



North Pacific Fisheries Commission

NPFC-2017-COM03-MIP01

**DETAILS FOR THE 2nd TECHNICAL AND COMPLIANCE COMMITTEE;
1st FINANCE AND ADMINISTRATION COMMITTEE; AND 3rd
COMMISSION MEETINGS**

10-15 July 2017

Sapporo, Japan

The 2nd Technical and Compliance Committee meeting, 1st Finance and Administration Committee meeting and the 3rd Session of the Commission will be held in Sapporo, Japan during 10-15 July 2017. To facilitate your travel arrangement, the Secretariat and Organizer have prepared information for your reference as below.

- Dates
- Venue of Meetings
- Meeting Contact Documentation
- Visa Information
- Accommodation Guide
- Airport Information and Transport to Hotels Near the Meeting Venue
-
- Meeting Registration

1. Dates

The meetings commence on 10th July 2017 and carry on through to 15th July 2017 as follows:

- 2nd Technical and Compliance Committee (TCC), 10-12 (noon) July 2017
- 1st Finance and Administration Committee (FAC), 12 July 2017 (1300-1800 hrs)
- 3rd Annual Session of the NPFC, 13-15 July 2017

2. Meeting Venue

The meetings will be held at the **HOTEL EMISIA SAPPORO**, located at 5-25, Atsubetsu Chuo 2-Jo 5 Chome, Atsubetsu-Ku, Sapporo, 004-0052, Japan. (Tel +81-11-895-8811; Mail emisia.sapporo@hotel-emisia.com).

3. Meeting registration

Online registration service for participants is on the new NPFC website www.npfc.int.

Please register through the web **by June 25th, 2017**.

4. Visa information:

An official invitation letter is essential for participants to apply for a Japanese visa. Each delegation is kindly requested to provide information in the form of **Attachment 1** to the meeting coordinator, Mr. Nobushige Shimizu (nobushige_shimizu640@maff.go.jp), **by 9 June 2017**, a list of planned participants, preferably in batch to facilitate the invitation letters from Japan for visa purposes.

