation in the cultural programme in the afternoon of 17 June 2014 (costs: EUR 10 per person)

I will participate alone I will participate and will be accompanied I will not participate

During the Conference, I will stay at the Prince Park Tower Tokyo and will be accompanied by _____ person(s)
 Alternatively, I can be reached under the following address / tel. / fax #:

Date: _____ Signature: _____

Please submit this form **not later than 4 June 2014** by fax or e-mail
 Fax: +43-1 514 36- 6250 e-mail: pm-ext-coop@osce.org