



International Civil Aviation Organization

**ICAO/WMO ASIA/PACIFIC METEOROLOGY/AIR TRAFFIC
MANAGEMENT (MET/ATM) SEMINAR**

Fukuoka, Japan, 24 – 26 January 2011

MEETING BULLETIN

1. Schedule of Meeting

1.1 The ICAO/WMO ASIA/PAC MET/ATM Seminar will be held at the ACROS Fukuoka, Japan, on 24 - 26 January 2011.

1.2 Opening session of the seminar will be held at 0900 hours on Monday, 24 January 2011 in the 7th Floor Large Conference Room of the ACROS Fukuoka.

1.3 The daily order of business will be announced on the first day of the seminar.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desks in front of the conference room between 0830 and 0900 hours on the first day of the meeting. Participants are also requested to wear their identification badge all the time inside the ACROS Fukuoka.

2.2 Participants who will also join the MET/ATM Seminar do not need to register again.

3. Officers and Secretariat concerned with the meeting

3.1 Mr. Christopher Keohan and Mr. Kyotaro Harano, Regional Officers of ICAO Bangkok Office will be the contact persons whose addresses are as follows:

Mr. Christopher Keohan, Regional Officer, MET
Tel: +66 (2) 537-8189 to 97 Ext. 153
Fax: +66 (2) 537-8199
E-mail: ckeohan@bangkok.icao.int

Mr. Kyotaro Harano, Regional Officer, ATM
Tel: +66 (2) 537-8189 to 97 Ext. 153
Fax: +66 (2) 537-8199
E-mail: kyotaro@bangkok.icao.int

3.2 The daily meeting service is the responsibility of Mr. Masamichi Aono of Japan Meteorological Agency. Mr. Jun Ryuzaki and Ms. Naoko Komatsu will provide secretarial support.

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Assistant Director, Aeronautical Meteorology Division,
Administration Department, Japan Meteorological Agency
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E-mail: n-komatsu@met.kishou.go.jp

4. Meeting documents for distribution

4.1 Participants wishing to make presentations or present papers for distribution during the meeting are requested to submit electronic copies to the Secretariat as early as possible, and preferably **no later than 05 January 2011.**

5. Location of the ACROS Fukuoka

5.1 The meeting place “ACROS Fukuoka” is located at 1-1-1 Tenjin, Chuo-ku, Fukuoka City and is in the center of Fukuoka City, approximately 5km from the Fukuoka Airport. Delegates can easily access to the seminar place via public transportations, such as the Kuko (Airport) Subway Line which takes 11 minutes from Fukuoka Airport to Tenjin station, the nearest station to the ACROS Fukuoka. The ACROS Fukuoka has direct access to its B2 Floor from the Tenjin subway station (Exit 16). Detailed routing instructions are provided on the ACROS’s web site: <http://www.acros.or.jp/english/>

5.2 The meeting will take place in the Conference Room 608 at the 6th floor. Delegates should follow the MET/ATM TF 2nd meeting signs to the elevators and then to the Conference Room.

6. Hotel accommodation and transportation

6.1 JMA has reserved accommodation at some hotels near the seminar venue at the special room rate in JPY. Participants can make your reservation by completing a reservation form (Attachment A) and sending an e-mail to our travel agency, Nishitetsu Travel Co. Ltd., **no later than 05 January 2011.** Their e-mail addresses are as below.

To: tasuji_nishijima@travel.nnr.co.jp

cc: miki_shinoda@travel.nnr.co.jp

Due to heavy demand for hotel accommodation reservations should be made as early as possible. Hotel information and the special room rates are available in Attachment B.

6.2 Participants are requested to make their own arrangements for transportation from the airport to the city and from their hotels to the venue of the meeting.

6.3. Fukuoka Airport is known as one of the very few airports that are located in city area in Japan. Fukuoka Airport is directly connected to the subway providing immediate access to Hakata Railway Station 5 minutes, and to Tenjin, the city centre of Fukuoka, only about 10 minutes. Passengers who arrive at the International Terminal can move to the Domestic Terminals with using free Shuttle Bus service which runs about every 10 minutes. Airport station of the subway is in the domestic passenger Terminal 2.

6.4 Participants can also use public bus services and taxis to go to the city center. Busses and taxis can be taken in front of Domestic terminals (terminal 1 to 3). Busses take 20 to 30 minutes at 240 yen. And taxis take 15 minutes at about 2000 yen.

7. Passport, visa and customs

7.1 All foreign nationals entering Japan must possess valid passports or other valid documents for travel. Visitors from certain countries are not required to obtain visas for a temporary visit. It should, however, be noted that the temporary visa exemption and its length are decided for each country. And the exemption issued upon arrival at the airport cannot be extended beyond the period except under extraordinary circumstances. Detailed information regarding entry visa requirements could be found on: http://www.mofa.go.jp/j_info/visit/visa/index.html .

7.2 Participants may request an assistance concerning immigration procedures by e-mailing to Mr. Ryuzaki or Ms. Komatsu.

8. Other useful information

8.1 Time in Japan is 9 hours ahead of Co-ordinated Universal Time (UTC+9).

8.2 In Fukuoka, the mean temperatures during the month of January are a minimum of 3.2 C and a maximum of 9.8C. There is on average 72.1 mm of rainfall in January. Further climate statistics for Fukuoka can be found at JMA's web site: <http://www.data.jma.go.jp/obd/stats/data/en/index.html>.

8.3 The unit of currency is the Japanese Yen(JPY). The current rate of exchange for US \$ is US \$ 1 = JPY 84.59, approximately. Participants will need to check the exchange rate closer to your departure.

8.4 There are official money exchanges at airports and throughout the downtown Fukuoka city and some are open 24 hours per day. There are also banks and other official money exchanges located in Fukuoka but most are only open 09:00 to 17:00, Monday to Friday. There are of course many Automatic Teller Machines (ATMs) available throughout the city, suburbs and regional locations. To change travelers' checks, you are required to show your passport.

8.5 International credit cards such as American Express, Diners Club, Visa, Master Card, are normally accepted at major hotels and department stores.

8.6 In Japan, tipping is not customary at restaurants, hotels, or in taxis. It may be enough to say thanks with your best smiles. At some up-scale restaurants a 10% service charge may be added to your bill.

8.7 The voltage used throughout Japan is uniformly 100 volts, A.C. There are two kinds of frequencies in use; 60 Hertz in western Japan (including Fukuoka, Kyoto, Osaka, and Nagoya) and 50 Hertz in eastern Japan. There are no columnar-shaped plugs or 3-pin plugs used in Japan; 2-flat-pin plugs are used instead.

HOTEL RESERVATION FORM FOR MET/ATM Seminar (24 - 26 January 2011) and MET/ATM TF/2 (27 - 28 January 2011) Fukuoka, Japan

Please complete this form in block letter and return to Mr. Tatsuji Nishijima, Manager, Nishitetsu Travel Co.Ltd. by FAX at +81-3-3561-7614 or E-mail at tatsuji_nishijima@travel.nnr.co.jp or miki_shinoda@travel.nnr.co.jp by 05 January 2011.

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1. APPLICANT:

Mr.[] Mrs.[] Ms.[]

Family name: _____ Given name: _____

Organization: _____

Address: _____

Country: _____

Phone: _____ Fax: _____

E-mail: _____

If you are accompanied by your spouse / partner, please fill his/her name below.

2. ACCOMMODATION REQUIREMENTS:

Hotel Name	Number of rooms required (If two rooms required, please fill the name of another person)	Check-in Date	Check-out Date
<input type="checkbox"/> Nishitetsu Inn	Type of room:		
<input type="checkbox"/> Excel Hotel Tokyu	Number of room(s):		
<input type="checkbox"/> Best Western	Name of another person:		

Special requirements: _____

3. RESERVATION:

In order to guarantee reservation, please provide your credit card details.

Name of Credit Card Company: _____

Card number: _____

Valid until: _____ Name of the cardholder: _____

Date: _____ Signature: _____

Note: A charge equivalent to one-night accommodation will be billed to the delegate's credit card, when cancellation is made after 72 hours prior to your arrival date.

HOTEL INFORMATION

1) Nishitetsu Inn Fukuoka

1-16-1, Tenjin, Chuo-ku, Fukuoka
Phone: +81-92-712-5858
Fax: +81-92-712-5868

Room Type	Special Rate
Single Room	7700 JPY per room per night

- 3 minutes walk from Tenjin subway station (exit no.12)
- Internet-access LAN ports in all rooms

Further information: http://web.travel.rakuten.co.jp/portal/my/info_page_e.Eng?f_no=67830

2) Hakata Excel Hotel Tokyu

4-6-7, Nakasu, Hakata-ku, Fukuoka
Phone: +81-92-262-0109
Fax: +81-92-262-5578

Room Type	Special Rate
Single Room	10500 JPY per room per night

- 1 minute walk from Nakasu Kawabata Station (exit no.1)
- Internet-access LAN ports in all rooms

Further information: http://www.tokyuhotelsjapan.com/en/TE/TE_HAKAT/index.html

3) Best Western Fukuoka Nakasu Inn

5-1-12 Nakasu, Hakata-Ku, Fukuoka
Phone: +81-92-271-4055
Fax: +81-92-271-4050

Room Type	Special Rate
Single Room	5250 JPY per room per night

- 1 minute walk from Nakasu Kawabata Station (exit no.3)
- Internet-access LAN ports in all rooms

Further information:
<http://book.bestwestern.com/bestwestern/productInfo.do?propertyCode=78520&srcPage=SelectHotel&isMapOpen=true&selectedHotels=>