

General Information for the Democrats Abroad Global Meeting

25-27 May 2018, Tokyo, Japan

Welcome to Tokyo!

Democrats Abroad - Japan is pleased to welcome you to the Democrats Abroad Global Meeting held in Tokyo, Japan from 25-27 May, 2018! Please find below logistical information of the meeting including dates, venue, accommodation, transportation and other relevant details.

Dates and Venue All meetings will be held at the TKP Shinagawa Conference Center

The TKP Shinagawa Conference Center is located in the Minato area of Tokyo. The nearest rail station is Shinagawa Station (3 minute walk). Please refer to the following travel information and maps to find your way to the venue.

◆ 25th May, 2018 (00:00-00:00):

◆ 26th May, 2018 (00:00-00:00):

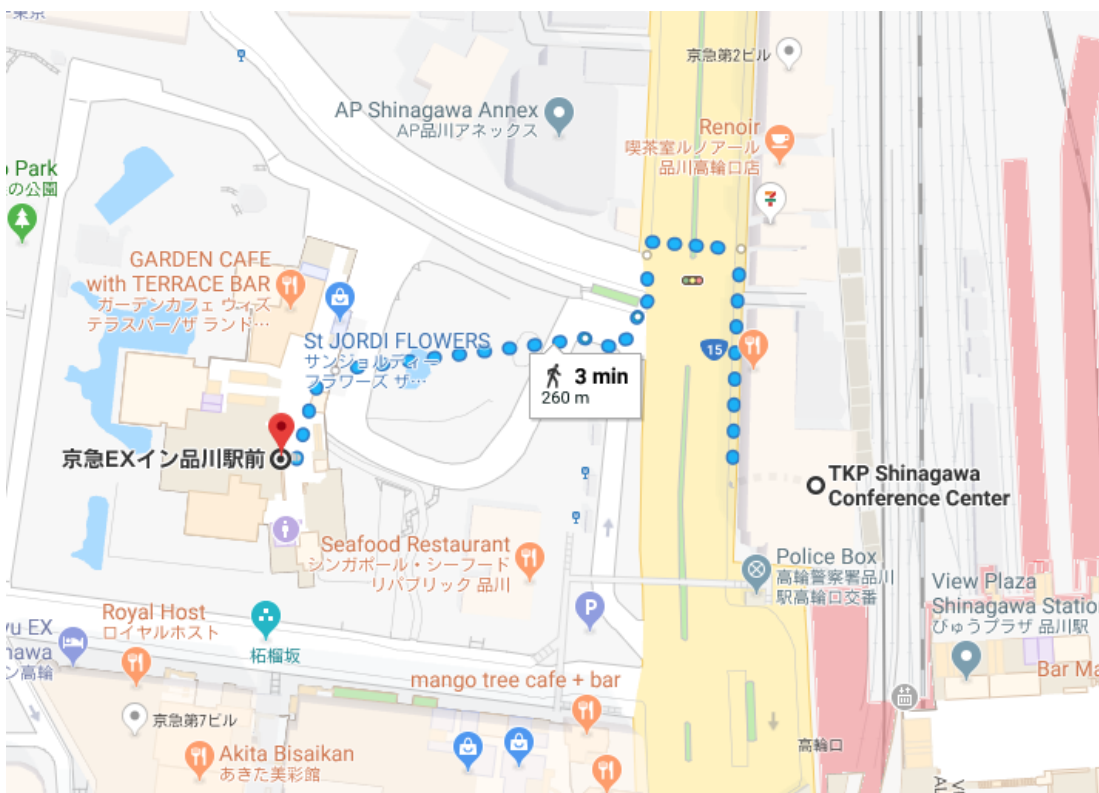
◆ 27th May, 2018 (00:00-00:00):

Please come to the ground floor of the **TKP Shinagawa Conference Center** at 00:00. Our volunteers will show you the way to the meeting rooms.

Accommodation *For those who requested for Democrats Abroad - Japan to make a group booking for the meeting

You may have already reserved a room with your name at the **Keikyu EX-Inn Shingawa-Station Hotel**. It is located inside the **Shinagawa Goos Building** in an area of Tokyo called Minato. The hotel is in walking distance (3-5 minutes) from the TKP Shinagawa Conference Center and Shinagawa Station – to reach the hotel, please take the **Takanawa Exit** of Shinagawa Station.