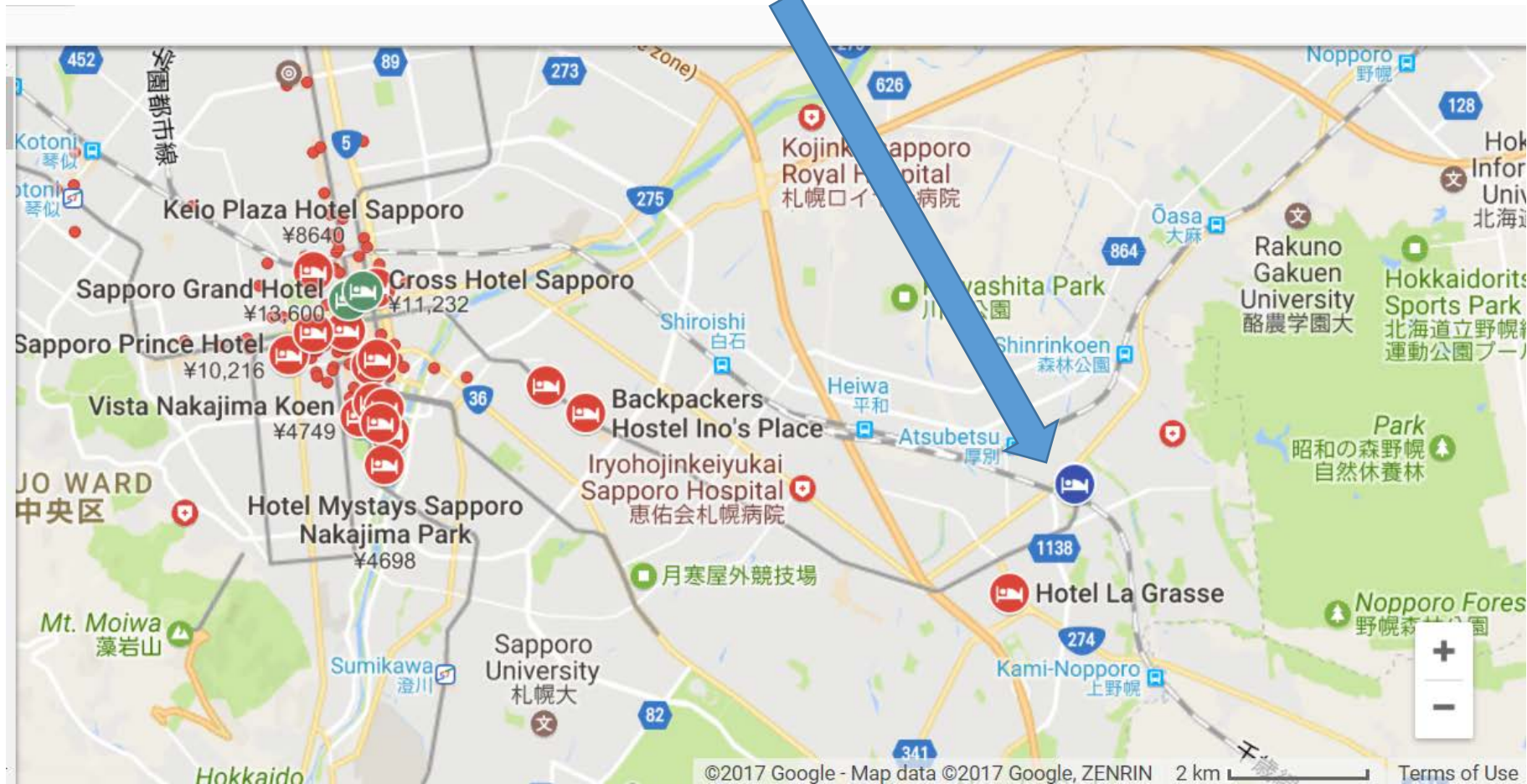
5. Accommodation

Each participant is responsible for making his or her own hotel arrangement. There are several hotels in the Sapporo Area, however this is a very popular area for summer vacations, consequently it is recommended that participants book their accommodation early. There are some 200 hotels located in the Sapporo area and many in the city centre, approximately 9km away from the meeting venue. The venue hotel is presented below, however for a wider list of hotels, the following websites can assist:

1. https://www.tripadvisor.com/SmartDeals-g298560-Sapporo_Hokkaido-Hotel-Deals.html
2. https://www.tripadvisor.com/Hotels-g298560-Sapporo_Hokkaido-Hotels.html
3. <https://www.hotels.com/de1748754/hotels-near-sapporo-station-sapporo-japan/>

Hotel Name	Location	Reservation
Hotel Emisia Sapporo	Meeting Venue	<p>Address: 5-25, Atsubetsu Chuo 2-Jo 5 Chome, Atsubetsu-Ku, Sapporo, 004-0052, Japan. Tel: +81-11-895-8811 Web site: http://www.hotel-emisia.com/contents/english/index.html</p> <p>Note: 5 rooms per delegation have been pre-booked at the Emisia Hotel. If other rooms are required participants are encouraged to book at other hotels in the area. To avail of the five pre-booked rooms, delegations are requested to complete the reservation form (Attachment 2) and send it to Mr. Tatsuya Omura (ta-oomura@nitsu.co.jp) by June 14.</p> <p>Further, please note that if participants are having difficulties finding rooms, please contact Mr. Nobushige Shimizu (nobushige_shimizu640@maff.go.jp).</p>

