



**20TH ANNUAL MEETING OF  
THE ASIA PACIFIC PARLIAMENTARY FORUM**  
*8–12 January 2012, Tokyo, Japan*

**GENERAL INFORMATION**

**1. Meeting Venue**

The 20<sup>th</sup> Annual Meeting of the Asia Pacific Parliamentary Forum (APPF) will be held at the Tokyo International Forum. The details of the convention venue are as follows:

Tokyo International Forum

3-5-1 Marunouchi, Chiyoda-ku,

Tokyo 100-0005, Japan

TEL: +81 3 5221 9000

Website: <http://www.t-i-forum.co.jp/english/index.html>

**2. Official Website**

The official website of the 20<sup>th</sup> APPF Annual Meeting is at <http://www.appf20.com>. Delegates are encouraged to visit the website regularly for the latest information and updates.

**3. Registration**

The deadline for registration is **Wednesday, November 30, 2011**. Please send the Registration Form to the APPF Secretariat (Refer to “18. APPF Secretariat Contact Details”) after completing all necessary information. Delegates can download the Registration Form from the official website of the 20<sup>th</sup> APPF Annual Meeting (Refer to “2. Official Website”).

**4. Accommodation**

The APPF Secretariat has reserved the Imperial Hotel Tokyo and the Dai-ichi Hotel Tokyo (Main Building and Annex) for delegates of the 20<sup>th</sup> APPF Annual Meeting.

The room rates and room types are below. If you would like to stay at these official hotels, please fill out the necessary information in the Registration Form (Refer to “3. Registration”). All accommodation fees are the responsibility of each delegate. Delegates are kindly requested to pay their bills directly to the hotels when checking out.

## Hotel Overview

<b>Imperial Hotel Tokyo</b> 10 minute walk from the Tokyo International Forum. (Free Internet access is available. Rates include breakfast, service charge, consumption tax, and accommodation tax.) (All major credit cards, including AMEX, DINERS, VISA, MASTER, UC, JCB, and DC are accepted.) Check in: 14:00 Check out: 12:00		
Room Type	Rate per night	
	One Person	Two Persons
Junior Suite and Suite (59 m <sup>2</sup> -115 m <sup>2</sup> )	¥60,000-¥165,000	¥68,800-¥170,000
Deluxe (42 m <sup>2</sup> )	¥29,000	¥37,800
Superior (32 m <sup>2</sup> ) Standard (31 m <sup>2</sup> )	¥24,000	¥32,800

Cancellation fees are as follows:

One day prior to the date of stay	20% of room rate
Arrival day	100% of room rate

<b>Dai-ichi Hotel Tokyo</b> 15 minute walk from the Tokyo International Forum (Free Internet access is available. Rates include breakfast, service charge, consumption tax, and accommodation tax.) (AMEX, VISA, JCB, UC, DINERS, MASTER, and DC cards are accepted.) Check in: 14:00 Check out: 12:00		
Room Type	Rate per night	
	One Person	Two Persons
Twin (Main) (32 m <sup>2</sup> )	¥21,200	¥25,400
Double (Annex) (22 m <sup>2</sup> )	¥16,900	¥21,000

Your credit card information will be asked after the APPF Secretariat receives your request for hotel booking.

Cancellation fees are as follows:

9 days to 2 days prior to the date of stay	20% of room rate
One day prior to the date of stay	80% of room rate
Arrival day	100% of room rate

Note: US\$1    ¥77 (¥1000    US\$13) (As of October 7, 2011)

The National Diet of Japan will provide shuttle service between these official hotels and the meeting venue or other ancillary event venues.

Delegates staying at non-official hotels are encouraged to arrange their own accommodations and transportation to the venues specified in the conference program.

#### **5. Official Language**

English is the official language of the 20<sup>th</sup> APPF Annual Meeting. Delegates and speakers are recommended to arrange interpreters, if necessary. For an interpreter of languages other than English, an interpretation booth is available, if delegates make a request in advance. However, the number of booths is limited, so you are encouraged to make a reservation as early as possible.

#### **6. Draft Resolutions/ Documents**

Draft resolutions (in English) from APPF member countries should be submitted to the APPF Secretariat by E-mail no later than **Wednesday November 30, 2011** (Refer to “18. APPF Secretariat Contact Details”). Draft resolutions submitted later than the deadline will be referred to the Executive Committee in order to examine whether they should be included in the agenda or not.

#### **7. Statement**

Delegates who would like to make a statement in the Plenary Session are required to send the desired list for statements to the APPF Secretariat (Refer to “18. APPF Secretariat Contact Details”) no later than **Tuesday December 20, 2011**. Delegates can download the List Form from the official website of the APPF Annual Meeting (Refer to “2. Official Website”). Those who plan to make a speech in the Plenary Session should send a draft of the speech (in English) to the APPF Secretariat for accurate and efficient interpretation at the conference. If you prefer to distribute the speech in the Plenary Session, please notify the APPF Secretariat.

#### **8. Arrival and Departure**

Each delegation is required to arrange transportation for arrival and departure (including transportation between the airport and hotels) through its embassy in Tokyo. If the necessary cooperation of the embassy in Tokyo cannot be secured,

please consult the APPF Secretariat.

