

ADBI-JFSA-OECD Roundtable on Insurance and Retirement Saving in Asia

(Sponsored by the Government of Japan)

INFORMATION NOTE

25-26 April 2018
Tokyo, Japan

Schedule

The ADBI-JFSA-OECD Roundtable on Insurance and Retirement Saving in Asia 2018 will be held at the [Asian Development Bank Institute](#) (ADBI) in Tokyo.

The event will be jointly organised and sponsored by the ADBI and the OECD, in co-operation with the Government of Japan.

Venue

The Roundtable will be held on the 8th floor of the ADBI building. Please find below the address and contact person at the ADBI.

ADBI
Asian Development Bank Institute
Kasumigaseki Building, 8th Floor, 3-2-5 Kasumigaseki, Chiyoda-ku, Tokyo, Japan

Directions arriving on foot: a map of the area, indicating the Kasumigaseki building, can be found at the end of this note, on page 7, or take a look at the ADBI's website: <https://www.adb.org/adbi/contact>.

Registration

Please note that participation is by invitation only. To do so, please submit your registration **by 20 April 2018** [here](#):

Delegates **OECD delegates and governmental officials**, please register directly through your delegation [event number 84078].

For further assistance please contact:

Ms Paloma Cupello, OECD
paloma.cupello@oecd.org
Tel: +33 1 45 24 79 14

Event on the web: <http://www.oecd.org/finance/insurance/2018-roundtable-insurance-retirement-saving-asia.htm>

Documents and website

If you have been asked to contribute a paper or presentation to the roundtable or wish to submit any relevant background material, please send your material Dr. Mamiko Yokoi-Arai, Principal Administrator, Insurance, OECD (Mamiko.YOKOI-ARAI@oecd.org) **by 6 April at the latest**.

Please note that unless presenters advise OECD otherwise, all presentations will be posted on the OECD's website, after the event, at the following link: <http://www.oecd.org/finance/insurance/2018-roundtable-insurance-retirement-saving-asia.htm>

Language

The roundtable will be conducted in English.

Meals and social events

Please indicate any special dietary requirements when registering. Lunch and refreshments will be provided for all participants during breaks on both days of the roundtable.

Lunch on Wednesday 25 and Thursday 26 March: please confirm your attendance via the registration link.

Dinner from 6.00 p.m. to 8.30 p.m. on will be hosted by the ADBI and OECD, location will be confirmed soon. **Please confirm your attendance via the registration link.** The organisers regret that no programme can be arranged for spouses/partners.

Facilities at the venue

 will be available. Participants will be provided with the necessary information during registration.

Travel information

Valid passports are required for all participants entering Japan.

Contact your local Japanese Embassy or Consulate to find out about **visa requirements** to visit Japan. A list of 68 Countries and Regions for visa exemptions (as of July 2017) is available on the Japanese Ministry of Foreign Affairs website: http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html. If you require a visa to enter Japan, please complete the **Passport Information Form** in order to receive the necessary Letter of Guarantee from the Japanese authorities, by **10 March 2018**.

To receive the **Passport Information Form**, please contact **Ms Paloma Cupello, OECD** paloma.cupello@oecd.org or Tel: **+33 1 45 24 79 14**.

Participants are advised to have adequate **medical and travel insurance** to cover their visit to Japan. We cannot accept responsibility for any consequences whatsoever from a participant who fails to ensure that he or she has complied with the necessary health, passport and visa requirements.

Airport transfers

Airport transfers to/from your hotel location cannot be arranged by the organisers. Please use one of the following means of transports to the centre of Tokyo. Cash should be prepared in advance for a ticket. Currency exchange is available at the airport.

Taxi

Please note: it is not advisable to take a taxi all the way from Narita Airport, as it is a 90-minute journey by car and is very expensive (Tokyo taxi centre: +81 3 3648 0300).

- From Narita Airport: approx. 25,000 yen, time: approx. 90 minutes
- From Haneda Airport: approx. 6,000 yen, time: approx. 30 minutes

Limousine bus

Please visit the website for details of airport limousine bus (ticket counter and bus stop) at <http://www.limousinebus.co.jp/en/>.

Train

- **From Narita airport (JR Narita Express)** <http://www.jreast.co.jp/e/nex/>
Fare: 3,020 yen (To Tokyo Station); Time: 1 hour
Note: The station is located on the basement level of Narita Airport. Please follow the signs to the ticket counter and purchase a ticket to Tokyo Station from which you can take a taxi to your hotel.
- **From Haneda airport (Tokyo Monorail)** <http://www.tokyo-monorail.co.jp/english/guidance/index.html>
Fare: 490 yen (To Hamamatsucho Station, the last station); Time: 20 minutes

Accommodation

Accommodation must be reserved and paid for directly by participants. Please contact the hotel of your choice for the current rates and to book your room. The following list of hotels is a guide only.



Akasaka Excel Hotel Tokyu

14-3,2-Chome, Nagata-Cho, Chiyoda-ku
(approximately 20 minutes' walk from ADBI)



akasaka-e.yo@tokyuhotels.co.jp



+ (81 3) 3580 2311



+ (81 3) 3592 2841

https://www.tokyuhotelsjapan.com/en/hotel/TE/TE_AKASA/

The OECD has a block booking at this hotel.
Please contact Miss Paloma Cupello
(paloma.cupello@oecd.org) as soon as possible
if you wish to stay at the **Akasaka Excel Hotel Tokyu**. Booking is subjected to availability.

