

STATISTICAL INSTITUTE FOR ASIA AND THE PACIFIC

Ninth Management Seminar for the Heads of
National Statistical Offices in Asia and the Pacific

40th Anniversary Ceremony

31 August – 2 September 2010
Tokyo, Japan

INFORMATION NOTE FOR PARTICIPANTS

[For participants funded from own sources]

I. General

1. The special events to commemorate the 40th anniversary of SIAP, including the Ninth Management Seminar for the Heads of National Statistical Offices in Asia and the Pacific and the 40th Anniversary Ceremony, are scheduled to be held at the United Nations University Headquarters Building (UNU Building) in Tokyo, Japan:

United Nations University Headquarters Building
5-53-70, Jingumae, Shibuya-ku
Tokyo 150-8925, Japan

[Management Seminar, 31 August – 2 September 2010]
Elizabeth Rose Hall, UNU Building 5th floor

[40th Anniversary Ceremony, 31 August 2010]
U Thant Hall, UNU Building 3rd floor

Secretariat

2. Any enquiries on the events should be addressed to:

Ms. Davaasuren Chultemjants
Director
Statistical Institute for Asia and the Pacific
JETRO-IDE building
3-2-2 Wakaba, Mihama-ku
Chiba-shi, Chiba 261-8787
Japan
Phone: (81-43) 299-9796
Fax: (81-43) 299-2521
e-mail: staff@unsiap.or.jp

II. Ninth Management Seminar

3. The Seminar is organized by the Statistical Institute for Asia and the Pacific (SIAP-ESCAP) in collaboration with the Statistics Division of the Economic and Social Commission for Asia and the Pacific (ESCAP), United Nations Statistics Division (UNSD), the Statistics Department and Regional Office for Asia and the Pacific of the International Monetary Fund (IMF), and the Government of Japan.

Opening session

4. The opening session will be convened at 1300 hours on Tuesday, 31 August 2010 in the Elizabeth Rose Conference Hall of UNU Building.

Registration and identification badges

5. Participants are requested to register and obtain meeting badges at the Registration Counter on the second floor of UNU Building between 1215 and 1300 hours on 31 August 2010. Participants who are not able to register on the opening day are requested to do so on subsequent day, to ensure that their names appear on the list of participants.

6. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the Seminar.

Working languages of the meeting

7. The Seminar will be conducted in English. No translation/interpretation services will be provided.

III. Travel arrangements

Travel arrangements

8. Participants who will attend the events from own sources are responsible to make all necessary travel arrangements by themselves. Since August falls under peak vacation period, early action in arranging travel is highly recommended.

Visa requirements

9. Participants should check with the relevant diplomatic or consular mission of the Government of Japan on visa requirements and, where required, obtain appropriate entry visas. Necessary information on entry visa requirements can be obtained through internet <http://www.mofa.go.jp/j_info/visit/visa/index.html>. Participants who need to stopover in other countries should also obtain appropriate transit visas.

Accommodation in Tokyo

10. Block booking of single rooms has been made at Hotel Tokyustay Aoyama Premier where the participants sponsored by SIAP, ESCAP and IMF will stay:

Hotel Tokyustay Aoyama Premier

Address: 2-27-18, Minami-Aoyama, Minato-ku, Tokyo 107-0062, Japan

Phone: (81-3) 3497-0109

Website: <http://www.tokyustay.co.jp/e/hotel/AO/index.html>

Single room daily rate: Type A (17 m²) @ Yen 12,100/-

Type B (21 m²) @ Yen 13,100/-

(Room rates indicated above are tax/service charges inclusive; with complementary breakfast)

Payment of room charges: Payment must be made with full amount in advance at check-in time. Major credit cards such as VISA, MASTER, AMERICAN EXPRESS, DINERS CLUB, JCB, TP, UC, are acceptable for the payment of room charges.

Cancellation fee: Cancellation fee will be applicable as follows:

No show: – 100%

1 day before the reserved date – 80%

2 days before the reserved date – 50%

11. To facilitate the room reservation, participants who wish to stay at Hotel Tokyustay Aoyama are requested to complete the attached Attendance Information Form (Attachment 1) and send it to SIAP as soon as possible but **no later than 10 August 2010**. Should flight details not yet be finalized by 10 August, participants may send the room reservation request (Item 6 of the Attendance Information Form) to SIAP by 10 August 2010 and provide the flight details later as soon as fixed. Due to heavy demand for hotel accommodation during peak summer period, Hotel Tokyustay Aoyama Premier would not honour block booking without full list of guests beyond 10 August. Hence, the Institute is obliged to provide the hotel a complete list of guests by the specified date. Under the circumstances, kindly note that any request for room reservation received after 10 August 2010 could not be handled by SIAP. Location map of Hotel Tokyustay Aoyama Premier is provided in Attachment 2.

