



DIRECTION DES AFFAIRES FINANCIERES ET DES ENTREPRISES
DIRECTORATE FOR FINANCIAL AND ENTERPRISE AFFAIRS
Outreach Unit for Financial Sector Reform

10th OECD-ADB Roundtable on Capital Market Reform in Asia Tokyo, 2-3 March, 2009

Information Note for Participants

The 10th Roundtable on Capital Market Reform in Asia will be held on 2-3 March, 2009 at the Asian Development Bank Institute (ADBI) in Tokyo. It will be jointly organised and sponsored by the ADBI and the OECD, in co-operation with the Government of Japan.

Registration

Please note that participation is by invitation only. Delegates must register for this Roundtable. To do so, please send your registration form by **Friday, 6 February, 2009** to:

Ms. Lillie KEE, OECD
E-mail: lillie.kee@oecd.org
Tel: +33 1 45 24 88 27
Fax: +33 1 45 24 18 33

Conference venue

The Roundtable will be held at the Asian Development Bank Institute. Please find below the address and contact person at the ADBI.

Ms. Mihoko SAITO, ADBI
(Logistics and Visa enquiries)
Tel: + 81 3 3593 5548
Fax: + 81 3 3593 5587
Email: msaito@adbi.org

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



Accommodation

We have obtained a negotiated conference rate with the ANA InterContinental 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 InterContinental Tokyo, please complete the Hotel Reservation Form (attached to your invitation) and **send it directly to the ANA InterContinental Tokyo** as indicated to obtain the negotiated rate. It is important to make your reservations by **Friday, 13 February 2009 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 request for a guaranteed early check-in (before 15:00) at the hotel for an additional night's room rate.

If you choose not to stay at the designated hotel, please inform Ms. Lillie KEE, OECD (E-mail: lillie.kee@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 **Monday, 2 February, 2009** 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

You can find a map of how to get to the ANA InterContinental Tokyo in English and in Japanese (to print and show your taxi driver if needed):

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

Japanese: <http://www.anaintercontinental-tokyo.jp/access/index.html>

Airport Limousine Bus:

For more details, please see: http://www.limousinebus.co.jp/en/timetable/narita/akasaka_h.html

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 Hotel ANA InterContinental, or you may ask any of the airport staff (who speaks English).

Fare:

Between Narita International Airport and the ANA InterContinental Tokyo: 3,000 Yen one way.

Between Haneda Airport and the ANA InterContinental Tokyo: 1,100 Yen one way

From Narita to ANA InterContinental Hotel:

Departure time

07:15 / 08:20 / 09:25 / 10:10 / 10:35 / 11:10 / 12:10 / 13:35 / 14:30 / 15:30 / 16:10 / 16:30 / 17:10 / 17:35 / 18:10 / 18:40 / 19:35 / 20:35 / 21:35

Reservation

No advanced reservation can be made for the bus departing from the Airport.

Boarding on the subject date and Ticketing

Ticket has to be purchased on the day of your boarding at the Ticket Counter of Airport Limousine, which are located in the arrival lobby both at Passenger Terminal One and Two respectively in Narita Airport.

Routing in Airport

The times shown in above Time Table show the departure time at Passenger Terminal Two. The Bus actually departs at South Wing of Passenger Terminal One some 5 minutes later than the time shown, and at North Wing of Terminal One some 10 minutes later.

The route is as follows;

North Wing of Passenger Terminal Two → South Wing of Passenger Terminal Two → South Wing of Passenger Terminal One (5 minutes later than Time Table) → North Wing of Passenger Terminal One (10 minutes later than Time Table) → Destinations.

*Bus will depart from just in front of Arrival Lobby at each Terminal.

Services on Holidays

Daily operated services on Time Table, regardless of days of the week.

Please note: 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.

From Hotel ANA InterContinental Tokyo to Narita:

Please plan to depart at least 3.5 hours ahead of your flight departure time as it takes approximately 2 hours to travel to Narita International Airport.