From Shinagawa Station, you can take a multitude of different lines with connections to conveniently reach other areas of Tokyo, take day trip in the greater Kanto area, or embark on trip to another region of Japan. Please see the maps attached for directions to the TKP Shinagawa Conference Center.



Facilities on the Premises

This hotel is located between the 6th and 27th Floors of SHINAGAWA GOOS.

30F ●THE LANDMARK SQUARE TOKYO
(Restaurant Cherry with Sky Bar)
("Lotus" High-Rise Banquet Hall)

29F ●THE LANDMARK SQUARE TOKYO
("Coast" High-Rise Banquet Hall)
("Monika" High-Rise Banquet Hall)
("Cohiba" High-Rise Banquet Hall)

6-27F Guest Rooms



4F ●TOH-TEN-KOH (Chinese cuisine)

Hotel Reception Desk

●Ōshima (Japanese cuisine from Kaga)
●GARDEN RESTAURANT

3F ●GARDEN CAFÉ
●Karada Barista(Massage)

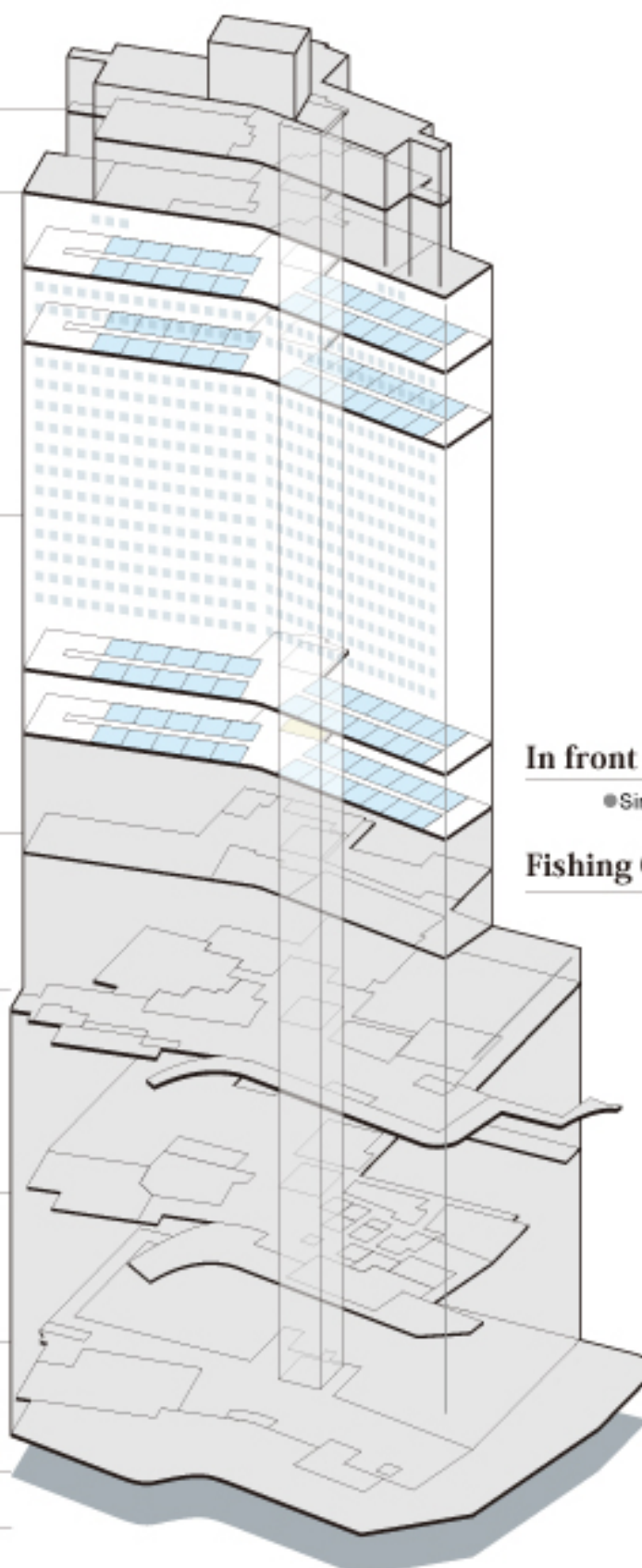
●SEIKATSU SAIKA Quality Store
(Convenience store)
●T.G.I.Friday's (Casual American dining)
●CASUAL STEAK HOUSE RIB
●PIZZA & TAPAS cibo
●September roast coffee
●KANDOU NIPPON real store
●Bar segredo

