



North Pacific Fisheries Commission

NPFC-2019-COM05-MIP01

**DETAILS FOR THE 4th TECHNICAL AND COMPLIANCE COMMITTEE,
3rd FINANCE AND ADMINISTRATION COMMITTEE AND
5th COMMISSION MEETINGS**

11th July – 18th July 2019

Tokyo, Japan

The 4th Technical and Compliance Committee meeting, 3rd Finance and Administration Committee meeting and the 5th Session of the Commission will be held in Tokyo, Japan from 11th to 18th July 2019. To facilitate your travel arrangement, the Secretariat and Organizer have prepared information for your reference as below.

- Dates
- Meeting Venue
- Meeting Contact and Documentation
- Visa Information
- Accommodation Guide
- Airport Information and Transport to Hotels Near the Meeting Venue
- Map
- Meeting Registration
- Social Events
- Other Information

1. Dates

The meetings commence on 11th July 2019 and carry on through to 18th July 2019 as follows:

- 4th Technical and Compliance Committee (TCC), 11th-13th July 2019
- Head of Delegation (HOD) Meeting 15th July (0800-0900 hrs)
- 3rd Finance and Administration Committee (FAC), 15th July 2019
- 5th Annual Session of the NPFC, 16th – 18th July 2019

2. Meeting Venue

The 4th TCC meeting; the Heads of Delegation Meeting; 3rd FAC meeting and 5th Annual Session of NPFC shall be held at Shinagawa Prince Hotel, across from the Shinagawa Railway Station on the Takanawa side.

3. Meeting Contact and Documentation

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

Please log in to be able to register through the web **by 11th June 2019** and retrieve your meeting documents.

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. Ryotaro Okazaki (ryotaro_okazaki770@maff.go.jp), **by 21st June 2019** to facilitate the invitation letters from Japan for visa purposes. Participants are reminded to access the webpages to determine if they require a visa to enter Japan.

5. Accommodation

Each participant is responsible for making his or her own hotel arrangements. There are several hotels near Shinagawa station. Recommended hotels are listed in the table below. Please note that there are 50 rooms blocked for the annual meetings at the Shinagawa Prince Hotel which will be available approximately one month before the start of our meetings. Booking shall be on a first-come-first served basis.

Hotel Name	Transportation	Reservation
Shinagawa Prince Hotel	Meeting venue hotel TCC, FAC&COM: meeting room at 15 th floor	10-30 Takanawa 4-chome, Minato-ku Tokyo, 108-8611 Japan http://www.princehotels.com/shinagawa/
Keikyu EX Inn Shinagawa-Ekimae	TCC, FAC&COM: 5- minute walk to the meeting venue	3-13-3 Takanawa, Minato-ku Tokyo, 108-0074 https://www.keikyu-exhotel.jp/hotel/shinagawa/en/
Keikyu EX Inn Takanawa	TCC, FAC&COM: 5- minute walk to the meeting venue	4-10-8 Takanawa, Minato-ku Tokyo, 108-0074 https://www.keikyu-exhotel.jp/hotel/takanawa/languages/en.html
Toyoko Inn Tokyo Shinagawa-eki Konan-guchi Tennozu Isle	TCC, FAC&COM: 15- minute walk to the meeting venue	2-2-35, Higasi-shinagawa Shinagawa- ku, Tokyo, 140-0002 https://www.toyoko-inn.com/index.php/eng/search/detail/00244.html

6. Airport Information and Transport to the Recommended Hotels

The venue of the meetings, *Shinagawa Prince Hotel*, is located across the street from Shinagawa station on the Takanawa side in Tokyo. The first three recommended hotels are situated close to the station.

A) *From Haneda International Airport to Shinagawa Station, Tokyo* (recommended airport for easy access to the meeting venue)

■ By Train

The trip takes about 15-20 minutes and costs about 500 JPY. Please travel to Shinagawa Station by Keikyu Line. The recommended hotels (*Shinagawa Prince Hotel, Keikyu EX Inn*

Shinagawa-Ekimae and Keikyu EX Inn Takanawa) are within walking distance (1-5 min). If you stay in *Toyoko Inn Tokyo Shinagawa-eki Konan-guchi Tennozu Isle*, please take Tokyo Monorail train. The trip takes about 15 minutes and costs 360 JPY.

■ By Limousine Bus

The trip takes about 25-60 minutes and costs 720 JPY. For timetable and more information on the Limousine Bus, please visit

https://www.limousinebus.co.jp/en/bus_services/haneda/shinagawa.html

B) From Narita International Airport to Shinagawa Station, Tokyo

■ By Train

The trip takes about 1 hour and costs about 3,000 JPY by Narita Express (N'EX). The recommended hotels (*Shinagawa Prince Hotel, Keikyu EX Inn Shinagawa-Ekimae and Keikyu EX Inn Takanawa*) are within walking distance (1-5 min). For timetable and more information, please visit: N'EX <http://www.jreast.co.jp/e/nex/index.html>

Alternatively, you can take Narita Skyaccess. The trip takes about 1 and a half hours and costs about 1,500 JPY.