Departure time

06:40 / 07:30 / 08:00 / 08:30 / 09:30 / 10:30 / 11:30 / 12:30 / 13:30 / 14:30 / 15:30 / 16:30 / 17:30

Reservation

Hotel Guests at the ANA InterContinental Tokyo may make reservations at the Bell Desk located in the lobby. Payment may be made in cash or charged to the hotel room bill prior to check out. Please note that tickets are non-refundable.

The Route at Narita Airport

Passenger Terminal Two → South Wing at Passenger Terminal One → North Wing at Passenger Terminal One

*Bus will arrive just in front of Departure Lobby of each Passenger Terminal.

Services on Holidays

Daily services operated on Time Table, regardless of days of the week.

Train (Narita Express “N’EX”):

N’EX takes just 53 minutes to cover the distance between Tokyo Station and Narita Airport. It usually runs every one hour, and every 30 minutes at peak hours.

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 Tokyo Station, you may take a taxi to the Hotel ANA InterContinental. The taxi ride will take about 15 minutes and will cost approximately 1,500 yen.

Please note: All seats on the Narita Express require advance reservations.

For more detailed information, please see: <http://www.jreast.co.jp/e/nex/index.html>

Fares and charges (in Japanese Yen):

N’EX		Ordinary Cars (regular fare)	Green Cars (open cabin)
TOKYO ⇔	NARITA AIRPORT AIRPORT TERMINAL 2	2,940	4,430
IKEBUKURO SHINJUKU ⇔	NARITA AIRPORT AIRPORT TERMINAL 2	3,110	4,600
OMIYA ⇔	NARITA AIRPORT AIRPORT TERMINAL 2	3,740	5,230
YOKOHAMA ⇔	NARITA AIRPORT AIRPORT TERMINAL 2	4,180	5,670
OFUNA ⇔	NARITA AIRPORT AIRPORT TERMINAL 2	4,500	5,990

Reservations:

Reservations can be made one month in advance. Please inquire at JR Reservation Ticket Offices, Travel Service Centers, or major travel agencies.

Tickets for the Narita Express are available from ticket machines at Floor B1, at both Narita station and Airport Terminal 2.

Taxi

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.

Fare: approximately 25,000 yen (Narita Airport to Hotel ANA InterContinental Tokyo)

Time: approximately 1 hour 30 minutes

How to get from your hotel to ADBI

The ADBI is within short walking distance of the ANA InterContinental Hotel. For your information, a map of the Kasumigaseki area indicating the Kasumigaseki building and the ANA InterContinental Hotel can be found at the end of this note (page 7) or at the address: <http://www.anaintercontinental-tokyo.jp/e/access/>

Procedural arrangements

Please note that the Roundtable will begin at 9.30 am on Monday 2 March, 2009. 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. Lillie KEE, OECD (email: lillie.kee@oecd.org) by **Monday 16 February 2009**, at the latest.

Documentation will be posted on the OECD website as reference for all participants, at:
<http://www.oecd.org/daf/fin>

Please note that the webpage for the Roundtable is currently under construction and will be updated regularly.

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:

Monday 2 March and Tuesday 3 March:

Buffet lunch for all participants will be provided by the ADBI and the OECD, at the ADB Institute.

Monday 2 March:

A buffet dinner reception will be co-hosted by the ADBI and the OECD, at the ADB Institute.

The organisers regret that no programme can be arranged for spouses/partners.



Tokyo sightseeing information

A map of the area can be found at the end of the note and more 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. Nobuyuki SATO
Senior Outreach Advisor, OECD
E-mail: nobuyuki.sato@oecd.org
Fax: (33 1) 45 24 18 33

For logistical matters:

Ms. Lillie KEE
Project Co-ordinator, Financial Affairs Division, OECD
E-mail: lillie.kee@oecd.org
Fax: (33 1) 45 24 18 33