Delegates are encouraged to fill out detailed and accurate flight information on the Registration Form (Refer to “3. Registration”), including arrival date and flight number, and submit it to the APPF Secretariat (Refer to “18. APPF Secretariat Contact Details”) by **Wednesday November 30, 2011**. When you reschedule your itinerary, please send the revised Registration Form to the APPF Secretariat as soon as possible.

#### **9. Luggage**

Each delegation or the embassies in Tokyo will be responsible for delegates’ luggage and customs clearance when their flights arrive and depart at the airport. All participants are recommended to prepare individual luggage tags for efficient identification of luggage and customs clearance.

#### **10. Visa**

All delegates, members of the Secretariat and accompanying individuals must carry a valid passport when entering Japan. If a visa is required for your entry into Japan, please inquire at the Japanese embassy or consulate in your country.

#### **11. Bringing Small Arms by Guards**

Japanese law does not allow anyone to bring small firearms to Japan.

#### **12. Delegation Visiting Japan by Special Planes**

Please make a request at your embassy in Tokyo regarding the procedures for visiting Japan by special planes other than commercial flights.

#### **13. Register Attendance and ID Cards**

Delegates are required to register their attendance at the APPF desk at either the Imperial Hotel Tokyo or the Dai-ichi Hotel Tokyo upon arrival to acquire official ID cards. All participants are requested to wear the official ID cards for security/identification purposes during the conference period. It is requested that each delegate submit a color photograph (in jpg format not exceeding 200KB per photo) to the APPF Secretariat (Refer to “18. APPF Secretariat Contact Details”) by **Wednesday November 30**.

The ID cards are color coded as follows:

<b>Category</b>	<b>Color</b>
Head of Delegation	Red
Member of Delegation (Parliament Member)	Blue
Observer Delegation	Light Blue
Delegation Secretariat	Purple
Accompanying Person	Yellow
Conference Secretariat Officer	Orange
Embassy Staff in Tokyo	Green
Media	Pink
Liaison Officer	Brown
Interpreter	Black

#### **14. Liaison Officer**

A Liaison Officer will be assigned to each APPF Delegation. The APPF Secretariat will let you know his / her name and contact information later.

#### **15. Official Dinner and Reception**

All delegates will be invited to official dinners and a reception scheduled in the conference program. Lunch will also be provided at the venue listed in the conference program.

For special arrangement of meals, please fill out the necessary information in the related section of the Registration Form.

#### **16. A Briefing for Embassies in Tokyo**

A briefing for embassies in Tokyo will be held on the outline of the APPF Annual Meeting and transportation to the airport for delegations. The APPF Secretariat will inform the embassies in Tokyo directly regarding the date and time.

#### **17. Others**

##### **(1) Climate**

The monthly mean minimum temperature in January hits 2.5 degree Celsius in Tokyo, and the mean maximum temperature reaches 9.9 degree Celsius. We recommend all participants wear appropriate winter garments when outside.

##### **(2) Electric Voltage**

Electric Voltage is 100 volts in Japan.

**(3) Currency**

Japanese currency is the yen. Major foreign currencies can be exchanged for Japanese yen at the Imperial Hotel Tokyo and the Dai-ichi Hotel Tokyo.

**18. APPF Secretariat Contact Details**

Contact Details of the APPF Secretariat are as follows (till January 7, 2012):

20<sup>th</sup> APPF Secretariat

(Secretariats of the House of Representatives and the House of Councillors)

1-7-1 Nagatacho, Chiyoda-ku

Tokyo 100-8960, Japan

Tel: +81 3 3581 5685

Fax: +81 3 3581 2900

E-mail: [appf20@shugiinjk.go.jp](mailto:appf20@shugiinjk.go.jp)

**19. Contact Details of Corresponding Staff in Delegation**

Please inform the APPF Secretariat (Refer to “18. APPF Secretariat Contact Details”) of the corresponding staff member information listed as below by **Monday October 31, 2011** so that the APPF Secretariat and a Liaison Officer can contact you:

- Name
- E-mail address
- Telephone number
- FAX number

## **Conference Facility and Services during the Annual Meeting**

### **1. APPF Secretariat**

The APPF Secretariat will be set up at meeting room G502 of the Tokyo International Forum from Sunday, January 8 to Thursday, January 12, 2012.

### **2. Internet**

Copy machines and personal computers with Internet access are available at meeting room G508 of the Tokyo International Forum. A wireless Internet environment will be provided at the venue and its surrounding areas.

### **3. Bilateral Meeting Room**

Delegations that would like to book the Bilateral Meeting Room should send the Bilateral Meeting Registration List to the APPF Secretariat (Refer to "18. APPF Secretariat Contact Details"). Please download the list form from the official website of the APPF Annual Meeting (Refer to "2. Official Website"). Only delegations that agree on meeting times can make reservations.

### **4. Prayer Room**

A prayer room will be set up at the conference venue.

### **5. Media Staff Room**

A media staff room will be set up at the conference venue.

### **6. Emergency Medical Service**

In case of emergency, individuals will be taken to a hospital in the neighborhood to receive emergency medical treatment. Medical facilities costs and prescriptions will be at the individual's own expense.