



ADB-*Japan*-OECD* High-Level Global Symposium

Promoting Better Lifetime Planning through Financial Education

**22-23 January 2015
Tokyo, Japan**



INFORMATION NOTE

* The contribution of the OECD is sponsored by the Japanese Government

Venue

Asian Development Bank Institute, conference room B and C.
Kasumigaseki Building 8F
3-2-5 Kasumigaseki, Chiyoda-ku
Tokyo 100-6008 Japan
Tel: +813-3593-5500 / <http://www.adbi.org/about.adbi.locationmap/>

It would be appreciated if you could arrive well in advance of the start time to allow sufficient time for the registration formalities. On arrival, please report to the Reception desk to obtain your name tag (to be worn at all times for security reasons). You will be required to present your business card.

Registration

Please note that participation in the Symposium is strictly **by invitation only**. If you have already received the invitation, you may register through the link provided. If not, please contact the OECD Secretariat to request an invitation [jennah.huxley@oecd.org]

Please note that there is no registration fee, but all participants are responsible for their own travel-related expenses. All registered participants should pick up the symposium package and their name tag at the registration desk, which will be set up for the duration of the symposium.

Documents and website

All documentation relating to the symposium is available on the [dedicated webpage](#).

Language

The symposium will be conducted in English with simultaneous interpretation in Japanese.

Meals

Lunch

Lunch will be offered to all participants during the 2-day symposium, hosted by the Financial Services Agency, Government of Japan, on the first day and by Bank of Japan on the second day.

Evening

Japanese Bankers Association (JBA), Japan Securities Dealers Association (JSDA), Life Insurance Association of Japan (LIAJ) and General Insurance Association of Japan (GIAJ), will host a dinner on the evening of 22 January at the Intercontinental Tokyo Bay (<http://www.interconti-tokyo.com/en/>), Willard (5th floor). All participants are invited to attend and are requested to confirm when registering.

The dinner venue is approx. 30 minutes' drive from ADBI. A shuttle bus will be provided.

Willard at the Intercontinental Tokyo Bay



Accommodation

A block-booking has been made at the **ANA InterContinental Hotel** for the nights of 21, 22 and 23 January.

Negotiated room rates: **19,920 yen** per person/per night (including Internet access, buffet breakfast, applicable taxes and service charge).

How to book: Please complete the reservation form and return to Send an email to adbiresearch@adbi.org or fax +813-3593-4270 **by 19 December 2014**. After this date, all rooms and rates will be subject to availability and prevailing web rate will be applied: <http://www.anaintercontinental-tokyo.jp/e/>.

Payment policy The negotiated rate will be valid for the nights of 21, 22 and 23 January.
The bill should be settled by participants upon check-out.

Check-in / Check-out Policy: Check-in time is after 15:00 hrs. and Check-out time is before 12:00 hrs.

Early check-in–

- Before 3p.m. – 1 night will be charged (advance request is required)

Late check-out–

- Until 3:00p.m./ 30% of room rate will be charged

- Until 6:00p.m./ 50% of room rate will be charged

- After 6:00p.m./ 1 night will be charged

Cancellation charges:

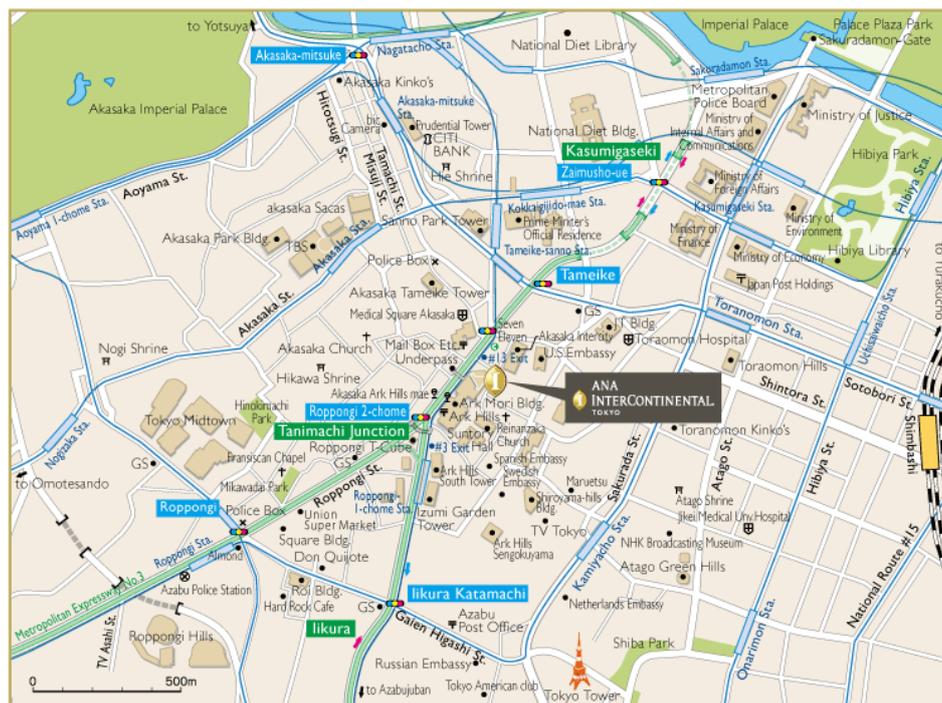
- 13 to 8 days before check-in date - 50% of total booking
- 7 to 3 days before check-in date - 65% of total booking
- 2 days before check-in date - 75% of total booking
- 24hrs before check-in date or no show - 100% of total booking

Hotel address and website: **ANA InterContinental Hotel**
1-12-33, Akasaka, Minato-ku,
Tokyo 107-0052 Japan

Tel: +81-3-3505-1111 / Fax: +81-3-3505-1155

Website: <http://www.anaintercontinental-tokyo.jp/e/access/>

ADBI and ANA InterContinental Hotel – Surrounding Area



Transportation between ANA InterContinental and the symposium venue (ADBI)

The conference venue is approximately a 10-minute walk from the ANA InterContinental.

ADBI staff will meet symposium participants in the ground floor lobby (one level lower than the front desk) of the ANA InterContinental hotel, at 9:10 am on Thursday, 22 January, to guide them to the ADBI headquarters. Please see the map below for directions if you would rather make your way individually.

Alternatively, you may take a taxi at our own cost (approximately JPY800). Please show the Japanese message below to the driver (“Please go to the Kasumigaseki Building.”)

「霞ヶ関ビルまでお願いします。」

Once inside the ADBI building, take an escalator to the lobby, followed by an elevator to the 8th floor.



[>>View Google Map](#)

Travel Documentation

Passports and visas

Please check if you need a [visa](#) before travelling to Japan. Upon request, the organisers will send you an official invitation letter for visa purposes.

Please ensure that your passport is valid until after your return date and has a sufficient number of blank pages for the necessary immigration stamps to enter Japan and any other country you need to transit in, or plan to visit on your return journey.

The symposium organisers cannot assist in procuring passports and visas. All delegates will be personally responsible for ensuring that they are in possession of the correct documentation prior to their departure.

Please ensure that your international traveller's insurance is valid and that coverage will be available in Japan for the duration of your stay.

The organisers do not accept responsibility for any consequences whatsoever from a delegate failing to ensure that he or she has complied with the necessary health, passport and visa requirements.

Airport Transfer

There are 2 international airports in the Tokyo area. The largest and most frequently used for international flights is **Narita** airport. The other one is **Haneda** airport.

The most convenient way of getting to ANA InterContinental Hotel is to take the airport [limousine bus](#) [a one-way fare is JPY 3,100 from Narita Airport ([timetable](#)) and JPY 1,130 from Haneda Airport ([timetable](#))]. Tickets can be purchased from any airport limousine bus counter located in the airport arrival lobby. It is not necessary to reserve in advance for your arrival, but for the return transfer you are required to make a reservation at the front desk of the hotel.

<http://www.anaintercontinental-tokyo.jp/e/access/>

Please click [here](#) for more information on airport transfers from Narita International Airport.

Please click [here](#) for more information on airport transfers from Haneda airport.

Facilities



Symposium participants can connect to the Internet in the ADBI conference room.
Wireless Access Network name: Office WIFI (Password: @db!0(zero)3!(Capital i)G13).

Restaurants (Kasumi dining) in Kasumigaseki building of the ADBI <http://mi-mo.jp/lng/eng/kasumi.html>

Delicatessen&Grocery

Vie de France Kasumigaseki

A French cafe-style bakery serving freshly baked bread, sandwiches and salads, and the French cafe like eat-in area welcomes customers. Have a break with tasty bread.

Opening hours: Mon – Fri 7:00 a.m. - 8:00 p.m.

Average price[Day] 500 yen [night] 600 yen

Seats 26

Café & confectionary

Starbucks Coffee

American, Seattle-born coffee shop where you can enjoy a light meal like sandwiches along with one of their speciality drinks.

Opening hours: Mon – Fri 7:00 a.m. - 9:00 p.m.

Service

Famima!! Kasumigaseki Building Store

A convenience store offering original products like specialty coffee, premium sandwiches, pasta and a variety of other delicious items. The store space is like a downtown oasis so you can give yourself a break.

Opening hours: 7:00 a.m. - 10:00 p.m.

Seats 150

Western Foods

Sign

This café serves Tokyo café-style meals, designer cappuccino, wine, beer and cocktails.

Opening hours: Mon - Fri 11:30 a.m. - 11:00 p.m.

Average price[Day] 1,000 yen [night] 3,000 yen

Useful Information

CLIMATE: Average temperature in January: Average Low 1°C (33.8°F); Average High 12°C (53.6°F).

CURRENCY and PAYMENTS: Yen. Visa, Master Card, Diners and American Express are widely accepted.

ELECTRICAL SUPPLY: The voltage in Japan is 50Hz, 100 Volts.

TAX: Standard Value Added Tax (VAT) is 8%.

TIME ZONE: GMT +9 hours

WATER: Tap water in Japan is safe to drink.

SECURITY: Tokyo is one of the safest cities in the world, and foreigners are normally very welcome. Pickpockets are not a problem but visitors are nevertheless advised to exercise caution and ensure that all valuables including tickets, passports and documents, are kept in a safe place at all times.

MEDICAL ASSISTANCE: It is recommended that you hold personal medical insurance for the duration of your trip.

TOURIST INFORMATION: For tourist information, sightseeing and attractions, please visit:

<http://www.jnto.go.jp/>

Further Enquiries

For further logistical information or enquiries about the Symposium, please contact:

Ms. Jennah Huxley (logistics)
OECD
email: jennah.huxley@oecd.org

Mr. Peter Morgan
Asian Development Bank Institute
Office: +81 (3)-3593-5514
pmorgan@adbi.org

Ms. Yukari Hayashi
Financial Services Agency, Government of Japan
email: y-hayashi@fsa.go.jp

Ms. Ayako Kudo (logistics)
Asian Development Bank Institute
Office: +81 (3)--3593-5574
akudo@adbi.org

INDEMNITY: Whilst every care is being taken in all arrangements, please note that the organisers will not be liable for any accident, loss or damage during the Symposium period. Delegates must make their own personal insurance arrangements.