Okura Tokyo Hotel

2-10-4 Toranomon, Minato-ku
(approximately 10 minutes' walk from ADBI)



reservation@tokyo.hotelokura.co.jp



+ (81 3) 3582 0111 - + (81 3) 3224 6666 (room reservations)



<http://www.hotelokura.co.jp/tokyo/en>

Okura Tokyo Hotel offers a negotiated rate for participants of the Roundtable. If you wish to stay at the **Okura Tokyo Hotel**, please inform the hotel you will attend the event.

Daiichi Hotel Annex

1-5-2, Uchisaiwai-cho, Chiyoda-ku
(approximately 20 minutes' walk from ADBI)



reserve@daiichi-hotel.co.jp



+ (81 3) 3503 5611



+ (81 3) 3503 5777

<http://www.daiichihotelannex-tokyo.com/>

Atago / Shinbashi Atagoyama Tokyu REI Hotel

1-6-6, Atago, Minato-ku
(approximately 10 minutes' walk from ADBI)



+ (81 3) 3431 0109



+ (81 3) 3431 0434

http://www.tokyuhotelsjapan.com/en/hotel/TR/TR_ATAGO/

About Tokyo

Tokyo is Japan's capital and the world's most populous metropolis. It is also one of Japan's 47 prefectures, consisting of 23 central city wards and multiple cities, towns and villages west of the city centre. The Izu and Ogasawara Islands are also part of Tokyo.

Tokyo offers an unlimited choice of shopping, entertainment, culture and dining to its visitors. The city's history can be appreciated in districts such as Asakusa, and in many excellent museums, historic temples and gardens. Contrary to common perception, Tokyo also offers a number of attractive green spaces in the city centre and within relatively short train rides of its outskirts.

For further information, visit the online Tokyo travel guide: <http://www.gotokyo.org/en/index.html>.

Useful information

CLIMATE: Japan has an overall temperate climate with four seasons. Warm humid summers and generally cool winters with cold spells. Average temperature early March is between 5° and 10° C.

CURRENCY: The Japanese currency is the yen. Most hotels accept payment by credit card, as do most department stores, mid to high-end restaurants, outlet malls and large retail shops. In addition, many train stations, convenience stores, supermarkets, chain restaurants and boutiques will also accept them.

CASH WITHDRAWALS: **Postal ATMs** can be found in post offices and **7-Bank ATMs** are found in 7-Eleven convenience stores. Other locations allow you to withdraw cash by credit and debit cards issued outside of Japan, including Visa, Plus, Mastercard, Maestro, Cirrus, American Express and JCB cards, and provide an English user menu. **International ATMs** can be found at Family Mart and Lawson convenience stores (but not all of them), international airports, in major department stores, and at Shinsei Bank branches. ATMs by Aeon Bank, found at Aeon malls and selected other locations, also accept cards issued outside Japan.

View the latest exchange rates: <http://www.xe.com/currencyconverter/>. Indicatively, 1 EUR = 132,520 JPY and 1 USD = 112,769 JPY.

ELECTRICAL SUPPLY: The power supply voltage in Tokyo is 100 V / Frequency: 50 Hz. You can use your electric appliances in Japan, if the standard voltage in your country is in between 110 - 127 V.



Type A: This socket has no alternative plugs



Type B: This socket also works with plug A

TELEPHONE SERVICES: The country code for Japan is 81, the city code for Tokyo is 3. Please visit <http://www.countrycallingcodes.com/> to find out how to make a call to Japan from your country.

Emergency contact numbers:

Department	Number
Police (theft, lost & found)	110
Fire, Ambulance, Rescue	119
Embassies around the world: http://www.embassyworld.org/	

GMT +09:00

TIME ZONE: Tokyo : <https://greenwichmeantime.com/timepiece/world-clock/world/>

TAX: Goods and services tax (GST) is at 8%.

Further enquiries

For further information or enquiries about the roundtable, please contact:

Contents and agenda issues

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Registration and logistics

Ms Paloma Cupello, Assistant, OECD

paloma.cupello@oecd.org



+ (33-1) 45 24 79 14



Access to Asian Development Bank Institute



Ginza Line, Toranomon Station

Marunouchi Line, Kasumigaseki Station

Hibiya Line, Kasumigaseki Station

Chiyoda Line, Kasumigaseki Station

 Exit 11
(1-minute walk from the exit)

 Exit A13
(6-minute walk from exit)

 Exit A13
(6-minute walk from exit)

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(6-minute walk from exit)

1. Come out of the exit and continue walking straight.

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2. Take the stairs or escalators to Kasumigaseki Common Gate and cross the open space. The building in front of you is the Kasumigaseki Building.

2. At the first intersection, cross the pedestrian crossing and continue along this street which curves slightly right.

3. Keep the brown brick building on your right. Turn right at the end of this building.

4. Take the stairs or escalators to Kasumigaseki Common Gate and cross the open space. The building in front of you is the Kasumigaseki Building.