12. URLs of other hotels near the venue of the events are as follows:

- Shibuya Excel Hotel Tokyu – http://www.tokyuhotelsjapan.com/en/TE/TE_SHIBU/index.html
- Hotel Floracion Aoyama – <http://www.floracion-aoyama.com/english/>
- Shibuya Tokyu Inn – http://www.tokyuhotelsjapan.com/en/TI/TI_SHIBU/index.html

13. SIAP and collaborating agencies will not assume responsibility for any expenditures including:

- (i) Salary and related allowances for participants during the period of the Seminar;
- (ii) **Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the Seminar;**
- (iii) Compensation in the event of death or disability of participants in connection with their attending the Seminar;
- (iv) Any loss or damage to personal property of participants while attending the Seminar or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
- (v) Any other expenses.

Insurance

14. Due to high medical costs in Japan, the Institute recommends that each participant enrolls in an international insurance scheme covering the entire duration of their stay in Japan.
15. Neither SIAP nor collaborating agencies will be responsible for personal accidents or damage to the private property of participants. It is highly advisable for participants to make their own arrangements with respect to personal insurance.

Arrival at the Narita International Airport

16. Upon arrival at the Narita International Airport, please take the Limousine Bus bound for Shibuya Area and get off at “Shibuya Excel Hotel Tokyu”. Ticket has to be purchased at the Limousine Bus Counter located at the arrival lobby after the customs inspection area. Please inform the staff at the counter that you wish to get off at Shibuya Excel Hotel Tokyu. The bus ride is approximately two hours from Narita airport and the bus fare is Yen 3,000. Schedule of the Limousine Bus is provided in Attachment 3. The last bus from Narita Airport is at 09:05 PM. Immigration and customs clearance may take about an hour.
17. From Shibuya Excel Hotel Tokyu, participants may take taxi to Hotel Tokyustay Aoyama Premier. It takes about 10 minutes and the taxi fare would be approx. Yen 1,500. Please show the attached map (Attachment 4) to the taxi driver for direction.

VI. Other Information

Weather

18. It is hot and humid in Tokyo during late August/ early September. The average temperature ranges from 20 to 33 °C. Summer clothes are recommendable. However, a long sleeve light jacket may be needed in case of unpredictable cool weather.

Foreign exchange

19. Foreign currency exchange tellers are available at the Narita International Airport bank counters just after leaving the Customs Inspection and at the arrival lobby. The current exchange rate is approx. 89 Japanese yen to one US dollar. Exchange facilities are available at the big commercial banks. They are open from 09:00 to 15:00 hours, without lunch break, from Monday to Friday. Participants are advised to carry sufficient amount of funds and to convert them to local currencies for transportation and other expenses at transit point(s) and upon arrival in Tokyo.

Return bookings

20. Participants will be assisted in making reconfirmation of their return flights upon request.

Internet and e-mail services

21. Internet service is available at the Seminar Site. Participants with own laptops can access free internet services in their rooms at Hotel Tokyustay Aoyama Premier. Laptop rental is also available at the Hotel.

Electrical Systems in Japan

22. The voltage for all electric appliances used in Japan is 100 Volts.

Emergency numbers

- Crime reporting and Police: 110
- Fire and ambulance: 119

Attachment 1.

Special events for the 40th anniversary of SIAP

Ninth Management Seminar for the Heads of National Statistical Offices in Asia and the Pacific
and
40th Anniversary Ceremony
31 August – 2 September 2010, Tokyo, Japan

ATTENDANCE INFORMATION FORM

(Please type or print)

