

**ESCAP/WMO Typhoon Committee  
Forty-ninth Annual Session of Typhoon Committee  
21 - 24 February 2017, Yokohama, JAPAN**

**INFORMATION NOTE FOR PARTICIPANTS**

**Schedule of meetings**

1. The 49<sup>th</sup> Session of the ESCAP/WMO Typhoon Committee is scheduled to be held at the PACIFICO Yokohama, Yokohama, JAPAN, from 21 to 24 February 2017. More details of the meeting venue and location map are provided in Appendix A.
2. Official opening of the session will be held on 21 February 2017 at PACIFICO Yokohama. Subject to confirmation by the Typhoon Committee, the daily schedule, except the opening ceremony, will be from 08.30 to 12.30 hours, 14.00 to 17.00 hours.

**Registration**

3. Participants are requested to make your registration through the online registration (<https://v3.apollon.nta.co.jp/escap49/>) (**RECOMMENDED**), or complete and return the Registration Form (Appendix B) to the following agency.

Public Sector & Corporate Sales Department  
Nippon Travel Agency Co., Ltd  
Toranomon-Marine Bldg. 11F  
3-18-19, Minato-ku, Tokyo 105-0001 Japan  
TEL: +81-(0)3-5402-6478  
Fax: +81-(0)3-3437-3955  
E-mail: komu\_3rd@nta.co.jp

4. A registration and Information Desk will be located in front of the meeting room 503, PACIFICO Yokohama, and will be operated during 21 – 24 February 2017 (08.00---18.00)

**Working Language**

5. The meeting will be conducted in English and all documentation will be in English only. No interpretation service will be available.

**Internet Facilities**

6. Complimentary wireless internet connection will be available in the meeting rooms for all participants. A limited amount of computers with internet connection will also be available at the session venue.

**Visa / Entry Requirements**

7. Visitors entering the Japan are generally required to have a valid passport and visa. All participants are recommended to contact the nearest JAPAN Embassy in their respective

countries and/or obtain information from [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html) for visa requirements. An official invitation letter issued by the LOC will be needed for the purpose of visa application. Please contact LOC for further assistance by email: [tc49@met.kishou.go.jp](mailto:tc49@met.kishou.go.jp) or by fax: +81-3-3211-2032.

### **Accommodations**

8. The following hotels, located close to the venue, will be available to participants on a first-come, first-served basis. Room rates indicated below are **on a per night per person basis** and inclusive of breakfast, service charge and consumption tax. Participants are invited to make reservations **through the online reservation system** (<https://v3.apollon.nta.co.jp/escap49/>) **by 27 January 2017**.

#### InterContinental Yokohama Grand

Room availability: 2017/02/20 -- 02/24 (50 rooms)

Room type: Twin-single use

Size: 31 square meters

Price: JPY 19,440 -- 20,520

Credit card: Major brands (e.g. VISA, Master, AMEX etc.) are accepted.

URL: <http://www.interconti.co.jp/yokohama/en/index.html>

Remarks: The hotel is located within PACIFICO Yokohama and directly connected to the venue through indoor passage.

#### Yokohama Sakuragicho Washington Hotel

Room availability: 2017/02/20 -- 02/24 (50 rooms)

Room type: Single

Size: 14 square meters

Price: JPY 12,321 -- 13,392

Credit card: Major brands (e.g. VISA, Master, AMEX etc.) are accepted.

URL: <http://yokohama-s.washington-hotels.jp/>

Remarks: The bus transportation will be provided between the hotel and the venue every morning and evening during the Session.

### **Airport Transfer**

9. There are two major international airports, Haneda Airport and Narita International Airport, in the Tokyo Metropolitan area. Haneda Airport is closer to Yokohama than Narita International Airport. Flights arriving at Haneda Airport are recommended, if available.
10. Haneda Airport (HND) (20 km northeast of the venue)  
Keikyu limousine buses to the Yokohama City Air Terminal (YCAT), near Yokohama station, depart the airport every 5 to 10 minutes. It takes about 40 minutes and costs 720 JPY for one-way trip. It is a 10-minute taxi ride from YCAT to hotels. A limited number of direct limousine buses to InterContinental Yokohama Grand is also available. Keikyu trains are also available from the airport to Yokohama station, but sometimes one change of trains is required at Keikyu Kamata station along the way.
11. Narita International Airport (NRT) (100 km northeast of the venue)  
Limousine buses to YCAT depart the airport every 15 to 20 minutes. It takes about 100 to 130 minutes and costs 3600 JPY for one-way trip. It is a 10-minute taxi ride from YCAT to hotels. A limited number of direct limousine buses to InterContinental Yokohama Grand is also available. A part of JR Narita Express (NEX) trains provides direct service to Yokohama station. It takes

120 minutes to Yokohama station and costs 4270 JPY.

### **Currency**

12. JAPAN currency is the yen (JPY). Information on the day---to---day exchange rates at Narita International Airport can be found at [http://www.narita-airport.or.jp/exchange\\_e/](http://www.narita-airport.or.jp/exchange_e/). Foreign currency can be exchanged at Haneda Airport or Narita International Airport upon arrival. There are also banks and foreign currency exchange offices in Yokohama. Money exchange is also available at InterContinental Yokohama Grand and Yokohama Sakuragicho Washington Hotel.

### **Electricity**

13. The electric current is 100 volt AC (50 or 60 cycles) throughout the country and use plug socket type "A". Travelers with electric appliances should carry a plug adapter kit.



### **Climate of Japan in February**

Mean Minimum temperature	2.6°C
Mean Maximum temperature	10.3°C
Mean Humidity	54%
Monthly total precipitation amount	67.5mm
(Climatological normal in February at Yokohama Meteorological Office)	

### **Information and Contact Details**

14. For any queries regarding local arrangements for your participation in the meeting, please contact the Local Organizing Committee (LOC) at :

Mr. Akira Okagaki  
Senior Scientific Officer, Office of International Affairs  
Planning Division, Administration Department, Japan Meteorological Agency

Mr. Junya Fukuda  
Scientific Officer,  
Forecast Division, Forecast Department, Japan Meteorological Agency

1-3-4 Otemachi, Chiyoda-ku, Tokyo, 100-8122, Japan  
Tel: +81-3-3211-4966  
Fax: +81-3-3211-2032  
E-mail: tc49@met.kishou.go.jp

## Appendix A

### Meeting Venue

PACIFICO Yokohama

<http://e.pacifico.co.jp/>

1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan

Transportation Guide: TEL +81-45-221-2166;

Information: TEL +81-45-221-2155

### LOCATION MAP

<http://e.pacifico.co.jp/facility/accessmap.html>



**Appendix B**

## Registration Form

**(\*) Required**

Member/Organization you are  
presenting\*

:

Title\* : / Prof. / Dr. / Mr. / Ms. / Others (please specify )

Family/Last Name\* :

Given/First Name\* :

Position\* :

Organization\* :

Office Address\* :

Country\* :

Office Tel\* :

Office Fax :

Mobile Tel :

Email Address\* :

Special Dietary Requirements:      Vegetarian      Pork---free      Beef---free

Others, please specify: \_\_\_\_\_

Registration Category\*:      Head of Delegation \_\_\_\_      Representative \_\_\_\_      Adviser \_\_\_\_

Observer \_\_\_\_      Others, please specify: \_\_\_\_\_

Working Group Representing :      Meteorology \_\_\_\_      Hydrology \_\_\_\_      Disaster Risk Reduction \_\_\_\_

Training & Research \_\_\_\_

Others, please specify: \_\_\_\_\_