

Logistic information for the 20th A-LCA IWG in Tokyo (February 2025)



JAPAN AUTOMOBILE STANDARDS INTERNATIONALIZATION CENTER

A-LCA IWG Tokyo Meeting (in hybrid format)



- **Date and time:** *time is in JST(UTC+09:00)
Tue. 4 Feb. **10:00**-17:00 and Reception starting at 18:00
Wed. 5 Feb. 9:30-17:00

The participants are also invited to the Drafting meeting:
Thu. 6 Feb. 9:30-17:00(tbc)

- **Venue for IWG and Reception:** AKASAKA INTERCITY CONFERENCE CENTER
Meeting: the Air (2/3) on 4th Floor
Reception: Room 301 on 3rd Floor
Akasaka Intercity AIR, 1-8-1 Akasaka, Minato-ku, Tokyo 107-0052, Japan
TEL: +81(0)3-5575-2201 FAX: +81(0)3-5575-0611
[Akasaka Intercity Conference - Google Maps](#)

- **Venue for Drafting meeting:** TOYOTA MOTOR CORPORATION Tokyo Head Office
Room 211 & 208 & 209 on 2nd Floor
1-4-18 Koraku, Bunkyo-ku, Tokyo 112-8701, Japan
[Toyota Motor Corporation Tokyo Head Office - Google Maps](#)

*by no later than
15th January, 2025*

For registration (including the Drafting meeting), please access [this online registration format](#) to fill in the necessary information.

For inquiry, please contact Mr. Hirotaka NOBA noba@jasig.org and Ms. Yuki TOBA toba@jasig.org.

Access to the venue for IWG & Reception on 4th and 5th Feb.



Venue : AKASAKA INTERCITY CONFERENCE CENTER (AICC, 赤坂インターシティコンファレンスセンター)

Address : 3F and 4F, Akasaka Intercity AIR, 1-8-1 Akasaka, Minato-ku, Tokyo 107-0052, Japan
(東京都港区赤坂1-8-1 赤坂インターシティAIR 3F・4F)

The entrance of AICC is located on the third floor.

TEL: +81(0)3-5575-2201 FAX: +81(0)3-5575-0611

For more detail, please visit [Akasaka Intercity Conference Center AICC | Rental conference room facility directly connected to Tameike-sanno Station](#) (in English)

Nearest Metro Stations:

◆Tameike-sanno Sta.

(Tokyo Metro Ginza Line, Namboku Line)
from 14 Exit (directly connected to the AICC building)

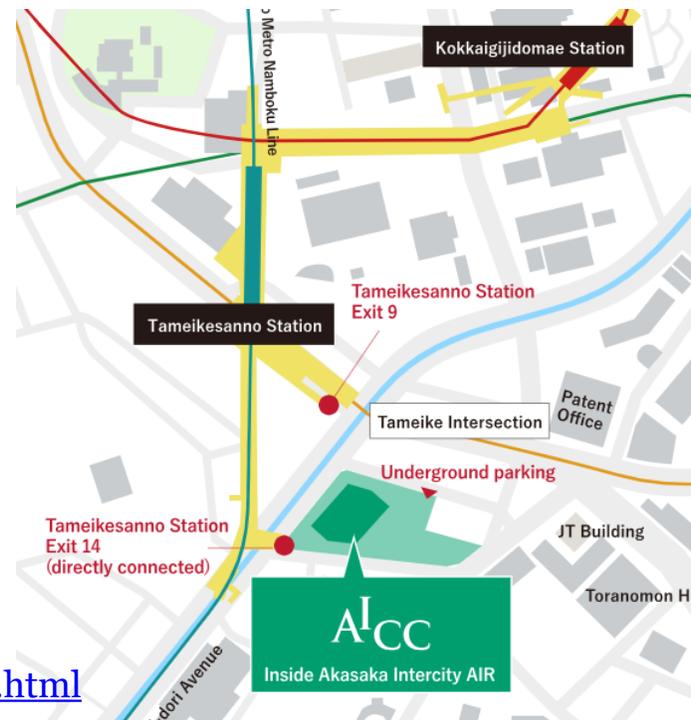
◆Kokkai-gijidomae Sta.*

(Tokyo Metro Marunouchi Line)

*Please note that AICC is roughly 1 km (!!)
from Kokkai-gijidomae Sta., so it is much
more convenient to use other routes, such
as changing to the Ginza Line at Akasaka-
mitsuke Station.

https://www.tokyometro.jp/lang_en/index.html

<https://www.jreast.co.jp/multi/en/>



Access to the venue for Drafting on 6th Feb.

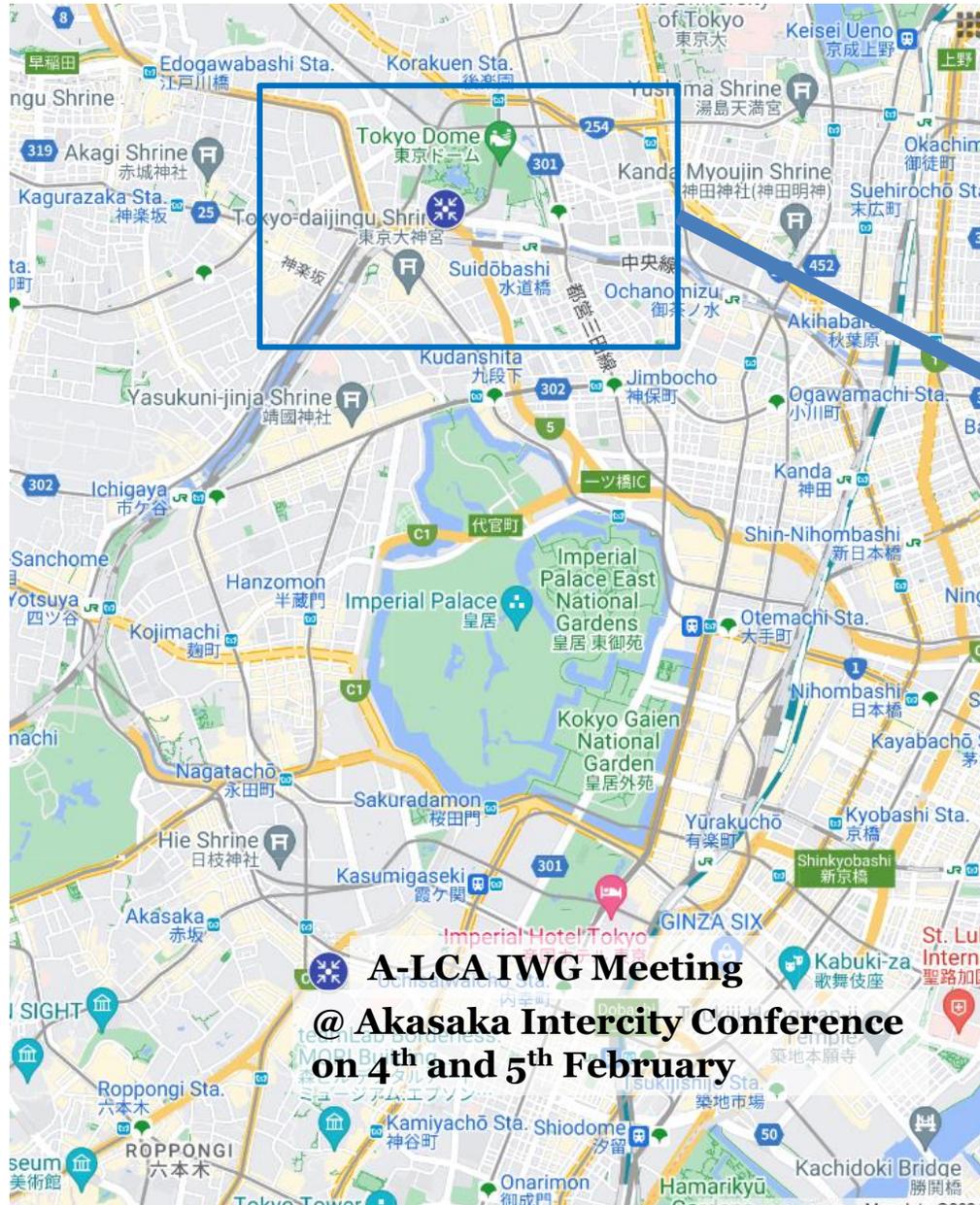


Venue: Toyota Motor Corporation Tokyo Head Office
Address: 1-4-18 Koraku, Bunkyo-ku, Tokyo

Nearest Stations : Iidabashi Station

Suidobashi Sta.
(JR Sobu line)

See Other Stations



A-LCA IWG Meeting

**@ Akasaka Intercity Conference
on 4th and 5th February**



**A-LCA Drafting Meeting
@ Toyota Motor Corporation
on 6th February**

Drafting Meeting Schedule *



9:00 ~ 9:30	Registration @ entrance		
	Room 211	Room 208*	Room 209*
9:30 ~ 10:00	How to proceed the drafting by Leaders		
10:00 ~ 11:15	Common parts		
11:30 ~ 12:15	SG2	SG3	SG4
12:15 ~ 13:00	Lunch (please see next slide)		
13:00 ~ 13:45	SG3	SG5	SG4
13:45 ~ 14:30	SG4		SG6
14:45 ~ 15:30	SG5		
15:30 ~ 16:15	SG6		
16:15 ~ 17:30	Common parts		

* : up to SG7 Leaders how to proceed the drafting and to utilize the rooms 208/209



**Room 211
Capacity : 30**



**Room 208
Capacity : 10**



**Room 209
Capacity : 10**

Lunch on 6th Feb. (Drafting Day)



Lunch

ランチ

Since you may have a difficulty to find out the restaurants near venue, it is recommended to take a lunch in Toyota building with pre-order unless you have a strong desire for the specific foods, like



KOISHIKAWA Lunch

¥2,500

Raw Sliced Fish, 2Kinds Small Dishes, Deep-fried food, Rice, Clear Soup, Japanese Pickles, Desert

Raw fish Beef Pork



Beef Stew Lunch

¥2,200

Beef Stew, Salad, 4Kinds Appetizer, Rice, Miso Soup, Dessert

Beef Pork



Sashimi Lunch

¥1,800

3Kinds of Raw sliced Fish, Simmered Fish, Small Dish, Rice, Miso Soup, Japanese Pickles, Desert

Raw fish



Pork Cutlet Lunch

¥1,000

Pork Loin Cutlet, Rice, Miso Soup, Japanese Pickles, Desert

Pork



Hamburger Steak Lunch

¥980

Hamburger Steak, Salad, Rice, Miso Soup, Japanese Pickles, Dessert

Beef Pork Chicken



Curry Lunch

¥750

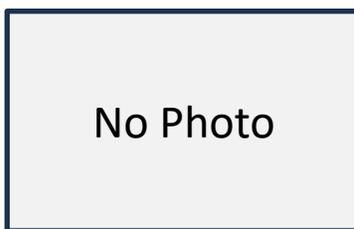
Curry Rice, Salad, Pickles (Soy Sauce Flavor), Dessert

Beef Pork

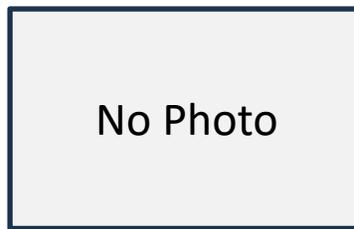


Chicken Lunch

Chicken



Vegan Lunch



Hotels that are close to the meeting location are:

- ANA INTER CONTINETAL TOKYO : [Experience Tokyo's Finest Luxury Hotel | ANA InterContinental Tokyo](#)
- THE CAPITOL HOTEL TOKYU : [Accommodation Plans | Directly connected to Tameike-Sanno Station \(Tokyo, Akasaka\) THE CAPITOL HOTEL TOKYU \[Official\]](#)
- Imperial Hotel : [IMPERIAL HOTEL | Official Website | Luxury Hotels in Japan](#)
- Tokyo Station Hotel : [The Tokyo Station Hotel in Tokyo - Book a luxury hotel](#)
- The Okura Tokyo : [The Okura Tokyo](#)
- Toyoko Inn Tokyo Tameike-sanno-eki Kantei Minami : [Hotel Toyoko Inn Tokyo Tameike-sanno-eki Kantei Minami - Hotel in Tokyo | Toyoko Inn - Hotel Reservation](#)
- Marunouchi Hotel : [Marunouchi Hotel 【Official】 \(Tokyo Marunouchi Otemachi\)](#)
- Dai-ichi Hotel Tokyo : [Dai-ichi Hotel Tokyo | Reservation - Shinbashi, Hibiya, Ginza](#)
- Daiwa Roynet Hotel SHIMBASHI : [Daiwa Roynet Hotel SHIMBASHI\[Official\]](#)
- CANDEO HOTELS TOKYO SHIMBASHI : [\[Official\] CANDEO HOTELS TOKYO SHIMBASHI | Hotel reservation](#)
- Sotetsu Fresa Inn Shimbashi Hibiya Exit : [Sotetsu Fresa Inn Shimbashi-Hibiya Exit \[Official Site\] Hotel near Shimbashi Station Hibiya Exit](#)

Please also search by apps. (booking.com, etc.) for your preference.

VISA Information



71 Countries and Regions for Visa Exemptions (8 April, 2024)

Asia	Europe
Brunei (14 days)	Andorra
Indonesia (Note 1)	Austria (Note 8)
Malaysia (Note 2)	Belgium
Republic of Korea	Bulgaria
Singapore	Croatia
Thailand (Note 3) (15 days)	Cyprus
Hong Kong (Note 4)	Czech Republic
Macao (Note 5)	Denmark
Taiwan (Note 6)	Estonia
	Finland
North America	North Macedonia
Canada	France
United States	
	Germany (Note 8)
Latin America and the Caribbean	Greece
Argentina	Hungary
Bahamas	Iceland
Barbados (Note 7)	Ireland (Note 8)
Brazil (Note 3)	Italy
Chile	Latvia
Costa Rica	Liechtenstein (Note 8)
Dominican Republic	Lithuania
El Salvador	Luxembourg
Guatemala	Malta
Honduras	Monaco
Panama (Note 3)	Netherlands
Mexico (Note 8)	Norway
Surinam	Poland
Uruguay	
	Portugal
Oceania	Romania
Australia	San Marino
New Zealand	
	Serbia (Note 3)
Middle East	Slovakia
Israel	Slovenia
Qatar (Note 9)	Spain
Türkiye (Note 7)	Sweden
United Arab Emirates (Note 3) (30 days)	
	Switzerland (Note 8)
Africa	United Kingdom (Note 8)
Lesotho (Note 7)	
Mauritius	
Tunisia	

Link: Exemption of Visa (Short-Term Stay) https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html



**If you have any question,
please contact**

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and

Ms.Toba(toba@jasic.org)