1. NAME: _____

2. TITLE: _____

3. NAME OF ORGANIZATION: _____

4. MAILING ADDRESS (OFFICE): _____

Phone: _____ Fax: _____

E-mail: _____

5. Flight details:

Arrival: Date: _____ Flight number: _____ Time of arrival: _____

Departure: Date: _____ Flight number: _____ Time of departure: _____

6. PLEASE RESERVE ACCOMMODATION AT HOTEL TOKYUSTAY AOYAMA PREMIER AS INDICATED BELOW:

Check-in date: _____ Check-out date: _____

Type of room: Single A Single B

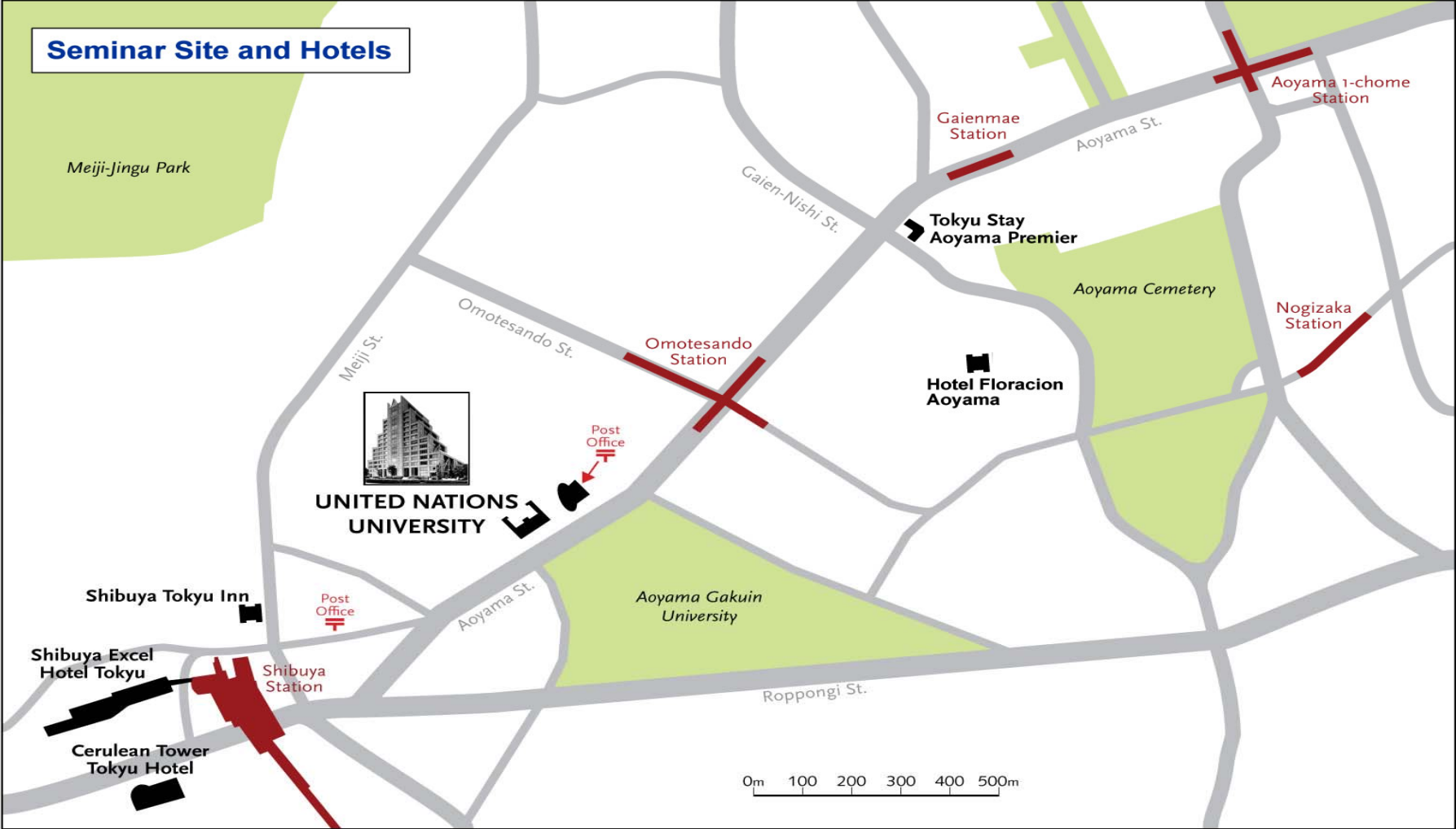
7. IF MAKING OWN LIVING ARRANGEMENTS IN TOKYO, PLEASE INDICATE:

Address in Tokyo:

Please address this attendance information to the following by 10 August 2010:

Ms. Davaasuren Chultemjamts
Director
Statistical Institute for Asia and the Pacific (SIAP-ESCAP)
2-2 Wakaba 3-chome, Mihama-ku
Chiba-shi, Chiba 261-8787
Fax no: (81-43) 299-9780; 299-2521
E-mail: staff@unsiap.or.jp

Attachment 2. Location map around the seminar site and Hotel Tokyustay Aoyama Premier



Attachment 3. Time Table of Limousine Bus from the Narita International Airport to Shibuya Excel Hotel Tokyu

Narita Airport (Terminal No. 2)	Narita Airport (Terminal No. 1, South wing)	Narita Airport (Terminal No. 1, North wing)	Shibuya Excel Hotel Tokyu
07:55	08:00	08:05	09:40
09:05	09:10	09:15	11:00
10:45	10:50	10:55	12:40
13:05	13:10	13:15	15:00
14:05	14:10	14:15	16:00
15:05	15:10	15:15	17:00
15:30	15:35	15:40	17:25
16:05	16:10	16:15	18:00
16:30	16:35	16:40	18:25
17:05	17:10	17:15	19:00
17:30	17:35	17:40	19:25
18:05	18:10	18:15	20:00
20:05	20:10	20:15	21:50
21:05	21:10	21:15	22:40

Attachment 4. Location map of Hotel Tokyustay Aoyama Premier
(to be shown to the taxi driver for direction)

ホテル東急ステイ青山プレミア

東京都港区南青山2-27-18
Tel: 03-3497-0109



- 2-minute walk from Gaenmae Station (ginza Line; Exit 1a)
- 8-minute walk from Omote-sando Station (ginza, Hanzomon and Chiyada Lines; Exit A4)

ホテル東急ステイ青山プレミアまでお願いします。
(Please take me to Hotel Tokyustay Aoyama Premier.)

タクシー代の領収書を下さい。
(Please give me the receipt of the taxi fare.)