2F ●THE LANDMARK SQUARE TOKYO
(Wedding & Banquet Gallery)

1F ●Garden City Shinagawa
(Conference rooms for leasing)

B1-B3F Parking area (coin parking lot)

B2F ●GOLDNAIL & shop



In front of Shinagawa GOOS's garden.

●Singapore Seafood Republic

Fishing Garden

*Payment must be settled at each establishment.

Immigration Requirements

Citizens of the United States do not need to obtain a visa to enter Japan when their visits are for tourism or conferences and may stay up to 90 days. You must have a passport that is valid for six months at the time of entry. If you are residing in a country other than the United States, please bring your resident card or equivalent identification.

If you are travelling with others who are citizens of other nations, please check with your airlines or the embassy or consulate of Japan in your area about visa requirements. Travelers requiring an entry visa are advised to apply early, since it may take two weeks or more to obtain it. Please note that it is participants' responsibility to obtain an appropriate visa to enter Japan.

For your reference, citizens of the below listed countries and regions are not required to obtain a visa to enter Japan as of July 2017. The period of stay is at least 90 days unless otherwise indicated.

Asia		Europe	
	Brunei (15 days)		Andorra
	Hong Kong		Austria
	Indonesia (15 days)		Belgium
	Macau		Bulgaria
	Malaysia		Croatia
	Republic of Korea		Cyprus
	Singapore		Czechia
	Taiwan		Denmark
	Thailand (15 days)		Estonia
Americas			Finland
	Argentina		France
	Bahamas		Germany
	Barbados		Greece

 	Canada		Hungary
 	Chile		Iceland
 	Costa Rica		Ireland
 	Dominican Republic		Italy
 	El Salvador		Latvia
 	Guatemala		Liechtenstein
 	Honduras		Lithuania
 	Mexico		Luxembourg
 	Suriname		Macedonia
 	United States		Malta
 	Uruguay		Monaco
Oceania			Netherlands
 	Australia		Norway
 	New Zealand		Poland
Middle East			Portugal
 	Israel		Romania
 	Turkey		San Marino
 	UAE (30 days)		Serbia
Africa			Slovakia

 Lesotho	 Slovenia
 Mauritius	 Spain
 Tunisia	 Sweden
	 Switzerland
	 United Kingdom

Reference: Ministry of Foreign Affairs of Japan, “Visa/ Residing in Japan”
http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html#notice01

Airports

Tokyo has two airports, Narita International Airport which handles a large number of international flights as well as domestic and international flights by many low-budget airlines, and the more centrally located Haneda Airport (HND), which handles the city's main share of domestic traffic and an increasing number of international flights.

Narita Airport (成田空港, Narita Kūkō, NRT) is located in the city of Narita in Chiba Prefecture, about 60 kilometers outside of Tokyo. It consists of three terminal buildings: terminal 1, terminal 2 and terminal 3. Terminal 1 and 2 each have a railway station in their respective basements. Terminal 3 serves low-budget airlines and is connected with terminal 2 by a pedestrian walkway. Free shuttle buses operate between all three terminals.

Haneda Airport (羽田空港, Haneda Kūkō, HND) is located less than 30 minutes south of central Tokyo, considerably closer to the city center than Narita Airport. Domestic flights use the airport's two other terminals 1 and 2: **terminal 1** is mainly used by JAL, while **terminal 2** is mainly used by ANA. Free shuttle buses operate frequently between all terminal buildings (outside of the security check). Transit passengers between the domestic and international terminals may also use the monorail or Keikyu Railway for free if they get a special transit pass at the information counter. In addition, ANA and JAL operate direct buses for checked-through passengers between the secure areas of the international and their respective domestic terminals to further reduce transit times.

