

25th ACSF Informal group session

Dear members of the IWG on ACSF

Please be invited to the 25th session of the IWG on ACSF in Tokyo.

- **Informal working group meeting Date:**
Tuesday, 21st January, 2020 starting at 13:30 until
Friday, 24th January, 2020 ending at 17:00
- **CP meeting Tuesday, January 21th**
starting at 9:30 ending at 12:30
- **Venue: AP Ichigaya**
Address: 1-10 Goban-cho Chiyoda-ku, Tokyo Japan

**Caution!! This meeting room is different from JASIC office
but the same room as for ACSF 16th meeting**

Registration

✘In the case, we have more than 70 registrations, we have to limit the participation to delegates, which have participated in the previous sessions on a regular basis.

Due to this fact, the Chairmen, Mr. Morimoto and Mr. Theis, decided a distribution of seats for participants as follows:

CPs: 30 seats

Industry: 30 seats

Other NGOs: 10 seats

10 seats from the NGOs like CITA, IMMA, SAE, as well as all 30 CP seats might not entirely be needed. After the deadline for the registration these “left over seats” could be distributed to industry.

Furthermore the chairmen ask industry to organize themselves and send the secretary a list of their representatives attending. Applies for registration of industry representatives to the secretary will not be considered.

In the case, we have more than 40 registrations from CPs and NGOs, we have to limit the participation to delegates, which have participated in the previous sessions on a regular basis.

Please consider this before you book your travel!

Registration

Please send the following information to;

Mr. Rudolf Gerlach (gerlach@de.tuv.com) and

Mrs. Yuko Babbish (babbish@jasic.org)

no later than 10th January, 2020.

- 1) your name
- 2) your title and name of your business
- 3) your e-mail address
- 4) your arrival and departure date if you don't participate in a full schedule.

If your registration cannot be considered, you will be informed latest 11th of January 2020.

Registrations done later than 10th of January 2020 will not be considered.

MAP

Google map;

https://www.google.com/maps/d/viewer?mid=13lqQh_nJ5AhEGCLwA6BQGvllnOE&hl=en_US&ll=35.69069912272502%2C139.73579670300637&z=18

AP Ichigaya

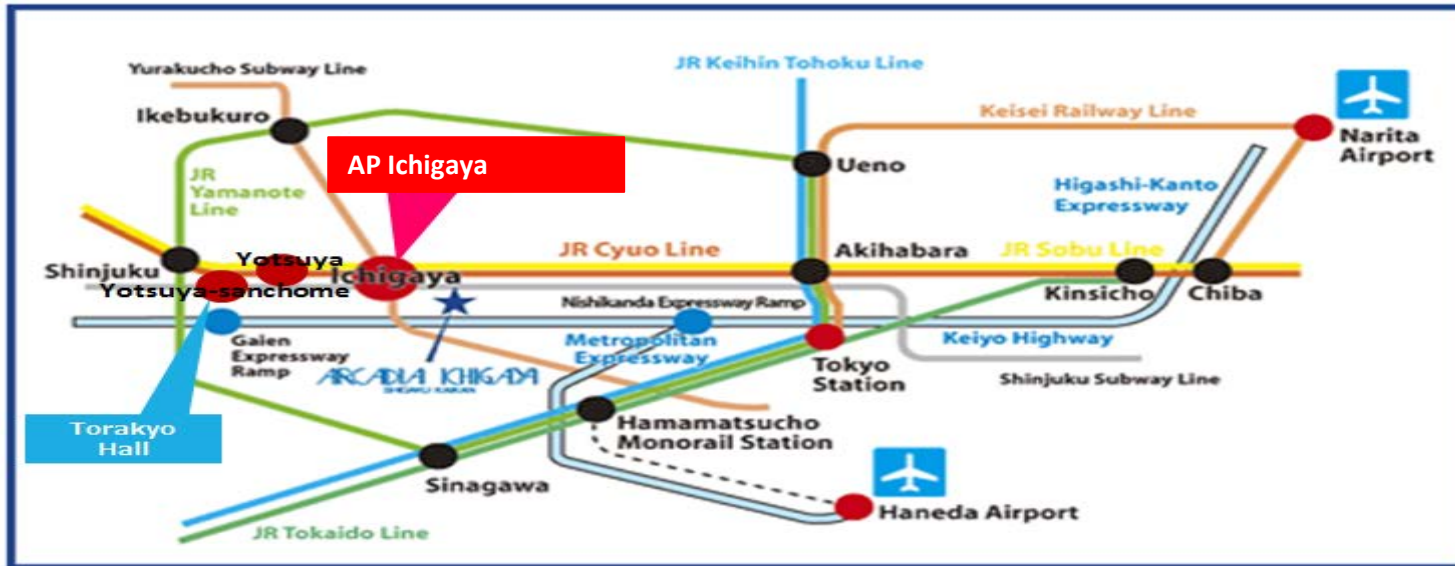
Address: 1-10 Goban-cho Chiyoda-ku,
Tokyo Japan

Tel: +81-(0)3-3511-3109

Fax: +81-(0)3-3511-7109



Access from the airports



From Narita Airport to AP Ichigaya

- 80-120 mins by **Airport Limousine Bus** to Shinjuku.
Limousine Bus service to Shinjuku is available every hour.
https://www.limousinebus.co.jp/en/bus_services/narita/shinjuku.html
From Shinjuku, take JR Sobu Line (yellow above) for Ichigaya.
- **Narita Express Train** is also available every hour and takes an hour to Shinjuku.
<http://www.jreast.co.jp/e/nex/>

From Haneda Airport to AP Ichigaya

- 60 mins by **Airport Limousine Bus** to Shinjuku.
Limousine Bus service to Shinjuku is available every hour.
https://www.limousinebus.co.jp/en/bus_services/haneda/shinjuku.html
From Shinjuku, take JR Sobu Line (yellow above) for Ichigaya.
- **By Train**
The easiest and quickest way to Ichigaya is:
 - ▶ Take the Tokyo Monorail from each of the airport terminals and get off at Hamamatsucho.
<http://www.tokyo-monorail.co.jp/english/index.html>
 - ▶ Transfer to the JR Yamanote Line at Hamamatsucho and get off at Akihabara.
<https://www.jreast.co.jp/e/destinations/tokyo/>
 - ▶ Change to the JR Sobu Line at Akihabara and get off at Ichigaya.

➤ By Taxi

The fare varies depending on traffic conditions for the route from each of the airport terminals to Ichigaya (5,000 yen ~ 10,000 yen).

Accommodations

Hotel Name (En)	Hotel name (Jpn)	URL	Access to the nearest station
TOKYO DOME Hotel	東京ドームホテル	http://www.tokyodome-hotels.co.jp/e/	5 minute walk to Suido-bashi Sta.
Hotel Agnes	アグネスホテル	http://www.agneshotel.com	5 minute walk to Iidabashi Sta.
Arcadia Ichigaya	アルカディア市ヶ谷	https://www.arcadia-jp.org/eng/	1 minute walk to Ichigaya Sta.
Tokyo Green Palace	東京グリーンパレス	https://www.tokyogp.com/english/	1 minutes walk from Kojimachi Station (Yurakucho Subway Line) 7 minutes walk from Ichigaya Station (JR Sobu Line or Yurakucho / Namboku Subway Line)
APA Hotel (Shinjuku Gyoemmae)	APAホテル<新宿御苑前>	https://www.apahotel.com/en/hotel/shutoken/shinjukugyoemmae/	1 minute walk to Sinjukugyoen Sta.
Shinjuku CITY Hotel N.U.T.S Tokyo	新宿 CITY HOTEL N. U. T. S 東京	http://hotel-nuts.com/eng/index.php	5 minute walk to Shinjyuku-Gyoen Sta.
Hotel New Otani	ホテルニューオータニ	http://www.newotani.co.jp/tokyo/	5 minute walk to Akasaka Mitsuke Sta.
ANA Intercontinental Tokyo	ANAインターコンチネンタルホテル東京	http://www.anaintercontinental-tokyo.jp/e/access/	5 minute walk to Tameike-Sanno Sat.
KEIO Plaza Hotel	京王プラザホテル	http://www.keioplaza.com/	10 minute walk to Shinjuku Sta.
Hyatt Regency Tokyo	ハイアットリージェンシー東京	http://tokyo.regency.hyatt.com/en/hotel/home.html	10 minute walk to Shinjuku Sta.
The Capital Hotel Tokyu	キャピトルホテル東急	http://www.capitolhoteltokyu.com/en/index.html	Direct access to Tameike-sanno Sta./Kokkai-Gijidomae Sta.
Akasaka Excel Hotel	赤坂 エクセルホテル東急	http://www.tokyuhotelsjapan.com/en/hotel/TE/TE_AKASA/index.html	1 minute walk to Akasaka-Mitsuke Sta.
Hotel WING International	Hotel WING International	https://wing-international-tokyo-yotsuya-jp.book.direct/en-gb	5 minute walk to Yotsuya-Sanchome Sta.
TOKYU STAY YOTSUYA	東急ステイ四谷	http://www.tokyustay.co.jp/e/hotel/YOT/	3 minute walk to Yotsuya Sta.

Other Information

- JASIC Website
http://www.jasic.org/e/03_location/location_jasic.htm
- Narita Airport Website
<http://www.narita-airport.jp/en/index.html>
- Haneda Airport Website
<http://www.haneda-airport.jp/inter/en/>
- JR lines in the Tokyo area
<https://www.jreast.co.jp/e/downloads/>
- Tokyo Metro Guide
<http://www.tokyometro.jp/en/index.html>
- General information on Japan
<http://www.jnto.go.jp/eng/>
- General information on Tokyo
<http://www.gotokyo.org/en/index.html>

**If you have any question,
please contact with
Mrs. Babbish**

babbish@jasic.org

**How to access AP Ichigaya
How to access Hotel**