

## The Third Meeting of ATFM Information Requirement Small Working Group

(Tokyo, Japan, 4-5 April 2019)

### INFORMATION BULLETIN

#### 1. Location of Venue and Hotel Recommendation

1.1. The 3<sup>rd</sup> Meeting of ATFM Information Requirement Small Working Group(ATFM IR SWG/3) will be held at “Ministry of Economy, Trade and Industry Annex”, 1-3-1 Kasumigaseki Chiyoda-ku, Tokyo, Japan, from 4 to 5 April 2019.

1.2. The Meeting venue is about 20km away (35 minutes by car, 40 minutes by railway and subway) from the HANEDA Airport. The Meeting venue is about 70km away (90 minutes by car, 90 minutes by railway and subway) from the NARITA Airport. Transportation information between Airport and the Meeting venue are provided in **Attachment A**.

1.3. The nearest subway station to the venue is ‘Kasumigaseki’ which is common station of the subway ‘Tokyo Metro Marunouchi Line’, ‘Tokyo Metro Chiyoda Line’ and ‘Tokyo Metro Hibiya Line’, and 1 minute by walk from the Exit C2. For detailed map around the venue, please refer to the **Attachment A**.

1.4. Participants would contact the hotels directly by telephone/e-mail for own reservation. Our recommend hotels are listed as **Attachment B**. Due to heavy demand for hotel accommodation, reservations should be made as early as possible. Also, participants are requested to make their own arrangements for transportation from the airport to the city and from their hotel to the venue of the meeting.

#### 2. Conference Room and Meeting rough schedule

2.1. The meeting will take place at the 11<sup>th</sup> floor, Ministry of Economy, Trade and Industry Annex, Conference room 1111 and tentative schedule of the meeting is as **Attachment C**.

#### 3. Passports, Visa and Entry Requirements to Japan

3.1. All foreign nationals entering Japan must possess valid passports or other valid documents for travel. Participants from certain States require a Visa to enter Japan. It is suggested that all participants consider obtaining official visas from Japan Embassy or Consulate prior to the arrival in Japan. Participants may wish to obtain information on entry requirements by accessing the web page [https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)

#### 4. Contact points for the Meeting

4.1. Any inquiries relating to the meeting should be addressed to Mr. Toshiya SHIGENOBU ([shigenobu-t07sa@mlit.go.jp](mailto:shigenobu-t07sa@mlit.go.jp)) and Mr. Tomoyuki TAKEI ([takei-t469n@mlit.go.jp](mailto:takei-t469n@mlit.go.jp)) in all email correspondences with respect to the ATFM IR SWG3.

# From Tokyo International Airport to Kasumigaseki

Attachment A



Kasumigaseki Station  
霞ヶ関駅

Tokyo Metro  
Hibiya Line  
東京メトロ日比谷線

7 min

Higashi Ginza Station  
東銀座駅

Toei Asakusa Line  
都営浅草線

8 min

Sengakuji Station  
泉岳寺駅

Keikyū Main Line  
京急本線

9 min

Keikyū Kamata station  
京急蒲田駅

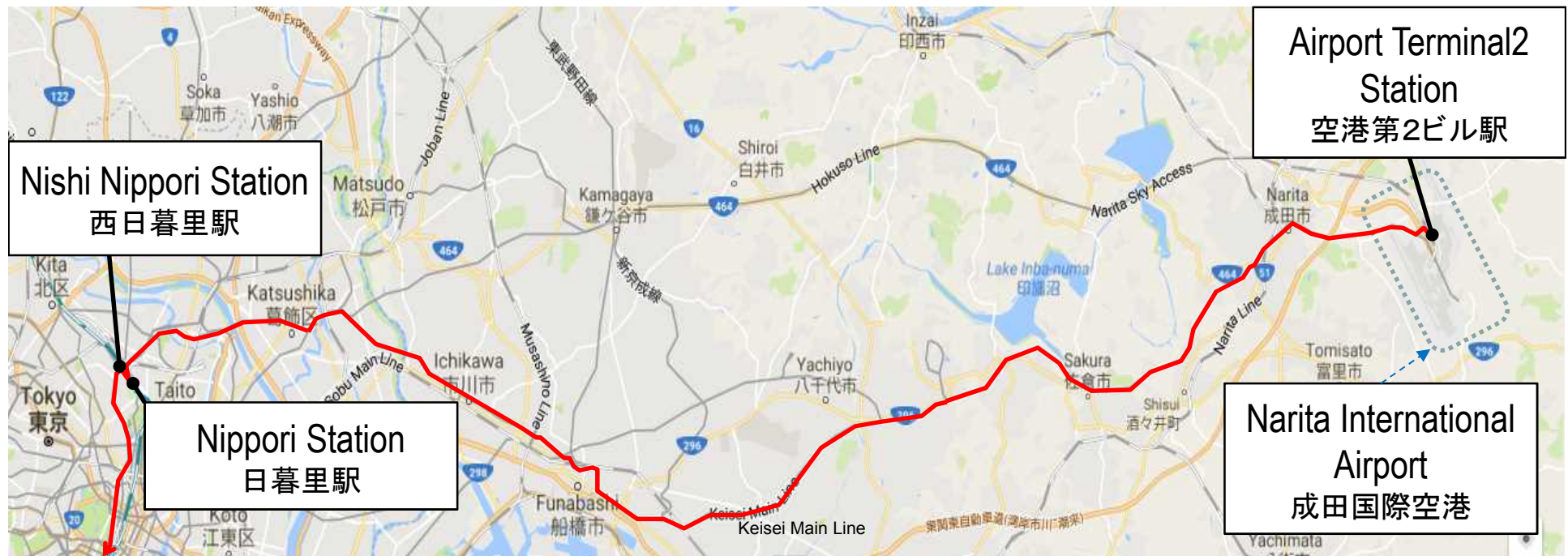
Keikyū Airport Line  
京急空港線

6 min

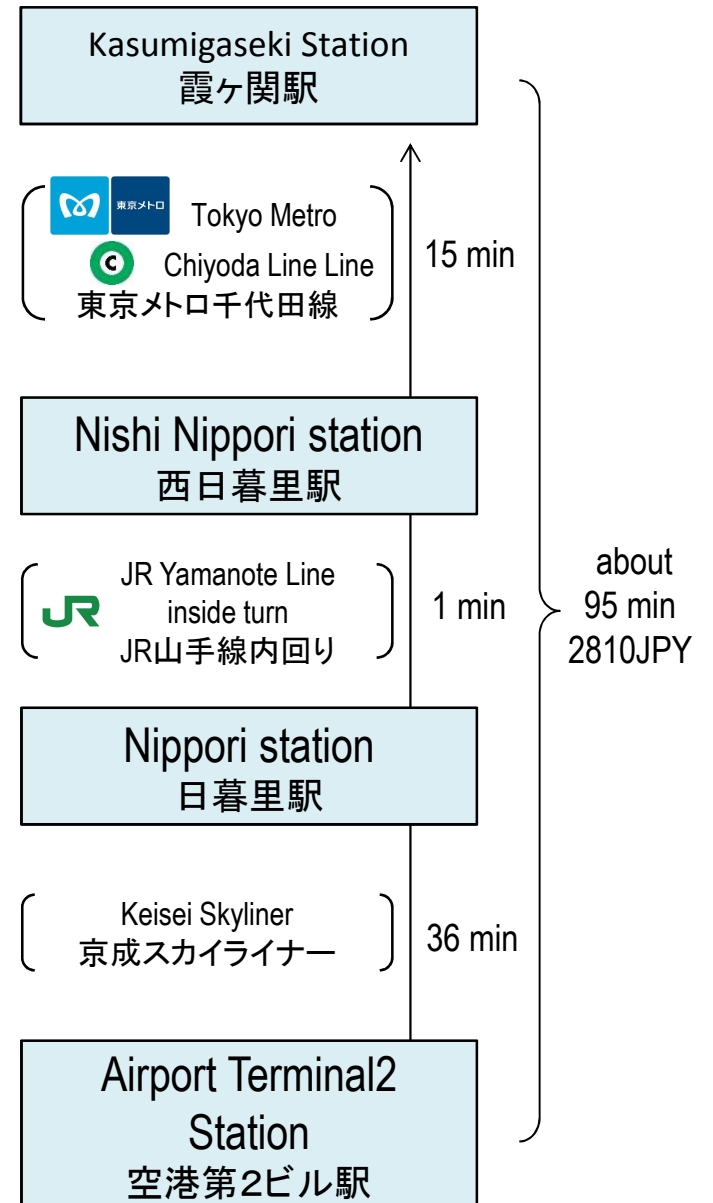
Tokyo International Airport  
東京国際空港

about  
45 min  
690JPY

# From Narita International Airport to Kasumigaseki (1)

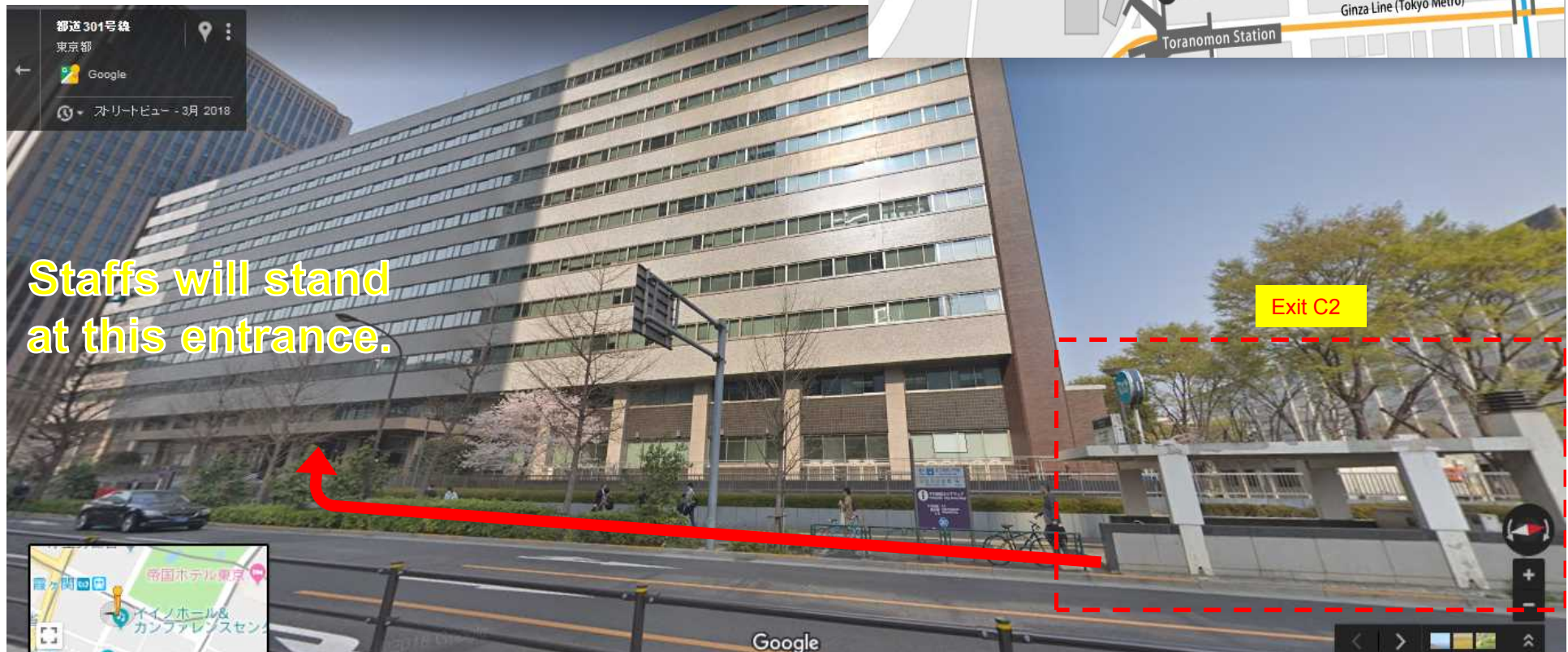
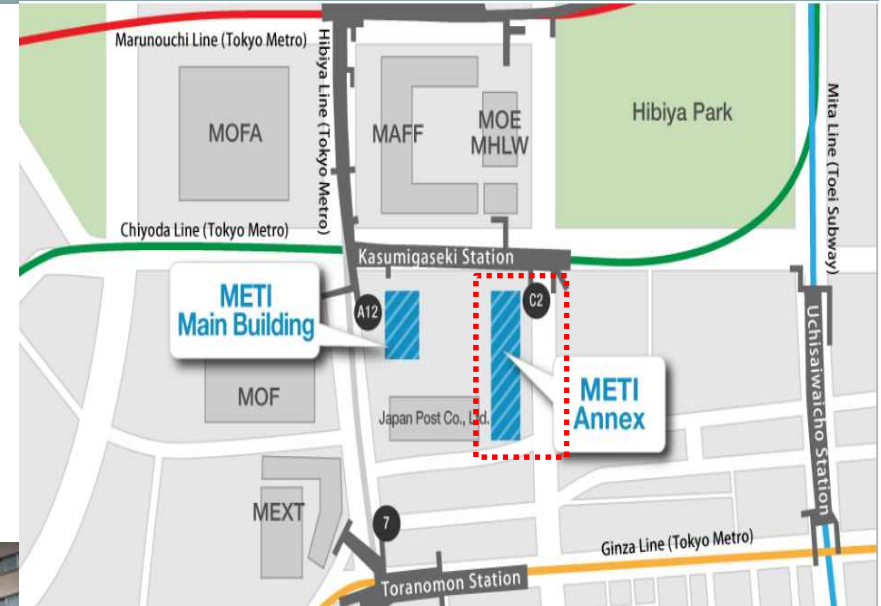


# From Narita International Airport to Kasumigaseki (2)



## After reaching Kasumigaseki Station

Please go to Exit C2.  
You can find the METI Annex (METI: Ministry of Economy, Trade and Industry) building on your right side.



Staffs will stand  
at this entrance.

If you take a taxi to the conference building, please pass this paper to a driver.



タクシー運転手さんへ

経済産業省別館入り口までお願いします。

経済産業省の住所: 千代田区霞が関1-3-1

## Recommend Hotel List

Hotel name	Address		Price	Distance to the venue
Akasaka Excel Hotel Tokyu 赤坂エクセルホテル東急	2-14-3 Nagata-cho, Chiyoda-ku, Tokyo +81-3-3580-2311	<a href="https://www.tokyuhotelsjapan.com/global/akasaka-e/">https://www.tokyuhotelsjapan.com/global/akasaka-e/</a>	★★★★ From 17,000 JPY per night	1,900 meters
The Royal Park Hotel Tokyo Shiodome ザ ロイヤルパークホテル 東京汐留	1-6-3 Higashi-shimbashi, Minato-ku, Tokyo +81-3-6253-1111	<a href="https://www.the-royalpark.jp/the/tokyoshiodome/en/">https://www.the-royalpark.jp/the/tokyoshiodome/en/</a>	★★★★ From 18,000 JPY per night	1,900 meters
Park Hotel Tokyo パークホテル東京	Shiodome Media Tower, 1-7-1, Higashi Shimbashi, Minato-ku, Tokyo +81-3-6252-1111	<a href="http://en.parkhoteltokyo.com/">http://en.parkhoteltokyo.com/</a>	★★★★ From 18,000 JPY per night	2,000 meters
Hotel Villa Fontaine Tokyo - Shiodome ホテルヴィラフォンテーヌ東京汐留	1-9-2 Higashi-shimbashi Minato-ku Tokyo +81-3-3569-2220	<a href="https://www.hvf.jp/eng/location/shiodome.php">https://www.hvf.jp/eng/location/shiodome.php</a>	★★★ From 14,000 JPY per night	2,100 meters
Hotel Monterey Akasaka ホテルモンテ赤坂	4-9-24 Akasaka, Minato-ku, Tokyo +81-3-3401-7111	<a href="https://www.hotelmonterey.co.jp/akasaka/">https://www.hotelmonterey.co.jp/akasaka/</a>	★★★★ From 22,000 JPY per night	2,300 meters
Keio Presso Inn Hamamatsucho 京王プレッソイン浜松町	1-1-26 Shibadaimon, Minato-ku, Tokyo +81-3-3438-0202	<a href="https://www.presso-inn.com/english/hamamatsucho.html">https://www.presso-inn.com/english/hamamatsucho.html</a>	★★★ From 12,000 JPY per night	2,300 meters
APA Hotel Roppongi-ekimae アパホテル〈六本木駅前〉	6-7-8 Roppongi, Minaku-ku, Tokyo +81-3-5413-6351	<a href="https://www.apahotel.com/hotel/shutoken/38_roppongi-ekimae/?version=en_us">https://www.apahotel.com/hotel/shutoken/38_roppongi-ekimae/?version=en_us</a>	★★★ From 8,000 JPY per night	2,700 meters
Hotel Arca Torre Roppongi ホテルアルカトーレ六本木	6-1-23, Roppongi, Minato-ku, Tokyo +81-3-3404-5111	<a href="https://arktower.jp/arcatorre/english/">https://arktower.jp/arcatorre/english/</a>	★★★ From 11,000 JPY per night	2,700 meters
Hotel The Celestine Tokyo Shiba ホテル ザ セレスティン東京芝	3-23-1 Shiba, Minato-Ku, Tokyo +81-3-5441-4111	<a href="https://www.celestinehotels.jp/tokyo-shiba/eng/">https://www.celestinehotels.jp/tokyo-shiba/eng/</a>	★★★★ From 16,000 JPY per night	2,800 meters
The Prince Park Tower Tokyo プリンスパークタワー東京	4-8-1 Shibakoen, Minato-ku, Tokyo +81-3-5400-1111	<a href="http://www.princehotels.com/parktower/">http://www.princehotels.com/parktower/</a>	★★★★★ From 25,000 JPY per night	2,800 meters
Tokyu Stay Takanawa Sengakuji Ekimae 東急ステイ高輪 (泉岳寺駅前)	2-16-29 Takanaawa, Minato-ku, Tokyo +81-3-5424-1090	<a href="https://www.tokyustay.co.jp/e/hotel/TN/">https://www.tokyustay.co.jp/e/hotel/TN/</a>	★★★ From 11,000 JPY per night	4,600 meters

## Tentative schedule of the ATFM IR SWG/3 in TOKYO

(venue : Ministry of Economy, Trade and Industry Annex, Conference room 1111)

Local time	4-Apr Thursday	5-Apr Friday	
08:00			
09:00			
09:30	Registration		
10:00			
11:00	<u>Meeting</u> Coffee break (11:00-11:10)	<u>Meeting</u> Coffee break (10:30-10:50)	
12:00			
13:00	Lunch	Lunch	
13:30			
14:00	<u>Meeting</u>	<u>Meeting</u>	
15:00	Coffee break (15:00-15:30)	Coffee break (15:00-15:30)	
16:00	<u>Meeting</u>	<u>Meeting</u>	
17:00			
17:30			
18:00			
19:00			
19:30			