



**Banco Interamericano
de Desarrollo**



JBIC

**ASIA-LAC Trade and
Investment Forum**
Tokyo, Japan

TRAVELER'S INFORMATION

- **Welcome to Japan!!!**

The **IDB** is pleased to welcome all of you to Tokyo, Japan, to actively contribute at the “**Asia-Latin American and the Caribbean Trade Forum**”. We really hope you will have a great stay and that this event will be the first step for a close relationship between you and the IDB.

If this is your first time in Japan, we advise you to take a look at the following sites to get a glance of what to expect and what to see:

<http://www.japan-guide.com/e/e623.html>; <http://www.jnto.go.jp>
<http://www.japantravelinfo.com>; <http://www.tourism.metro.tokyo.jp>

- **Weather in Japan and What to Wear**

The weather in Tokyo about this time of the year (autumn) is usually dry and fine, and infiltrated by refreshing winds; the sky is a clear blue with great visibility making autumn by far the best season. Temperature is around 16° to 22° C (or 60° - 70° F).

Under such weather conditions, it is a good idea to dress appropriately for the season. Business attire is required in order to participate in the event's activities.

For more information about Japan's weather please check this website:

<http://www.tourism.metro.tokyo.jp>

- **Foreign Currency Exchange**

You can exchange non-Japanese currency for yen at the Narita International Airport; operating hours are usually from 6:30AM to 11:00PM.

Please be prepared to have cash in hand at all times, as **most shops, restaurants, or public service facilities will not accept foreign currency or traveler checks.**

Japanese yen can be withdrawn via credit card at Japan Post Office ATM (cards generally accepted are Visa, Master Card, American Express, Dinner, and JCB etc) or certain banks as City Bank and Shinsei Bank.

The current rate has been fluctuating around **¥105 - ¥110 per 1 US\$.**

- **Visa to enter Japan**

Some of you might require visa for traveling to Japan. For complete information about the visa to enter Japan, please check this website: <http://www.mofa.go.jp>

- **Planning your travel to Japan and from Japan**

We ask that you arrive in Tokyo no later than Wednesday, October 29. Flying from the Americas to Asia, you will lose one day as you cross the International Date Line, so you will have to depart either on Monday October 27 (if you come from South America) or by Tuesday October 28 (if you come from North America) in order to arrive by Wednesday October 29 (In the opposite direction you gain a day).

We regret not to be able to help you in making flight changes or reservations for visiting tourist sites.

- **Transportation from/to Narita International Airport**

You will arrive at **Narita International Airport (NRT)** (http://www.narita-airport.or.jp/airport_e/), the international airport serving Tokyo. You are responsible for getting to the hotel from the airport.

The best option would be to take the Airport Limousine Bus. **The Airport Limousine Bus** (<http://www.limousinebus.co.jp/en>) counter is located near the exit from the airport customs. At the time you reach that counter to purchase your bus ticket, indicate that you want to go to the **Ana Intercontinental Tokyo Hotel (at Akasaka)**. The **cost will be ¥3,100 (about US\$28)**. This charge can be paid in cash (yens) or credit card. Depending on the traffic, it will take around two hours between the airport and downtown Tokyo.

We strongly advise you not to take a taxi to the hotel, as it is very expensive (\$240-\$280).

- **Hotel accommodations in Tokyo**

If you need accommodation in Tokyo you can benefit from the preferential rate for Forum participants the Bank negotiated with the ANA InterContinental Hotel. Please book your hotel here: [ASIA-LAC Trade and Investment Forum - ANA Intercontinental](#). Remember the Bank does not finance the participation of private sector participants in the event. Hotel reservations for TPO participants have already been arranged.

The Hotel's contact information is the following:

Address:	1-12-33, Akasaka, Minato-ku, Tokyo 107-0052, Japan
Phone:	(81 3) 3505-1111
Fax:	(81 3) 3505-1155

- **Let us know about your arrival at the time of your check-in at the hotel!**

You are kindly requested to let us know about your arrival at the time that you check in at the hotel. You could do that by: (1) asking the hotel's front desk to put a check mark besides your name on the checklist of participants that they will be keeping for us; (2) contacting or leaving a message for **Ms. Elisa Botero (cellular phone: 090-1697-7136)**, who will be also staying at the ANA Intercontinental; or (3) contacting **Ms. Ada Isabel Diaz (090-2245-7002) or the**

IDB Office in Asia (Phone 03-3591-0461). Please also feel free to contact any of them, if you face any emergency or unexpected event.

- **Some additional and practical information!**

Time: Japan is currently 13 hours ahead of the U.S. eastern Daylight time.

Attire: All activities require business attire.

Business cards: Cards are exchanged at the beginning of a meeting; make sure you have enough available for everyone.

Electricity: Electricity is 100 volts AC. Any American equipment (shavers, laptops, etc.) that operates at 110/60 should work fine. However, for those countries that use 220-240/50 devices, an adaptor (transformer) is recommended.

Exchange Rate: The current exchange rate is around: ¥105 - ¥110 per 1 US\$.

Tipping: Tipping is neither required nor expected in Japan.

Telephone: Public telephone can be found almost every where in Japan and most can be used to make domestic and international calls. You may want to buy a prepaid telephone card at the hotel, convenience stores or airport, rather than carrying lots of coins for paying for the telephone. Only 10 or 100 yen coins can be used.

Rental phone can be reserved on line. Please check the website: <http://www.softbank-rental.jp/>

Safety: While there are exceptions, Japan is one of the safest countries in the world. Public transportation and taxis are widely considered safe at any hour (Subways and trains run until about midnight; taxis charge a late night surcharge after 11:30 PM).

ABOUT THE EVENT

Thursday, October 30th

- **Assemble at the Ana International Hotel main lobby at: 7:40AM on Thursday, October 30!**

Please gather at the main lobby of the hotel by 7:40 am, so you can meet the other forum's participants and the IDB staff involved with the organization of the event. We plan to depart (PUNCTUALLY!) by 7:55 am to the Keidanren Kaikan Headquarter Building. The forum will take place at Keidanren Hall on the 14th floor, starting at 8:30 am sharp!!!

- **Lunch on Thursday, October 30**

A buffet lunch will be provided for all participants and other attendees of the forum, from 13:00 to 14:30 at Diamond room on the 12th floor.

- **Reception on Thursday October 30 (Upon invitation only)**

A reception will be held at Ikura House on Thursday, October 30, from 7:30 pm to 8:30 pm courtesy of MOFA (Ministry of Foreign Affairs). A buffet will be provided for participants who have been expressly invited for this special occasion. Other attendees will include some officers from some Japanese public and private organizations, as well as from some Asian and Latin American and Caribbean (LAC) embassies.

Friday, October 31st

- **Perspectives on Asia-LAC Trade and Investment / Trade and Investment Exhibition**

The Perspectives on Asia-LAC Trade and Investment / Trade and Investment Exhibition will be held at JETRO Exhibition room located on the 5th floor, from 9:00 am. to 1:00 pm.

Delegates from the Embassies and TPO, please assemble at the hotel lobby at 7:15 am., so you can depart together as a group for the JETRO Exhibition room, in order to start the preparation of the booths.

- **Open Networking Session and Business Matchmaking**

Open Networking Session and Business Matchmaking will be held at JETRO conference room on the 5th floor in the morning from 9:00 am to 5:00 pm on Friday, October 31.

- **Lunch Meeting for VIP's and TPO participants.**

VIP speakers and TPO representatives are invited to attend a luncheon meeting offered by The Shinhan Bank of Korea, to be held at Ana Intercontinental Hotel, Banquet room Prism B1 floor.

- **TRADE PROMOTION BEST PRACTICES WORKSHOP (Closed Session for TPOs)**

The Trade Promotion Best Practices WORKSHOP will be held from 15:00 to 18:00 at 5th floor room A.

Saturday, November 1st

- **Check out from the hotel by 11:00 am on Saturday, November 1st!**

Unless you make other arrangements with the hotel, please keep in mind that the hotel check out time is by 11:00 am.