Portable WiFi/Sim Cards

Public Wi-Fi (Free Wi-Fi) Hotspots

Public Wi-Fi for free use has become more and more readily available. Tourists will encounter these networks at airports, major railway stations, and even at the top of Mount Fuji. Public WiFi may require cumbersome advance registrations, and allow only short term access on an hourly basis and limited to specific devices (Smartphone, iPhone).

Paid Wi-Fi Hotspots

Paid Wi-Fi hotspots are available. A one-day pass typically costs around 500-800 yen. You can use all devices not only smartphones but also laptops and tablets. Occasionally, some services require a Japanese credit card.

Prepaid / Rental SIM card

To use prepaid / Rental SIM cards, your device has to meet the following requirements:

- Your device must be UNLOCKED.
- The device must support one of the following frequency
 - 4G(LTE) : Band 1 (2100MHz), Band 19 (800MHz), Band 21 (1500MHz)
 - 3G(W-CDMA/HSDPA/HSUPA): Band 1 (2100MHz), Band 19 (800MHz)

In Japan, frequency bands are not the same in all places.

If your device does not support the frequency of the place you are in, you might not get connected.

If you are not familiar with phone settings, Rental Portable WiFi may be a better choice. Portable (Mobile) WiFi can be picked up at airport counters, and must be returned when you depart Japan.

For a list of mobile WiFi rental services at **Haneda Airport**, please follow the below link and look under the **Cell Phone Rental** category

<http://www.haneda-airport.jp/inter/en/premises/service/internet.html>

For a list of mobile WiFi rental services at **Narita Airport**, please follow the below link

https://www.narita-airport.jp/en/service/svc_19

Transportation

Tokyo is covered by a dense network of **train**, subway and **bus** lines, which are operated by about a dozen different companies. The train lines operated by JR East and the subway lines are most convenient for moving around central Tokyo.

A whole variety of day passes is available for the **Tokyo** area, however, most of them are overpriced and/or not very practical because they do not cover all of Tokyo's train and subway lines. This includes any JR Pass, which is great for travelling across Japan, but can be inconvenient for travelling around Tokyo, as you may need to transfer to lines owned by different companies that wouldn't be covered in a JR Pass. Consequently, single tickets or prepaid cards usually come cheaper, especially if you plan your city sightseeing in a geographically wise way.

Prepaid IC cards are generally the recommended way to get around Tokyo. Prepaid cards don't give you any discounts over single tickets, but they provide convenience as you can ride virtually any train or bus in **Greater Tokyo** (and many **other major cities** in Japan) with just a simple swipe over a card reader. They can also be used to make quick purchases at a constantly increasing number of shops in Tokyo (and across the country). They are also a neat souvenir of your time in Japan!

Two types of **IC cards** are available for purchase in Tokyo:

- **Suica** cards at JR stations – these cards have the cute penguin on them
- **Pasmocards** at non-JR stations – these cards typically have a less-cute pink train on them



Furthermore, **eight IC cards** from other major cities of Japan can also be used on the trains and buses of Tokyo, including Icooca, Kitaca, Toica, Manaca, Pitapa, Sugoca, Nimoca and Hayakaken.

While you can use taxis and other ride share services within the Tokyo area, public transportation here is the cheaper and more efficient way to get around. Allow yourself some extra time in getting to your destination as you familiarize yourself with the transit system. Signage is generally provided in English. Try and save money and reduce your carbon footprint by planning to take public transit.

Note: Be careful to watch if the train or bus you are boarding is an **express** or **limited express**. These do not stop at all stops on the given route and you may miss your stop. If you are navigating by Google Maps or Hyperdia, take the train at the time suggested, and not an earlier or later one as you may step onto an **express** or **limited express** which may bypass

your desired stop.

Means of access to/from Narita Airport

JR Narita Express (NEX)

- About 3000 yen, 60 minutes to central Tokyo
- Departures every 30-60 minutes

The Narita Express is a fast and comfortable airport train into central Tokyo (serving Tokyo, Shinagawa, Shinjuku and Ikebukuro Stations), the Tokyo Tama region, [Yokohama](#) and [Saitama](#) (and [Kawaguchiko](#) on selected days). **All seats are reserved.** The [NEX Tokyo Round Trip Ticket](#) for foreign travelers provides a discount over regular tickets.

JR Sobu Line (Rapid Service)

- About 1300 yen, 85 minutes to central Tokyo
- Departures every 60 minutes

The Rapid Sobu Line is the inexpensive JR alternative to the Narita Express, connecting the airport with [Tokyo Station](#) and [Yokohama](#). The Rapid Sobu Line is a normal commuter train, which stops at several stations between the airport and Tokyo and can become crowded during [rush hours](#). **Seat reservations are not possible.**

Keisei Skyliner

- About 2500 yen, 40 minutes to central Tokyo
- Departures every 20-40 minutes

The Keisei Skyliner provides the fastest connection into central Tokyo, connecting the airport with [Ueno Station](#). It is a comfortable [train](#) for travelers to and from the airport. **All seats are reserved.** Keisei offers discount ticket packages to arriving tourists that combine the Skyliner ride from the airport to central Tokyo with day passes for the subway lines in Tokyo. If [purchased in advance](#), foreign tourists pay only 2200 yen for the one way ride.

Keisei Limited Express

- About 1000 yen, 75 minutes to central Tokyo
- Departures every 20 minutes

The most inexpensive option by Keisei Railways, the Keisei Limited Express is the cheapest way to get from the airport into Tokyo. It is a normal commuter train, which stops at several stations between the airport and Tokyo and can become crowded during rush hours. **Seat reservations are not possible.**

Keisei/Keikyu Narita-Haneda Limited Express

- About 1200 yen, 60 minutes to central Tokyo
- Departures every 40 minutes

Trains named "Access Express" or "Airport Kaitoku" directly connect Narita Airport to Tokyo's other airport, [Haneda Airport](#) via the Narita Sky Access Line, Asakusa Subway Line and Keikyu Airport Line. Along the way they stop several times in central Tokyo, including [Asakusa](#), [Ginza](#) and [Shinagawa](#). **Seat reservations are not possible.**

Bus

- About 900-3200 yen, 60-90 minutes to central Tokyo

Several [bus](#) companies offer connections to various places in the Tokyo area and neighboring [prefectures](#), including direct connections to major hotels across central Tokyo. Conventional "limousine buses" cost around 3200 yen one way, but several cheaper bus services have entered the competition recently, offering one way fares of around 1000 yen.

Taxi

- About 20,000 yen, 60-90 minutes to central Tokyo

Because Narita Airport is located about 60 km outside of Tokyo, a [taxi](#) ride into central Tokyo is very expensive and not recommended to common travelers.

Means of access to/from Haneda Airport

Tokyo Monorail

- 15 minutes, 490 yen to Hamamatsucho Station
- First arrival at 5:12; last departure at 0:10

The Tokyo Monorail connects Haneda Airport with Hamamatsucho Station on the [JR Yamanote Line](#). Although the monorail is not a JR line, it is fully covered by the [Japan Rail Pass](#), [JR Tokyo Wide Pass](#), [JR East Nagano Niigata Area Pass](#), [JR East Tohoku Area Pass](#) and [JR East South Hokkaido Pass](#).

Keikyu Railways

- 15 minutes, 410 yen to Shinagawa Station
- First arrival at 5:29; last departure at 0:01

Keikyu Railways connects Haneda Airport with Tokyo's [Shinagawa Station](#) and the Asakusa Subway Line, as well as [Yokohama](#) and [Kanagawa Prefecture](#). Keikyu offers discount ticket packages to arriving tourists that combine the Keikyu ride from the airport to central Tokyo with day passes for the subway lines by Tokyo Metro and/or Toei.

Limousine Bus

- 30-80 minutes, 620-2000 yen to various places in central Tokyo
- First arrivals around 4:30; last departures around 2:00

Multiple [bus](#) companies offer connections to various places in Tokyo and neighboring [prefectures](#), including direct connections to major hotels.

Taxi

A [taxi ride](#) into central Tokyo typically costs between 5,000 and 11,000 yen depending on the destination and time of the day (there is a surcharge during late night; typically 20% between 10pm and 5am).

Travel Insurance

Japan is a safe and welcoming place to travel to, however, it is recommended you buy travel insurance before coming to Japan, just like with any other destination. Be sure to get a policy that covers not only medical care, but also lost luggage, cancelled hotel and/or plane tickets, and damaged or stolen property (although theft in Japan is extremely rare, it does happen).

Dietary Requirements

One challenge you may face in Japan is that dietary needs are simply not always catered to. If you are from a country or culture where this is common, this may come as a surprise. However, dietary requirements – no matter how serious – cannot always be accommodated in Japan.

Fortunately, it is definitely possible to travel in Japan with special dietary requirements, and the writers at Boutique Japan have put together a great list of resources if you require vegetarian, vegan, Kosher, or Halal food. They also provide helpful tips about communicating food allergies. Check out their compiled resources at:

<https://boutiquejapan.com/dietary-requirements-japan/>

Etiquette Tips in Japan

Meeting and greeting

Bowing: Bow politely when you meet someone, thank them, or say goodbye. The depth, duration and number of bows is something non-Japanese aren't expected to understand and visitors are unlikely to offend if they don't do this perfectly. If a Japanese person bows to you, an incline of the head in return will usually suffice. Japanese do sometimes also shake hands, but it's best to wait for the opposite party to offer their hand before thrusting yours forth.

Gifts: Returning from a trip, the change of seasons, and moving into a new home are among the many reasons gifts might be exchanged in Japan. For visitors, it's a great idea to bring small gifts from your home country, especially if you'll be staying with locals, or in case you need to say 'thank you' to someone during your trip. The simple gesture of sharing something from your home will be greatly appreciated – think souvenir key rings, chocolate bars, and other treats only available in your country. Avoid expensive or flamboyant offerings.

Two hands: The exchanging of business or name cards is still an important part of more formal introductions in Japan. You should use two hands when giving and receiving cards. This also goes for giving and receiving gifts.

Footwear rules

Shoes off: If a building has a sunken-foyer entrance (called a *genkan*), and there are rows or shelves of footwear by the door, it's a clear sign you're expected to remove your shoes. You'll always have to remove footwear when entering a private home, traditional accommodation (*minshuku* or *ryokan*), and temple halls. Some restaurants with *tatami* (woven straw matting) areas will also require visitors to take off their shoes, as will some hostels and historic sites. Wherever you're required to remove footwear, this is non-negotiable. (If you're uncomfortable with the current state of your socks, consider getting yourself a new supply before your trip.)

Slippers off: When you take off your shoes, you'll usually be given the option of a pair of slippers for walking around inside. These are fine on wooden and other flooring, but you should never wear slippers in a *tatami* room: remove them before stepping on *tatami* and place them at the room entrance.

Eating and drinking

Chopsticks: There are a number of dos and don'ts related to the use of chopsticks. The main ones to keep in mind are to not leave chopsticks standing upright in a bowl of rice, or use them to pass food directly to another person's chopsticks. These actions are reminiscent of rituals associated with funerals and the dead. Also avoid anything that might be considered 'playing' with your chopsticks (this includes using them as a spear, drumming on the table, waving them to get the waiter's attention, and using them to get at that itch on your back).

Slurping: When eating noodles in Japan, it's standard practice to slurp them. Eat in any noodle restaurant and you'll be surrounded by fellow diners noisily and unabashedly slurping away.

Tipping: There is no custom of tipping in Japan! Leaving a little extra cash on the table at a restaurant will often result in a waiter chasing you down the street to give it back.

Public behaviour

Quiet, please: It's considered rude to speak on your mobile phone while on trains and buses, and announcements encourage travelers to switch phones to silent mode. People also tend not to speak loudly when travelling on public transport, so as not to disturb fellow passengers. If staying in an apartment or hotel, please use headphones to listen to music or television after 8pm, and speak quietly on the phone or when talking to companions after that hour.

Queuing: At busy times when waiting to board a train, Japanese form an orderly queue. Train station platforms will have markings showing where the carriage doors will pull up, and may have lines drawn on the platform to guide the direction of the queues.