EMISIA HOTEL – Meeting Venue



6. Airport Information and Transfer to Hotel

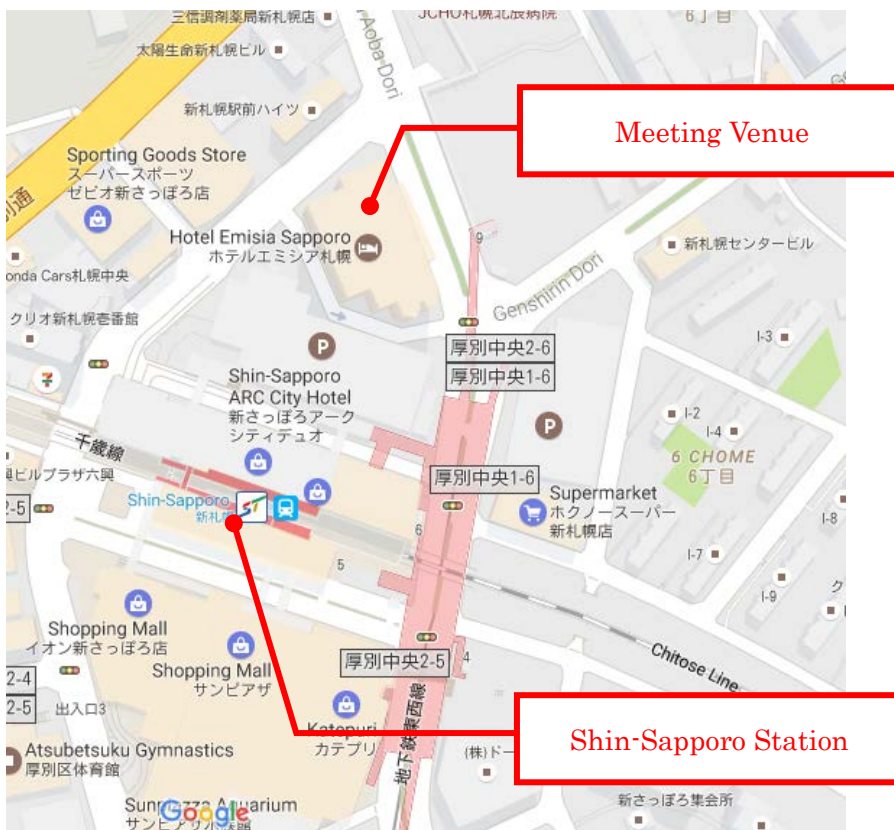
The meeting venue is located approximately 40km from New Chitose Airport and 9km from the city center.

Public transport is available between the New Chitose Airport and the city center or the meeting venue



From *New Chitose Airport*, by JR Rapid Train, the trip takes about 28 minutes and 1,400JPY to Shin-Sapporo Station and about 37min and 1590JPY to Sapporo Station (the city center). JR Rapid Train runs every 15 minutes during the day.

From *Sapporo Station* to Shin-Sapporo Station, by JR Rapid Train, the trip takes about 8 minutes and 280JPY (unreserved seats).

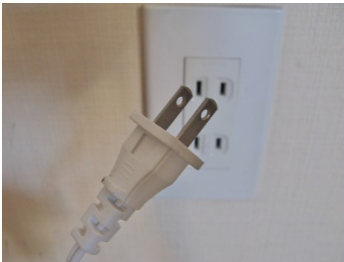


7. Social Events

To be determined and announced at the meeting.

8. Others

The voltage in Japan is **100 Volt**, which is different from North America (120V), Central Europe (230V) and most other regions of the world. Japanese electrical plugs have two, non-polarized pins the fit into North American outlets, as shown above.



A portable plug adaptor may be necessary to use your electronic devices.

9. Meeting Registration

Participants will be able to register and pick up their information package in the following time:

TCC meeting (10 July) – from 8:30 to 9:00 for Heads of Delegations (and their advisers, if necessary),

from 9:30 to 10:30 for other participants;

FAC meeting (12 July) – from 13:00 to 13:30;

NPFC meeting (13 July) – from 8:30 to 9:00.

If this registration time is not convenient for you, please ask the Secretariat staff in the Secretariat room for your registration.

