

# JMA/WMO Workshop on Effective Tropical Cyclone Warning in Southeast Asia

11-14 March 2014, Tokyo, Japan

## INFORMATION NOTE FOR PARTICIPANTS

### Venue and Duration

1. The workshop is to be held in Conference Hall of the JMA headquarters (second floor).
2. The workshop is to be started at **0900** on 11<sup>th</sup> March 2014 (Tuesday). The participants will be met by JMA staff in the lobby of the KKR Hotel Tokyo at **0830** on 11<sup>th</sup> March 2014. The provisional schedule of the workshop will be sent to the participants in due course. All programs are to be completed before 1230 on 14<sup>th</sup> March (Friday), and followed by a site visit to Asakusa in Tokyo as shown in Appendix I.

### Transportation

3. For participants other than JTWC, transportations between your arrival airport and the KKR hotel will be provided. Travel agency staff will be waiting for you at the arrival exit, holding a signboard with your name. You are escorted to a chartered taxi.

### Accommodation

4. JMA provides accommodation at the KKR Hotel Tokyo which is located at a few-minute walk to JMA headquarter and 20-minute walk to Tokyo Station. Details on the amenities and services are shown in Appendix II.



Address: 1-4-1 Otemachi Chiyoda-ku Tokyo,100-0004

Website: <http://www.kkr-hotel-tokyo.gr.jp/english/>

Tel: +81-3-3287-2921, Fax: +81-3-3987-2913

### Meals

5. Meal tickets available at restaurants of KKR Hotel Tokyo will be provided for your lunch and dinner during your stay in Japan. Fuyo (French), Takehashi (Japanese), and Lilas (Chinese) are available for your lunch and dinner, while breakfast (Japanese and western buffet) will be provided at Fuyo on 12 F.

### VISA/ Entry requirement

For all participants requiring a visa for entry into Japan, *Letter of Reason for Invitation* (sample is show in Appendix III) duly signed or stamped by JMA has been sent by express mail so that the Letter will reach you by the end of this week or early next week. On receipt of the letter, please submit it with other relevant documents for visa application to the nearest Embassy/Consulate of Japan as soon as possible. Note that it will take one week or more for the Embassy/Consulate of Japan to issue a visa.

Please contact the staff of the travel agency, TOPTOUR for further coordination on visa application. If you need urgent assistance regarding visa application, please contact LOC (Mr. Takuya HOSOMI (iao-jma@met.kishou.go.jp) and/or Mr. Naohisa KOIDE(rsmc-tokyo@met.kishou.go.jp)).

### CLIMATE of Tokyo in March

6. The climate of Tokyo in March is as follows.

High Temperature: 13.3 °C  
 Low Temperature: 5.6 °C  
 Average Temperature: 9.4 °C  
 Rainfall: 117.5 mm

### Time Zone

7. Japan Standard Time (JST) = Greenwich Mean Time (GMT) + 9 hour

### Currency

8. The unit of Japanese currency is yen. Coins are available in denominations of 1, 5, 10, 50, 100 and 500 yen and bank notes in denominations of 1,000, 2,000, 5,000 and 10,000 yen.

### Currency Exchange

9. You can buy yen at foreign exchange banks and other authorized money exchangers. At the international airports, currency exchange counters are usually open during normal office hours. The exchange rate fluctuates daily depending on the money market. For your reference, the exchange rate as of 6 Feb. 2014 is \$1 (USD) = ¥104.39 (JPY).

### Electricity

10. The electric current is 100 volt AC (50 Hertz in east Japan including Tokyo). Only 2-flat-pin plugs are used in Japan. Participants with electric appliances are advised to carry a plug adapter kit beforehand



Shape of Plug in Japan

source: <http://www.jnto.go.jp/eng/arrange/essential/electricity.html>

### Local Coordinator

11. For further logistic information, please contact below:

#### 1) LOGISTIC COORDINATION

Mr. Koji YAMASHITA  
 TOPTOUR Co., Ltd  
 Nishi-Shinjuku Kimuraya Bldg, 16F  
 Tel: +81-3-5348-3500, Mobile: +81-80-2196-0562

Fax: +81-3-5348-3799  
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2) VISA (Issuance of Letter of Reason for Invitation)

Mr. Takuya HOSOMI  
Office of International Affairs  
Planning Division, Administration Department  
Japan Meteorological Agency (JMA)  
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Fax: +81 3 3211 8303  
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## Site Visit

### ■ Tokyo SKYTREE (634m high)

The major role of TOKYO SKYTREE is transmission of digital terrestrial broadcasting. It is also expected to assume a role as a tower with a disaster-prevention function at times of natural disaster. The height of the TOKYO SKYTREE was originally specified at approximately 610m in the original project. However, it was planned from the beginning to be the world's tallest free-standing broadcasting tower. After careful discussion and research on high-rise buildings that are being built around the world, it was finally decided on 634m, to become the tallest free-standing broadcasting tower in the world.



### ■ Asakusa (Senso-ji Temple and Nakamise Street)

Nakamise Street is a shopping arcade running from Kaminarimon Gate to the Buddhist temple Senso-ji lined with around 90 shops. Its history goes back to the latter half of the 17th century, and its rows of shops selling uniquely Japanese souvenirs such as fans and kimonos as well as traditional foods such as rice crackers offer a truly grand spectacle.



## KKR HOTEL TOKYO

- Amenities and Services

1. Guest Room Amenities

bath, toilet, bidet toilet seat, LCD TV (ground / broadcasting and communication satellite/video on demand), telephone, hotpot, tea set, refrigerator, hair dryer, toothbrush, slippers, Yukata, shampoo with conditioner, body soap, razor, hairbrush, towel, bath towel, shoe shine paper, laundry bag

2. Room Service (charged)

laundry service, massage, wakeup-call

3. Guest room amenity rental service (supply is limited)

iron with iron board, pants press, desk light, humidifier, sewing kit, pillow (hard, soft), radio

4. High-speed Internet Service

Broadband internet connection is available to all guest rooms for no additional fee. Just connect your personal computer to the LAN socket. Laptop computer rental is also available (2000 yen (incl tax) per night). Laptop Computer for internet access is available for guests next to the front desk on the first floor (100 yen (incl tax) per 10 minutes).

5. Breakfast

Breakfast time: 7:00 – 9:00

Restaurants: Fuyo on 12F (Japanese, and Western buffet)

6. Lunch and Dinner

Meal tickets are provided for your lunch and dinner during your stay in Japan.

7. Vending machine

Drink and snacks vending machines are available on each floor.

- Restaurant

1. Fuyo (French Restaurant)

Open hours: 07:00-09:00 (Breakfast), 11:30-14:00 (Lunch), 17:00-22:00(Dinner)

Close : Saturday, Sunday and Holidays

2. Takehashi (Japanese Restaurant)

Open hours:11:30-14:00(Lunch), 17:00-21:30 (Dinner/Weekdays),

17:30-21:00(Dinner/Saturday, Sunday and Holidays)

Close : Open 7 days a week

3. Lilas (Chinese Lounge Bar)

Open hours:11:30-14:00(Lunch / Weekdays), 17:00-23:00(Dinner/Weekdays)

Close : Saturday, Sunday and Holidays

# 招へい理由書

平成 年 月 日

在 \_\_\_\_\_ 日本国 大使  殿  
総領事

## 招へい人

(招へい人と身元保証人が同一人の場合には「省略」と記入し、本欄への記入・押印を省略して差し支えありません。)

住 所 : 〒 \_\_\_\_\_

氏 名 : (注) \_\_\_\_\_ 

電 話 番 号 : ( \_\_\_\_\_ ) \_\_\_\_\_

F A X 番 号 : ( \_\_\_\_\_ ) \_\_\_\_\_



【以下は、会社・団体が招へい

担当者所属先名 : \_\_\_\_\_

担 当 者 氏 名 : \_\_\_\_\_

担当者電話番号 : ( \_\_\_\_\_ ) \_\_\_\_\_ (内線)

F A X 番 号 : ( \_\_\_\_\_ ) \_\_\_\_\_

## ビザ申請人

(氏名は必ず旅券上のアルファベット表記で記載してください。申請人が複数の場合には代表者の身分事項を下記に記入の上、申請人全員のリストを作成し、添付してください。)

国 籍 : \_\_\_\_\_

職 業 : \_\_\_\_\_

氏 名 : \_\_\_\_\_

(男  女 ) ほか \_\_\_\_\_ 名

生 年 月 日 : 西暦 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日生 \_\_\_\_\_ 歳

上記の者の招へい目的等は次のとおりです。

((1)及び(2)については、今回招へいするに至った目的、経緯の詳細について記入してください。)

(本欄に記入しきれない場合は、「別紙のとおり」と記入し、別紙を作成してください。)

(1) 招へい目的

(2) 招へい経緯

(3) 申請人との関係