REGISTRATION

All participants must be registered in order to obtain a badge and have access to the events. To do so, please register **online** or by returning the Registration Form to SEAForum@oecd.org with a copy to searp-japan@mofa.go.jp

Kindly note that **Photo ID** will be required at the Registration Desk to access the Ministerial Conference meetings.

VISA

Participants are advised to verify whether they require a visa for entry into Japan by contacting the Embassy of Japan in their respective countries.

For additional information, please visit the **Visa to Japan** section on the website of the Japan’s Ministry of Foreign Affairs.

**Should you require an invitation letter to support the visa application, please contact** SEAforum@oecd.org

MEETING VENUE

The Southeast Asia Ministerial Forum (8 March) and the Steering Group meeting of the Southeast Asia Regional Programme (9 March) will take place at:

**Tokyo Prince Hotel**
3-3-1 Shiba-koen, Minato-ku Tokyo, 105-8560, Japan
Tel: 81-(0)3-3432-1111
Website: [www.princehotels.com/tokyo](http://www.princehotels.com/tokyo)

(Wi-Fi internet service will be available in the conference room.)

Reception, hosted by H.E. Mr Taro KONO, Minister for Foreign Affairs, Japan (8 March – by invitation only) will be held at:

**Iikura Guest House of the Ministry of Foreign Affairs**
1-5-3 Azabudai, Minato-ku, Tokyo, 106-0041 Japan
CAR ACCESS

Delegations arriving at Tokyo Prince Hotel with cars will need to provide the following information:

- Number of cars
- Car type
- License plate numbers

Please contact SEAforum@oecd.org

AIRPORT AND TRANSFER TO TOKYO PRINCE HOTEL

Close to central Tokyo areas such as Roppongi, Toranomon, Kasumigaseki, and Otemachi, the Tokyo Prince Hotel is conveniently located near three train / subway stations for easy access to any part of the city. There is also easy access to/from Narita and Haneda airports.

From Narita Airport to Tokyo Prince Hotel

- **By Bus:**
  About 120 minutes by Airport Limousine Bus bound for Shiba area; (+/- JPY 3 000)

- **By Car:**
  About 90 minutes by taxi during normal hours (taking toll road, via Shibakoen Ramp); (+/- JPY 26,000 – 28,000)

- **By Train:**
  About 80 minutes
  - to **Daimon Station** (via Keisei Narita Sky Access Line with direct connection to Toei Asakusa Subway Line); (+/- JPY 1 300); or
  - to **Hamamatsucho Station** (via Keisei Skyliner and JR Yamanote line); (+/- JPY 2 600);

Further access information: https://www.narita-airport.jp/en/access
From Haneda Airport to Tokyo Prince Hotel

- **By Train:** About 35 minutes
  - to *Hamamatsucho Station* by Tokyo Monorail; (+/- JPY 500); or
  - to *Daimon Station* (via Keikyu Airport Line with direct connection to Toei Asakusa Subway Line); (+/- JPY 560)

- **By Car:**
  - About 25 minutes during normal hours via toll road and Shibakoen Ramp; (+/- JPY 11 000; add about JPY 1 000 for 3-4 person van with luggage)


**Nearest Stations to the Hotel**

- From *Hamamatsucho Station* (JR Line and Tokyo Monorail): about 10 minutes walk or via Shuttle Service departing from the North Exit of the Station. (Please note that at times the bus may become extremely crowded and you may be unable to board.)
  For more information: [Shuttle bus timetable](#)

- From *Onarimon Station* (Toei Mita Subway Line): about 1 minute walk
- From *Daimon Station* (Toei Asakusa Subway Line, Tokyo Metro Oedo Line): about 7 minutes walk

**Hotel transfers:** Tokyo Prince Hotel offers transfers via a prestige limousine
(From Narita Airport: JPY 37 000 – 50 000; From Haneda Airport: JPY 12 000 – 18 000).
Email: tky-frontoservice@princehotels.cp.jp

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**ACCOMMODATION:**

**Tokyo Prince Hotel**
Participants benefit from the preferential rate of JPY 19 132 (for single-occupancy) and JPY 21 232 (for double-occupancy), inclusive of tax and breakfast. Free Wi-Fi internet service will also be available in the room. This rate is available until **16 February** and subject to availability.

Reservations may be made online through the hotel’s website.
1. Click “CHECK AVAILABILITY”.
2. Enter you dates

Should you encounter any problems when booking online, please contact the reservation desk: prk-rsv@princehotels.co.jp
Other hotels close to the Meeting Venue:

(A) Shiba Park Hotel
Approximately 550m away from Tokyo Prince Hotel; +/- 7 mins walk
1 Chome-5-10 Shibakoen, Minato, Tokyo 105-0011
Phone: +81-(0)3-3433-4141; +81-(0)3-5470-7520
Website: http://en.shibaparkhotel.com/

(B) Hotel Mielparque Tokyo
Approximately 700 m away from Tokyo Prince Hotel; +/- 10 mins walk
2 Chome-5-20 Shibakoen, Minato, Tokyo 105-8582
Phone: +81-(0)3-3433-7211
Website: https://www.mielparque.jp/tokyo/en

(C) Sotetsu Fresa Hamamatsucho Daimon
Approximately 800 m away from Prince Tokyo Hotel; +/- 10 mins walk
1 Chome-2-7 Shibadaimon, Minato, Tokyo 105-0012, Japan
Phone: +81-(0)3-5472-2031
Website: https://fresa-inn.jp/eng/daimon/
**GENERAL INFORMATION:**

**Dress Code:** Business attire is recommended for the Southeast Asia Ministerial Forum and Steering Group meeting.

**Language:** The official languages are English and Japanese for the Southeast Asia Ministerial Forum and English for the Steering Group Meeting.

**Time:** All of Japan is in the same time zone, 9 hours ahead of G.M.T. No Daylight Saving Time is practiced in Japan.

**Weather:** In March, Tokyo’s spring weather is an average of 13 degrees Celsius during the afternoon, and 5 degrees Celsius during the morning and the evening.

**Currency:** The unit of Japanese currency is Yen. It is written “円” or “¥” or “JPY”. The exchange rate is 108.79 JPY/USD and 135.08 JPY/EUR as of end-January 2018. Sales tax in Japan is 8%. Prices may or may not be indicated inclusive of tax. Please verify before making your purchase.

**ATMs:** You can withdraw cash in Japanese yen from your bank account via an ATM using a debit cards/credit cards issued in your country. Ensure that the logos on the back of your card match those displayed on the ATM machine. Post offices, convenience stores (such as 7-Eleven) and some metro stations are equipped with ATMs.

**Electricity:** Only the two-flat-pin plugs are used in Japan; there are no columnar-shaped plugs or three-pin plugs used in Japan. It is therefore advised to purchase a plug adapter beforehand. 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.

**WiFi:** complimentary Wifi connection will be available during the Ministerial conference (in your hotel rooms and the meeting room). Should you wish to rent your personal Wifi router, you can find more information here, on how to book online and pick-up your router at the airport, upon arrival.

**Emergency Numbers:**

- **Police:** 110  
  +81 (0)3 3503-8484 for English and several other foreign languages

- **Fire/ambulance:** 119 (English-speaking operator on duty 24 hours a day)

- **Lost and Found:** + 81 (0)3 3814-4151

**CONTACT INFORMATION:**

For more information concerning the OECD Southeast Asia Regional Programme, please consult the following website:  [www.oecd.org/southeast-asia](http://www.oecd.org/southeast-asia)

Or contact us at: **SEAforum@oecd.org**