19th Roundtable on Capital Market and Financial Reform in Asia

INFORMATION NOTE

26-27 February 2019
Tokyo, Japan

Sponsored by the Government of Japan
**Schedule**

The 19th Roundtable on Capital Market and Financial Reform in Asia will be held on 26-27 February 2019 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.

<table>
<thead>
<tr>
<th>Date and time</th>
<th>Event</th>
<th>Open to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participants are invited to register between 09:00 and 09:30 on Tuesday 26 February</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday 26 February from 09:30 to 17:30</td>
<td>Roundtable on Capital Market and Financial Reform in Asia (Lunch offered on both days)</td>
<td>All invited participants</td>
</tr>
<tr>
<td>Wednesday 27 February from 09:30 to 17:15</td>
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<td></td>
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<tr>
<td>Tuesday 26 February (18:00 – 20:00)</td>
<td>Dinner hosted by the ADBI and OECD</td>
<td>All invited participants</td>
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</table>

**Venue**

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

Ms Wakako Kubota (Administrative Assistant), ADBI  
wkubota@adbi.org - Tel: +(81 3) 3593 5535 (Direct)  
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 6, or take a look at the ADBI’s website: [https://www.adb.org/adbi/contact](https://www.adb.org/adbi/contact).

**Registration**

Please note that participation is by invitation only. Delegates must register for this conference. To do so, please complete and send the attached registration form by 21 January 2019 at the latest, to:

Ms Martina Limonta & Mr Yuya Yamada  
martina.limonta@oecd.org / Tel: +(33-1) 45 24 78 31  
yuya.yamada@oecd.org / Tel: +(33 1) 45 24 78 70


**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 the material to Mr Yuya Yamada [yuya.yamada@oecd.org](mailto:yuya.yamada@oecd.org), Ms Martina Limonta [martina.limonta@oecd.org](mailto:martina.limonta@oecd.org), and Ms. Erica Paula S. Sioson [esioson@adbi.org](mailto:esioson@adbi.org) by 1 February 2019 at the latest.

Please note that unless presenters advise otherwise, all presentations will be posted on the OECD’s website, after the event, at the following link: [http://www.oecd.org/daf/fin/financial-markets/tokyoroundtablesoncapitalmarketreformasia.htm](http://www.oecd.org/daf/fin/financial-markets/tokyoroundtablesoncapitalmarketreformasia.htm) as well as the event page of ADBI’s website.

Registered participants are requested to access the Roundtable’s materials and documents online. The link of the documents will be emailed to the participants prior the Roundtable. We encourage the participants to study the materials before attending the Roundtable.

**Language**

The roundtable will be conducted in English.
Meals and social events
Lunch and refreshments during breaks will be provided for all participants on both days of the roundtable.

Lunch on Tuesday 26 and Wednesday 27 February: please confirm your attendance by completing the attached registration form. Please ensure you indicate any special dietary requirements when filling in the form.

Dinner from 18:00 to 20:00 on Tuesday 26 February will be co-hosted by the ADBI and OECD, at the Kazan Kaikan restaurant (subject to confirmation): please confirm your attendance via the registration form attached. The organisers regret that no programme can be arranged for spouses/partners.

Facilities at the venue
Wi-Fi 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](http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html).

If you require a visa to enter Japan, please complete the attached Passport Information Form and send it back to Ms Tomoe Kase (tomoe.kase@oecd.org), OECD Tokyo Centre, by 22 January 2019 at the latest, in order to receive the necessary Letter of Guarantee from the Japanese authorities.

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.

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

**Train**
- From Narita airport (JR Narita Express) [http://www.jreast.co.jp/e/nex/](http://www.jreast.co.jp/e/nex/)
  Fare: 3,020 JPY (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.
  Fare: 490 JPY (To Hamamatsucho Station, the last station); Time: 20 minutes

**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 JPY; time: approx. 90 minutes
- From Haneda Airport: approx. 6,000 JPY; time: approx. 30 minutes
Accommodation – Hotel suggestions (from highest to lowest star rating)

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, if you have any questions don’t hesitate to contact martina.limonta@oecd.org.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Star Rating</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Okura Tokyo Hotel</td>
<td>4.5 stars</td>
<td>2-10-4 Toranomon, Minato-ku</td>
<td><a href="mailto:reservation@tokyo.hotelokura.co.jp">reservation@tokyo.hotelokura.co.jp</a></td>
<td>+(81 3) 3582 0111 + (81 3) 3224 6666 (room reservations)</td>
<td><a href="http://www.hotelokura.co.jp/tokyo/en">http://www.hotelokura.co.jp/tokyo/en</a></td>
</tr>
<tr>
<td>Park Hotel Tokyo</td>
<td>4 stars</td>
<td>Shiodome Media Tower 1-7-1 Higashi Shimbashi, Minato-ku</td>
<td><a href="mailto:reservation@parkhoteltokyo.com">reservation@parkhoteltokyo.com</a></td>
<td>+(81 3) 6252 1111</td>
<td><a href="http://en.parkhoteltokyo.com/">http://en.parkhoteltokyo.com/</a></td>
</tr>
<tr>
<td>Daiichi Hotel Annex</td>
<td>4 stars</td>
<td>1-5-2, Uchisaiwai-cho, Chiyoda-ku</td>
<td><a href="mailto:reserve@daiichi-hotel.co.jp">reserve@daiichi-hotel.co.jp</a></td>
<td>+(81 3) 3596 8406 (room reservation) or +(81 3) 3503 5611</td>
<td><a href="http://www-a.global.hankyu-hotel.com/daiichi-hotel-annex/">http://www-a.global.hankyu-hotel.com/daiichi-hotel-annex/</a></td>
</tr>
<tr>
<td>Shinbashi Atagoyama REI Tokyu Hotel</td>
<td>3 stars</td>
<td>1-6-6, Atago, Minato-ku</td>
<td></td>
<td>+(81 3) 3462 0109</td>
<td><a href="http://www.tokyuhotelsjapan.com/en/hotel/TR/TR_ATAGO/">http://www.tokyuhotelsjapan.com/en/hotel/TR/TR_ATAGO/</a></td>
</tr>
</tbody>
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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: https://www.gotokyo.org/en/#header-panel-new-and-now.

Useful information

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

CURRENCY: The Japanese currency is the yen (JPY). Most hotels accept payments 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 = 128,898 JPY and 1 USD = 113,442 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.

**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:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police (theft, lost &amp; found)</td>
<td>110</td>
</tr>
<tr>
<td>Fire, Ambulance, Rescue</td>
<td>119</td>
</tr>
</tbody>
</table>

Embassies around the world:

http://www.embassyworld.org/

**TIME ZONE:**

GMT +9:00

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

**Further enquires**

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

**Contents and agenda issues**

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(+33 1) 45 24 78 70

**Registration and logistics**

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Special Projects and Outreach Unit
martina.limonta@oecd.org

(+33-1) 45 24 78 31

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### Access to Asian Development Bank Institute

1. Come out of the exit and continue walking straight. Walk towards Tokyo Tower, visible ahead.

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.