Sniffles: It's considered uncouth to blow your nose in public. You may also see people walking around wearing surgical-style masks – some choose to use these when they have cold or flu to help prevent passing on their ailment to others. Others may be wearing them to avoid passing on germs to their household if it is flu season or there is a cold going around – especially if they live with young children, an elderly relative, or someone with a compromised immune system. Be polite to your hosts in Tokyo and wear a surgical mask if you have a cold or allergies that cause sneezing. These are available at almost any pharmacy.

Public displays of affection (PDAs): While there are no laws against kissing, hand holding, or long embraces in Japan, in general these behaviors are frowned upon in public. You may find locals doing this, but they tend to be teenagers out on the weekend. If you want to put your best face forward and come across as more adult, in addition to avoiding long stares and awkward silences, save PDAs for private.

Language matters

Don't assume: It's not uncommon to meet Japanese who are keen to practice their English skills, but English is not as widely understood as some visitors expect and many people will be uncomfortable or too shy to use it. It's best not to approach people with the assumption they will be able to speak it.

Some Basic Phrases: A few basic words and phrases in Japanese will go a long way, and locals will be disproportionately impressed by even your most tortured attempt at speaking their language. *Su-mi-ma-sen* ('excuse me', which can also be used for 'sorry'), *a-ri-ga-tō* ('thank you'), *ei-go ga ha-na-se-mas ka* ('do you speak English?'), and *wa-ka-ri-ma-sen* ('I don't understand') are all very handy for starters.

Fast facts for traveling to Tokyo



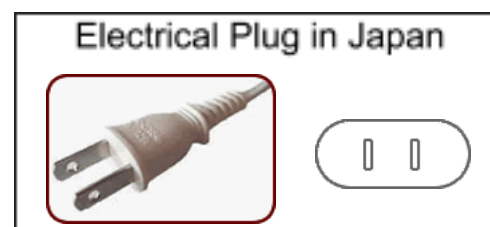
<Time>

Local time is GMT +9 hours.



<Electricity>

Electricity voltage for domestic use is 100 volts, AC 50Hz with 2-pin (right) power outlets in Tokyo.



<Currency>

The currency exchange rate as of the 28th of March, 2018 for Japanese Yen is approximately **JPY 106 to USD 1.00**. Currency exchange to Japanese yen is available at banks and stores displaying the "Authorized Money Changer" sign. Banks in Narita and Haneda international airports also offer currency exchange services. **It is recommended to have some cash in Japanese yen before heading for central Tokyo as credit cards are not always accepted in local shops/ restaurants, especially for small amount.** Tipping is not a general custom in Japan.



<Weather>

Tokyo weather in May: Days start to get longer, with the sun rising at about 4:30am and staying up until almost 7:00pm. The average maximum temperature is 21C/ 70F and average minimum temperature is 14C/ 57F. May tends to be slightly rainier than April. A light jacket or sweater for cooler mornings and evenings is all that is needed, as well as the ubiquitous umbrella all residents carry. You can check the weather and forecasts in Tokyo on the website below.

AccuWeather: <https://www.accuweather.com/en/jp/tokyo/226396/weather-forecast/226396>

Public



<Transport>

You may find the public transportation system in Tokyo rather complicated, but the following route finders offer information on train connections and time schedule to facilitate your travel in Japan:

<http://world.jorudan.co.jp/mln/mlnorikae.cgi>

***Please note: public transport (trains, subways and buses) in Tokyo does NOT run 24 hours!!** If you plan to travel late at night or early in the morning, make sure you check the timetable before you set off. Taxi can be found at any time of the day in central Tokyo, but additional charge is applied to travel between 22:00 – 5:00.

<Travel Information>



There are various sources of tourist information for travelers to Japan. You will find the information centres in airports, major stations and tourist attractions. The Official Tokyo Travel Guide, "GO TOKYO" offers abundant information for travelers, from Free Wi-Fi spot information to a handy restaurant guide:

<http://www.gotokyo.org/en/index.html>



<Numbers to call in case of emergency>

Police: 110

Fire, Ambulance and Emergency Rescue: 119

You are advised to have contact details of your embassy or consulate-general in Japan in case of emergency. The list of embassies and consulates-General in Japan and other useful links at time of disaster can be found in the following website: https://www.tokyo-icc.jp/english/information/link_06.html#6-1

Local contacts

Should you have any concerns or problems in Japan, please do not hesitate to contact: