

GENERAL INFORMATION for PARTICIPANTS

GLOBAL FORUM ON ENVIRONMENT: PROMOTING SUSTAINABLE MATERIALS
MANAGEMENT THROUGH EXTENDED PRODUCER RESPONSIBILITY

17-19 June 2014

Tokyo Prince Hotel, Tokyo, Japan

1. General information

The “Global Forum on Environment: Promoting the Circular Economy – Extended Producer Responsibility” will be held from **17th to 19th June 2014** at the **Tokyo Prince Hotel**, Tokyo, Japan.

This forum is co-organized by the Ministry of Environment of Japan (MOEJ) and the Organisation for Economic Co-operation and Development (OECD).

2. Global Forum Venue

Tokyo Prince Hotel

3-3-1 Shiba-koen, Minato-ku

Tokyo, 105-8560, Japan

Tel: +81-(0)3-3432-1111

Website (general public):

<http://www.princehotels.com/en/tokyo>

[Direct link to live Google map](#)



Source: <http://www.princehotels.com/en/tokyo/>

3. Hotel Accommodation

The Ministry of Environment of Japan has arranged for a block booking of hotel rooms and negotiated **special rates** for Global Forum participants at the **Tokyo Prince Hotel** from 16th to 20th June. In order to make your hotel reservation at the special rate, please use the following web site **by 2 June 2014**. Booking requests made after 2nd June will be satisfied subject to general availability *only*.

RESERVATIONS: https://rsv.princehotels.co.jp/cgi-bin/ihonex/stay/search_category.cgi?hid=001&search%3Ahid=001&plan_groupcd=IT1013&c=1&search=1&form=en

General conditions: https://rsv.princehotels.co.jp/cgi-bin/ihonex/stay/plan_information.cgi?hid=001&plancd=IT1013DBNO2&form=en&c=1

Special rates for our participants at Tokyo Prince Hotel:

Room Category	Single occupancy	Double occupancy
Standard Double or Twin (19 sqm/213 sq ft)	15,468 JPY/night	17,668 JPY/night (8834/person/nt)

These rates are inclusive of breakfast, Internet access, VAT and service charge.

If you wish to arrive before the 16th or stay after the 20th, please address your email to: tky-rsv@princehotels.co.jp quoting the reference “**OECD Global Forum Tokyo**” for the corporate rate.
Tel: +81-3-3434-8686

OTHER NEARBY HOTELS (no special rates offered, listed for your convenience)

Shiba Park Hotel

105-0011 Tokyo Prefecture, Minato-ku Shibakoen 1-5-10

81 3-3433-4141

<http://en.shibaparkhotel.com/>

7 min walk to the venue, mid-range.

The Prince Park Tower Tokyo

105-8563 Tokyo Prefecture, Minato-ku, Shiba Koen 4-8-1

+81 3-5400-1111

<http://www.princehotels.com/en/parktower/>

10 min walk to the venue, high-range.

Celestine Hotel

105-0014 Tokyo Prefecture, Minato-ku, Shiba 3-23-1

+81-3-5441-4111

<https://www.celestinehotel.com/en/>

15 min walk to the venue, mid-high range.

4. Arrival at airport(s)

Participants are requested to make their own transportation arrangements between airport and hotel/venue.

There is **convenient access** from **Haneda International Airport** to the hotel venue: take the **Tokyo Monorail** between Haneda Airport and Hamamatsucho Bus Terminal (33 min., 470 JPY.), then either a taxi cab or the shuttle bus service between Hamamatsucho Bus Terminal (Gate 5) and the hotel. The shuttle bus schedule is available here: http://www.princehotels.com/content/en/tokyo/shuttlebus_timetable.pdf

More information on **Haneda** Airport's ground transportation options can be found here: <http://www.haneda-airport.jp/inter/en/access/>.