If you have any questions regarding *visas*, please do not hesitate to contact:

Mr. Nobushige SHIMIZU

Tel: +81-3-3591-1086

Fax: +81-3-3504-2649

E-mail: nobushige_shimizu640@maff.go.jp

If you have any questions regarding *meeting preparations*, please do not hesitate to contact:

Mr. Mervin OGAWA

Tel: +81-3-5479-8717

E-mail: mogawa@npfc.int

Attachment 1

The Fisheries Agency of Japan is willing to prepare an Invitation Letter for your visa application to attend the NPFC Meetings in Sapporo, Japan.

Please provide a list which includes the following information for each participant.

EXAMPLE

First Name: Nobushige

Last Name: SHIMIZU

Nationality: Japanese

Gender(F/M): M

Passport Number: PEXXXXXX

Date of Birth: Month Date, Year

Job Title: Technical Officer

Agency/Organization: Fisheries Agency of Japan

Place of Applying for visas: Embassy of JAPAN in Moscow, Russia

Period of Stay in JAPAN: 11-16 July 2017

Full Contact Address in Japan:

Hotel Emisia,
5-25, Atsubetsu Chuo 2-Jo 5 Chome,
Atsubetsu-Ku, Sapporo, 004-0052, Japan.

Arrival Airport: New Chitose Aiport

Departure Airport: New Chitose Aiport

First Name:

Last Name:

Nationality:

Gender(F/M):

Passport Number:

Date of Birth:

Job Title:

Agency/Organization:

Place of Applying for visas:

Period of Stay in JAPAN:

Full Contact Address in Japan:

Arrival Airport:

Departure Airport:

NPFC Meeting

Hotel Emisia Sapporo Reservation Sheet



Thank you for attending NPFC Meeting.

This sheet is for your accommodation reservation at Hotel Emisia Sapporo during NPFC Meeting.

For reservation, please fill in the blanks and send it to Tatsuya OMURA (Mr.), Nippon Express Travel by e-mail by Friday, 16th June.

Email: ta-oomura@nittsu.co.jp

Special Rate: (July 09th-13th, 2017)

1 person / 1 room (Single): **15,120** yen per night (Including Breakfast, Service Charge & Tax)

(July 14th-16th, 2017)

1 person / 1 room (Single): **19,440** yen per night (Including Breakfast, Service Charge & Tax)

(July 09th-13th, 2017)

2 persons / 1 room (Twin): **11,880** yen per night per person (Including Breakfast, Service Charge & Tax)

(July 14th-16th, 2017)

2 persons / 1 room (Twin): **16,200** yen per night per person (Including Breakfast, Service Charge & Tax)

Cancellation: Cancellation charge will be charged, if we receive your notice no less than,

3 days prior to the check-in date

20 percent of the total price.

2 days & 1 day prior to the check-in date

80 percent of the total price

Check-in date or no cancellation notice is received....

100 percent of the total price

You are sending this sheet for: New Reservation / Amendment / Cancellation

No.	Reservation Name		E-mail Address	Telephone Number	Number of Persons (1 or 2)	Guest Name (for 2 persons)		Preference**		Arrival Date & Time		Departure Date & Time		Number of nights	Payment *To guarantee your reservation, please inform your credit card details.				Comments
	Dr. / Mr. / Ms.	Name				Dr. / Mr. / Ms.	Name	Smoking	Non-Smoking	Date	Estimated Time (after 15:00 only)	Date	Estimated Time (before 11:00 only)		Credit Card Company (AMEX / VISA / MASTER / JCB)	Credit Card Number	Credit Card Name	Expire Date (mm/yyyy)	
Example	Mr.	Nobushige Shimizu	nobushige_shimizu640@maff.go.jp	+81-3-3591-1086	1			yes		9-Jul-17	around 19:00	16-Jul-17	around 9:00	7 nights	VISA	xxxx xxxx xxxx xxxx	Nobushige Shimizu	01/2020	
1																			
2																			
3																			
4																			
5																			

** Smoking Preferences is not guaranteed. Request basis, subject to availability.

Hotel Use:	Reservation Confirmation Number _____	Reservation Agent _____
	Reservation Date _____	