



*International Civil Aviation Organization*

**FOURTH MEETING OF THE ASIA PACIFIC ACCIDENT INVESTIGATION GROUP  
(APAC-AIG/4)**

*Tokyo, Japan, 1-2 September 2016*

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## **MEETING BULLETIN**

### **1. Meeting Venue**

The Fourth Meeting of APAC AIG will be held on 1-2 September 2016 at the meeting room “NISHIKI”, 4<sup>th</sup> floor in South Tower of Keio Plaza Hotel Tokyo.

KEIO PLAZA HOTEL TOKYO     <http://www.keioplaza.com/>  
2-2-1 Nishi-Shinjuku Shinjuku-ku Tokyo, 160-8330 Japan  
Tel: +81-3-3344-0111

### **2. Social Activity**

As a social activity, an excursion and a dinner will be organized in the afternoon of 31 August 2016 sponsored by All Nippon Airways Co., Ltd. (ANA) and Japan Transport Safety Board (JTSB). The sponsors are planning to arrange a visit to the ANA Safety Education Center before a dinner. Bus Transportation will be provided from/to the “KEIO PLAZA HOTEL TOKYO”.

The time of departure will be 13:30. Spouses/partners and families of the participants are welcome.

### **3. Registration**

3.1 Participants are requested to send the “Registration Form” in Attachment B to the State Letter, no later than 1 August 2016. If you need an official document such as a “Letter of Guarantee” or “Letter of Reason for Invitation” for your visa application, please contact Mr. Oki as you see his email address at the item 6 of this Attachment.

3.2 Further, the participants are requested to register at the Registration Desk located at the entrance of the Meeting room “NISHIKI”, 4th floor in South Tower of Keio Plaza Hotel Tokyo.

(a) between 12:30 and 13:00 hrs on 31 August 2016.

*or*

(b) between 08:30 and 09:00 hrs on the opening day of the Meeting (1 September 2016).

3.3 Designated badges will be issued to participants after registration. Participants are required to wear the badges throughout the period of the Meeting for easy identification.

#### **4. Hotel Reservation**

4.1 Official Travel Agent, “KEIO TRAVEL AGENCY CO., LTD.” has been appointed as the official travel agent for the Meeting and will handle hotel accommodation.

Participants may also decide to book under the conditions of your choice directly through the agent’s website, <http://www2.kingtour.com/ev/e/?cvid=cme2016-05> between 29 August (check-in) and 3 September (check-out) 2016 (including the Fourth AsiaSASI Workshop).

JTSB would recommend the participants take this way for reservation. Hotels in Tokyo are always crowded.

(a) KEIO PLAZA HOTEL TOKYO (25 rooms are pre-reserved)

Room Type Single 25,000JPY per night including breakfast, tax and service charge

(b) KEIO PRESSO-INN SHINJUKU (25 rooms are pre-reserved)

(Within 10 minutes’ walk from KEIO PLAZA HOTEL TOKYO)

Room Type Single 12,000JPY per night including simple breakfast, tax and service charge

Please note that this booking arrangement and special prices are good for until 22 August (one week before the Workshop) or the pre-reserved rooms are fully booked. If participants needs any arrangements for booking, please contact

KEIO TRAVEL AGENCY CO., LTD

Shinjukugyoen Bldg. 2-3-10 Shinjuku, Shinjuku-ku Tokyo, 160-0022 Japan

E-mail: [y.sato@keio-kanko.co.jp](mailto:y.sato@keio-kanko.co.jp); and [tyo-minami@keio-kanko.co.jp](mailto:tyo-minami@keio-kanko.co.jp);

Business hour: 09:30 - 17:30, from Monday to Friday

4.2 A map depicting the respective positions of the venue, the hotel and the railway stations is in the item 7 of this Attachment for reference.

#### **5. Dress Code**

The Japanese government is making strong efforts to save energy. The government recommends that air conditioning is set to 28 degrees or above and office workers wear no jacket or necktie (We call it "Coolbiz" style).

Therefore, JTSB recommends “No Jacket and No necktie (Coolbiz style)” for the Meeting.

The dress code for the Social Activity is casual.

## 6. Further Information

Should you have any query, please contact the following officer of JTSTB organizing team:

Mr. Tatsutsugu Oki  
Deputy Director for International Affairs  
Japan Transport Safety Board  
Email: [oki-t10rq@mlit.go.jp](mailto:oki-t10rq@mlit.go.jp) and [jtsb\\_international@mlit.go.jp](mailto:jtsb_international@mlit.go.jp)

## 7. Map

### Access to KEIO PLAZA HOTEL TOKYO



Around five-minute walk from the West exit of Shinjuku Station, going straight down the underground walkway in the direction of Tokyo Metropolitan Government Office. You can see KEIO PLAZA HOTEL TOKYO on the left side as you leave the underground walkway.

Please see the following website for further information about transportation to and from the hotel. <http://www.keioplaza.com/map/index.html>