From **Narita International Airport**, which is further away, the most convenient of the many possibilities seems to be the "Airport Limousine Bus" which offers direct service to the Tokyo Prince hotel for 2940 JPY (equiv 20 EUR), journey time 1 hour, leaves airport every 30 min: http://www.eki-net.com/pc/jreast-shinkansen-reservation/english/wb/common/timetable/en_nex_u/index.html. Otherwise, you can take the **JR Narita Express** (N'EX surface train) to Tokyo Central station: <http://www.jreast.co.jp/e/nex/narita.html>

More information on **Narita** Airport's ground transportation options can be found here: <http://www.narita-airport.jp/en/access/>.

More information on transportation options connecting the two airports: <http://www.narita-airport.jp/en/access/haneda/index.html>

Other forms of transportation from airports to hotel/venue:

a) Taxi

The fare for a one-way taxi trip from Haneda airport to the Tokyo Prince Hotel is about 4000 JPY and lasts about 15 minutes. The fare for a one-way trip from Narita airport to the hotel costs about 22000 JPY (approx. 150 EUR) and lasts about 90 minutes.

More tourist information can be found at the Japan National Tourism Organization web site:
<http://www.jnto.go.jp/>

For local attractions near the venue, see: <http://www.princehotels.com/en/tokyo/local-attractions>

5. Visa Applications

All participants requiring a visa for entering Japan are requested to obtain the appropriate entry visa prior to their departure. Participants are also requested to obtain any transit visa necessary for their travel.

Many nationalities are exempt from needing a visa for short-term stays in Japan:
http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html#list

If you are not visa-exempt, information on visa applications for entering Japan is available here:
http://www.mofa.go.jp/j_info/visit/visa/

As identification documents and supporting documents required vary according to the local situation and purpose of visit, please inquire directly to the embassy/consulate-general with jurisdiction over the place of residence *well in advance*. Some Japanese embassies/consulates-general offer information on the documents required on their respective web pages. A worldwide list of Japanese Consulates and Embassies is listed here: http://www.mofa.go.jp/about/emb_cons/mofaserv.html

If you need a personalized letter from the host country or meeting organisers to apply for your visa, kindly let the OECD Secretariat know by **5 May 2014** by email to Elizabeth.Corbett@oecd.org

6. Weather

From the beginning of June, the rainy season (tsuyu) visits most parts of Japan. The average daytime temperature is around 25°C and night time temperature is approximately 19° C. Whilst it does not rain every day, the weather tends to be overcast. For reference: <http://www.japan-guide.com/e/e2273.html>

Average Daytime High	Average Nighttime Low	Rainy Days		Sunny Days	
		early month	late month	early month	late month
25 C (77 F)	19 C (66 F)	35%	45%	45%	25%

7. Currency exchange

Japanese currency is the Japanese Yen (JPY). The approximate exchange rate as of April 1, 2014 is:

Japanese Yen ↔ Euro
 1 JPY = 0.00700534 EUR 1 EUR = 142.748 JPY
 1,000.00 JPY = 7.00 EUR

Japanese Yen ↔ US Dollar
 1 JPY = 0.00966300 USD 1 USD = 103.488 JPY
 1,000.00 JPY = 9.66 USD

8. Registration & further information contacts

REGISTRATION and questions about logistics or participation:	Questions about the agenda, speakers, substance:	Hotel reservations, local information:
Elizabeth Corbett OECD ENV/EEI Elizabeth.Corbett@oecd.org Tel. +33-1 4524-7693	Maria Dahl OECD ENV/EEI Maria.Dahl@oecd.org +33-1-4524-7630	Tokyo Prince Hotel 3-3-1 Shiba-koen, Minato-ku Tokyo, 105-8560, Japan (Tel: +81-(0)3-3434-8686) Reservations: https://rsv.princehotels.co.jp/cgi-bin/ihonex/stay/search_category.cgi?hid=001&search%3Ahid=001&plan_groupcd=IT1013&c=1&search=1&form=en Reference “OECD Global Forum Tokyo”

Dedicated website (under construction):

www.oecd.org/env/waste/gfenv-extendedproducerresponsibility-June2014.htm



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