



ORGANISATION FOR ECONOMIC CO-OPERATION AND DEVELOPMENT

DIRECTION DES AFFAIRES FINANCIERES ET DES ENTREPRISES
DIRECTORATE FOR FINANCIAL AND ENTERPRISE AFFAIRS

Outreach Unit for Financial Sector Reform

**7th Roundtable on Capital Market Reform in Asia
27-28 October 2005, Tokyo**

Information Note for Participants

Registration

Please note that participation is by invitation only. Delegates must register for this Round Table. To do so, please contact:

Mrs. Morven Alexander-Drane, OECD
E-mail: morven.alexander@oecd.org
Fax: +33 1 45 24 18 33

Conference venue

The round table will be held at the Asian Development Bank Institute. Please find below the address and contact persons at the ADBI.

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

Contacts:

Ms. Nahoko Kuragaki (logistics)
Tel: (813) 3593 5549
Fax: (813) 3593 5571
Email: nkuragaki@adbi.org

Ms. Miyuki Aldrich (Visa queries)
Tel: 813 3593 5500
Fax: (813) 3593 5571
Email: maldrick@adbi.org

Accommodation

We have obtained a negotiated conference rate with the ANA Hotel, Tokyo for participants of the Roundtable. Please note that it is the responsibility of each participant to contact the hotel directly in order to make his or her room reservation. The OECD and ADBI are not able to make these reservations for you.

If you choose to stay at the ANA, please complete the Hotel Reservation Form (attached to your invitation) and send it directly to the ANA Hotel as indicated to obtain the negotiated rate. It is important to make your reservations by **20 October at the latest**, as after this date, the special rate for conference participants will no longer be available. Please note that if you have an early arrival into Tokyo, you can obtain early check-in at the hotel for half of the room charge for one night.

If you choose not to stay at the designated hotel, please inform Mrs. Morven Alexander-Drane, OECD (email: morven.alexander@oecd.org, fax: +33-1-4524-1833) of the hotel where you will be staying.



Visa for Japan and Insurance

You are advised to contact your local Japanese embassy or consulate to verify if you require a visa to enter Japan. If required, please complete the Passport Information Form (attached to your invitation) in order to receive the necessary Letter of Guarantee from the Japanese authorities, by **22nd September** at the latest.

Participants are advised to have adequate medical and travel insurance to cover their visit to Japan.

Airport transfers to and from the hotel

From the Narita Airport, you should take the Airport Limousine Bus service in front of the passenger terminal after passing through customs. An electronic board will be posted which shows the information on the limousine bus that will drop you off directly at the ANA Hotel, or you can enquire of any of the airport staff (who speak English). If you arrive at an inconvenient time for connection with the direct bus, you should board one of the frequent public buses that take you to the Tokyo City Air Terminal (in downtown Tokyo) and from there, take a taxi to your hotel. Bus fare: Yen 3,000.

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.

How to get from your hotel to ADBI

The ADBI is within short walking distance of the ANA Hotel. For your information, a map of the Kasumigaseki area indicating the Kasumigaseki building and the ANA Hotel can be found at the end of this note.

Procedural arrangements

Please note that the Roundtable will begin at 9.30 am on Thursday 27th October. Participants are requested to arrive by **9.00 am on the first day** of the meeting for registration.

Working language

The working language of the Roundtable will be English.

Documentation and website

If you have been asked to contribute a paper or presentation to the Roundtable or wish to submit any relevant background materials, please send your material (as a Word document or PPT attachment by email), to **Ms. Morven Alexander-Drane, OECD** (email: morven.alexander@oecd.org), **by 7 October at the latest**.

Documentation will be posted on the OECD website as reference for all participants, at

<http://www.oecd.org/daf/financialmarkets>

You will receive a set of documents upon registration for the Roundtable.



Presentations

Facilities for PowerPoint presentations will be available in the meeting room.

Meals and Social Events

All participants are invited to the social events described below.

Thursday 27th and Friday 28th October:

Buffet lunch for all participants will be provided by the organisers, at the ADB Institute.

Thursday 27th October:

A buffet dinner reception will be hosted by the OECD at Mita House.

(Transportation will be provided to and from this reception, leaving the conference venue at 17h30)

Tokyo sightseeing information

Sightseeing information brochures on Tokyo and the surrounding area will be made available at the conference venue by the ADB Institute.

For further enquiries please contact:

For issues regarding the agenda:

Mr. Eimon Ueda
Head, Outreach Unit for Financial Sector Reform, OECD
E-mail: eimon.ueda@oecd.org
Fax: (33-1) 45 24 18 33

For logistical matters:

Mrs. Morven Alexander-Drane,
Project Co-ordinator, Outreach Unit for Financial Sector Reform, OECD
E-mail: morven.alexander@oecd.org
Fax: (33-1) 45 24 18 33