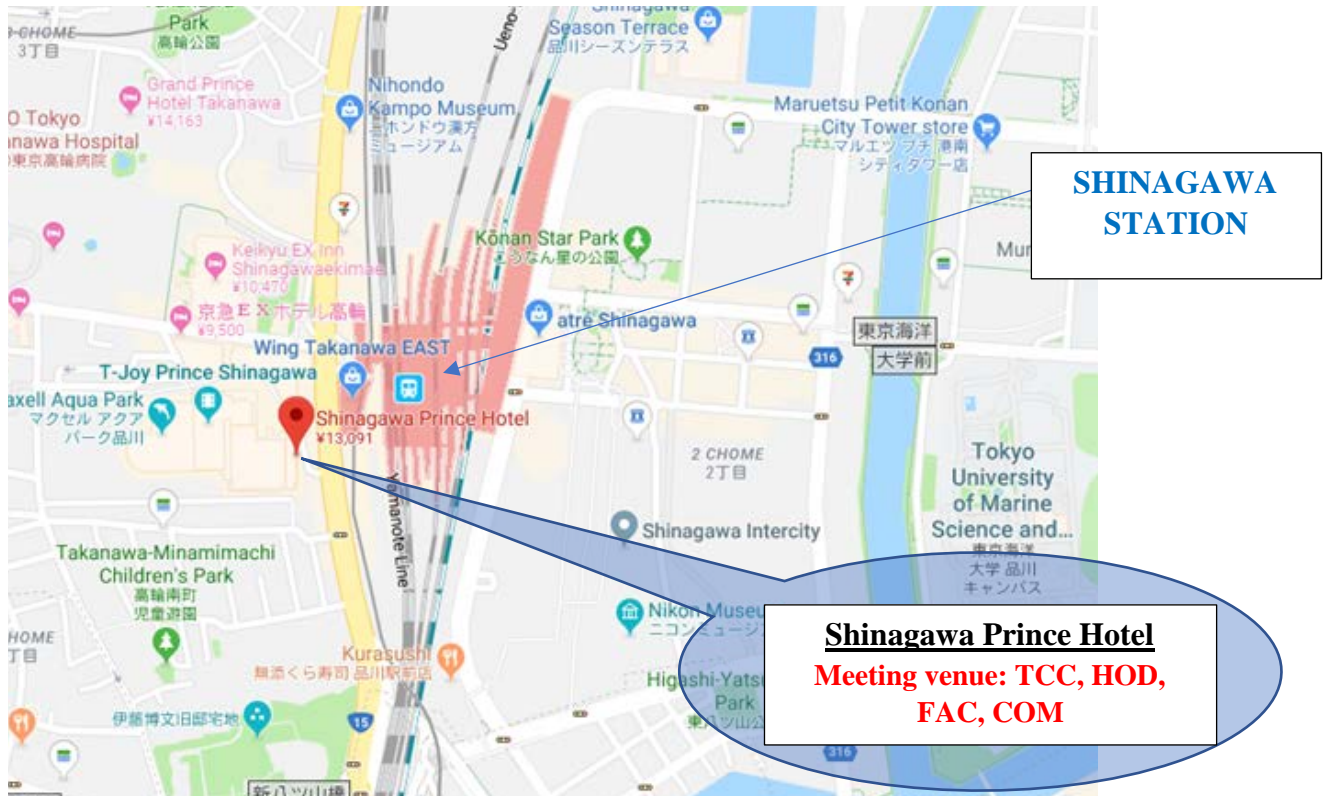
■ By Limousine Bus

The trip takes about 90-105 minutes and costs 3,100 JPY. For timetable and more information on the Limousine Bus, please visit

https://www.limousinebus.co.jp/en/areas/detail/nrt/ebisu_shinagawa/dep

7. Map

Location of the meeting venue and the recommended hotels



8. Meeting Registration

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

- TCC meeting (11th June) – from 8:30 to 09:00 for all participants;
- FAC meeting (15th July) – from 08:30 to 09:00;
- NPFC meeting (16th July) – from 8:30 to 09:00.

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

9. Social Events

SOCIAL EVENTS

There will be one reception organized by the host Member:

- 16 July, 6:30-8:30pm – Silver Hall at 12th floor (Shinagawa Prince Hotel)

All meeting participants are welcome!

10. Other Information

A. Wi-Fi

For the 5th Annual Session the Wi-Fi settings will be available at the Conference Room of the Shinagawa Prince Hotel.

B. Electricity

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 that fit into North American outlets, as shown below.



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

EMERGENCY INFORMATION

Police

Emergency call – 110

Fire, Ambulance or Emergency Rescue

Emergency call – 119

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

Mr. Ryotaro Okazaki

Tel: +81-03-3591-1086 E-mail: ryotaro_okazaki770@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 Tokyo, Japan.

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

EXAMPLE

First Name: **Peter**

Last Name: **FLEWWELLING**

Sex (F/M): **M**

Organization: **North Pacific Fisheries Commission**

Title: **Compliance Manager**

Passport Number: **YYYY**

Date of Birth: **August (Date), (Year)**

Date of Issue: **March (Date), (Year)**

Date of Expiry: **March (Date), (Year)**

Passport Issuing Authority: **Ministry of Foreign Affairs, Government of Canada**

Period of Stay in JAPAN: **February 2, 2016 – February 1, 2020**

Place of Applying for visas: **Embassy of JAPAN in Manila, Philippines**

Arrival Airport: **Haneda International Airport**

Departure Airport: **Haneda International Airport**

Hotel Name: **Shinagawa Prince Hotel**

First Name:

Last Name:

Sex (F/M):

Organization:

Title:

Passport Number:

Date of Birth:

Date of Issue:

Date of Expiry:

Passport Issuing Authority:

Period of Stay in JAPAN:

Place of Applying for visas:

Arrival Airport:

Departure Airport:

Hotel Name: