



International Civil Aviation Organization

THE FIFTH MEETING OF IONOSPHERIC STUDIES TASK FORCE (ISTF/5)

Okinawa, Japan, 16 – 18 February, 2015

1. Schedule of Meeting

1.1 The opening session of the Meeting will be held at 0900 hours on Monday, 16 February 2015 at the Hotel Nikko Yaeyama, Ishigaki, Okinawa, Japan.

1.2 The joint session with the Category II/III subgroup of the ICAO Navigation Systems Panel (ICAO NSP CSG) will be held on Tuesday, 17 February 2015.

1.3 The technical tour to the GBAS Service Type D (GAST-D) prototype of Electronic Navigation Research Institute (ENRI) at New Ishigaki Airport will be conducted from 1330 to 1800 hours on Wednesday, 18 February 2015.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk of the Hotel Nikko Yaeyama between 0845-0900 hours on the opening day of the meeting. Participants are also requested to wear their identification badge all the time inside the Hotel Nikko Yaeyama.

2.2 Participants wishing to participate in the technical tour are requested to express their intention at the time of nomination with their full name, nationality, and passport number for admission to a restricted area of New Ishigaki Airport.

3. Officers and Secretariat concerned with the Meeting

3.1 Mr. Frederic Lecat, Regional Officer CNS of the ICAO Asia and Pacific Office will act as Secretary of the meeting. His contact address is as follows:

Mr. Frederic Lecat, Regional Officer CNS
Tel: +66 (2) 537 8189 to 97 Ext. 155
Fax: +66 (2) 537 8199
E-mail: FLecat@icao.int

3.2 The daily meeting service is the responsibility of Dr. Susumu Saito. Dr. Saito will provide secretarial support. His contact address is as follows:

Dr. Susumu Saito, Chief Researcher, Navigation Systems Department, ENRI
Tel: +81 422 41 3191
Fax: +81 422 41 3199
E-mail: susaito@enri.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 04 February 2015**.

5. Location of the venues

5.1 The meeting will be held at Hotel Nikko Yaeyama.

5.1.1 Hotel Nikko Yaeyama is located at 559 Okawa, Ishigaki, Okinawa, and is near the center of Ishigaki City on Ishigaki Island. Ishigaki Island is served by several airlines at New Ishigaki Airport.

5.1.2 The conference room of the meeting will be indicated at the entrance of the Hotel Nikko Yaeyama. Participants should follow the Ionospheric Study TF meeting sign to the conference room.

5.2 The technical tour will be conducted at New Ishigaki Airport on the third day (18 February 2015). The technical tour will be organized jointly with the ICAO NSP CSG meeting.

5.2.1 New Ishigaki Airport is located about 20 km away from the Nikko Yaeyama Hotel. Transportation for the technical tour between the Hotel Nikko Yaeyama and New Ishigaki Airport will be provided.

6. Hotel accommodation and transportation

6.1 Participants are requested to make their own arrangements for accommodation. There are many hotels in the downtown of Ishigaki City. Some of recommended hotels are as follows:

Hotel Nikko Yaeyama

0 min walk from the venue (the meeting venue).

130-180 USD/night

559 Okawa, Ishigaki, Okinawa 907-0022, Japan

Tel: +81 980 83 3311

Fax: +81 980 83 3201

<http://www.jalhotels.com/domestic/okinawa/yaeyama/index.html>

For the special reservation for the meeting, contact:

Hotel Miyahira

1.3 km from the venue (near Ishigaki Bus Terminal and Ishigaki Port).

About 90 USD/night

4-9 Misaki-Cho, Ishigaki, Okinawa 907-0012, Japan

Tel: +81 980 82 6111

Fax: +81 980 83 3236

<http://www.japanican.com/en/hotel/detail/8724002/?ty=rsv>

Hotel Granview Ishigaki

1.3 km from the venue (near Ishigaki Bus Terminal and Ishigaki Port).

60-90 USD/night

1 Tonoshiro, Ishigaki, Okinawa 907-0004, Japan

Tel: +81 980 82 6161

Fax: +81 980 82 2981

<http://www.granview.co.jp/ishigaki/index.html>

Toyoko-Inn Ishigaki-Jima

1.8 km from the venue (near Ishigaki Bus Terminal and Ishigaki Port).

50-60 USD/night

3-2-1 Hamasaki-Cho, Ishigaki, Okinawa 907-0013, Japan

Tel: +81 980 80 1045

Fax: +81 980 88 1046

http://www.toyoko-inn.com/e_hotel/00214/index.html

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 Ishigaki Island is served with domestic (and some international) flights at New Ishigaki Airports. There are plenty of flights from/to major international airports including Okinawa Naha, Tokyo Haneda, Osaka Kansai, and Nagoya Chubu Airports.

6.3.1 New Ishigaki Airport is approximately 20 km from the Ishigaki city center. It is served by airport buses and taxis. It takes about 45 min by bus and costs 540 JPY. It takes about 30 min by taxi and costs about 2500 JPY.

6.3.2 The bus routes 4 and 10 serve transportation between New Ishigaki Airport and city center. The bus of the route 4 stops at Hotel Nikko Yaeyama.

6.3.3 Information about the transportation between New Ishigaki Airport and Ishigaki city center could be found at New Ishigaki Airport website at:
<http://www.ishigaki-airport.co.jp/en/access.html>.

6.4 The city area is compact enough to walk around. There is a loop bus line in the city. It connects the recommended hotels above. Also, there is a bus network around the Ishigaki Island.

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. Nobuchika Iwashita. Participants who need an invitation letter for visa application should submit a filled visa assistance request form provided at **Annex 2** to Mr. Iwashita **no later than 9 January 2015**. The contact address is as follows:

Mr. Nobuchika Iwashita, Air Traffic Service Engineering Division,
Japan Civil Aviation Bureau (JCAB)

Tel: +81 3 5235 8742

Fax: +81 3 5235 1663

E-mail: iwashita-n298@mlit.go.jp

8. Other useful information

8.1 Time in Japan is 9 hours ahead of Coordinated Universal Time (UTC+9).

8.2 The unit of currency in Japan is the Yen (JPY). The current rate of exchange for US \$ is US \$ 1 = JPY 115 approximately. Participants will need to check the exchange rate closer to your departure.

8.3 Money exchange service is available at some banks and Yaeyama Post Office in Ishigaki Island. There are of course Automatic Teller Machines (ATMs) available in the city. However, participants are recommended to exchange moneys before arriving in Ishigaki Island. To change travelers' checks, you are required to show your passport.

8.4 International credit cards such as American Express, Diners Club, Visa, Master Card, are normally accepted at major hotels and department stores. However, local stores or restaurants may accept cash only.

8.5 In Japan, tipping is not customary at restaurants, hotels, or 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.

8.6 In Ishigaki, the mean temperatures during the month of February are the minimum of 19.1°C and the maximum of 21.6°C. However, it may be felt colder than the temperature because of wind (on average 5.5 m/s or 11 knot in February). Here is on average 139.4 mm rainfall in February. Further climate statistics for Ishigaki can be found at the Japan Meteorological Agency's website: <http://www.data.jma.go.jp/obd/stats/data/en/index.html>

8.7 The voltage used throughout Japan is uniformly 100 volts, A.C. There are two kinds of frequencies in use; 60 Hz in western Japan (including Ishigaki, Nagoya, Kyoto, Osaka, and Fukuoka) and 50 Hz in eastern Japan (including Tokyo). Two-flat-pin plugs are commonly used. Three-pin plugs or columnar-shaped plugs are not used in Japan.

8.8 The tap water in Ishigaki is chemically treated, and is by no means undrinkable.

Annex 2
Application form for invitation letter

Full name (in Latin alphabet as it appears on your passport)	(Given name)	(Sur name)
Nationality		
Date of birth (Year/Month/Day)		
Male/Female		Age: <input type="text"/>
State		
Organization		
Title/Official Position		
Mailing Address		
Postal code		
Telephone		
FAX		
E-mail		
The name of Japanese Embassy or Consulate General to which you will apply for your entry visa		

Schedule of Stay

Date	Activity plan	Contact	Accommodation

Schedule of Stay (Example)

Date	Activity plan	Contact	Accommodation
YYYY.MM.DD	Arrive in xx from xx aboard Flight xxx	Cell phone (Attendant xx) Tel.xx-xxxx-xxxx	Hotel xx Xx, xx Town, xx City Tel.xx-xxxx-xxxx
MM.DD	Meeting	Same as above	Same as above
MM.DD	Meeting	Same as above	Same as above
MM.DD	Preparation for return home after sightseeing all day	Same as above	Same as above
MM.DD	Return home from xx to xx On Flight xxx	Same as above	
