



**UNFCCC expert meeting on assessing the risk of loss and damage associated
with the adverse effects of climate change**

Tokyo, Japan

26 to 28 March 2012

INFORMATION FOR PARTICIPANTS

CONFERENCE VENUE:

The meeting will take place at the Keio Plaza Hotel Tokyo. The Government of Japan has arranged for a special negotiated rate of JPY 16,000 (including breakfast, internet access, service charges and tax) for a single room per night for UNFCCC participants attending this meeting. Please note that this rate is only valid for stays falling within the period 25 to 29 March 2012.

The hotel contact information is:

Keio Plaza Hotel Tokyo
2-2-1 Nishi-Shinjuku
Shinjuku-Ku, Tokyo
160-8330 Japan
Tel: +81 3 5322 8060
Fax: +81 3 3344 0247
Website: <<http://www.keioplaza.com/>>.

If you would like to avail of this offer, please contact Ms. Alexandra Kriegsheim
(E-mail: AKriegsheim@unfccc.int).





VISA REQUIREMENTS FOR JAPAN:

Due to the complex nature of visa requirements for Japan, please contact the Consular Section of the Embassy or Consulate General of Japan (http://www.mofa.go.jp/about/emb_cons/mofaserv.html) nearest to you for more information and advice.

The Government of Japan has kindly offered their support to assist participants in facilitating their entry visa for Japan, if necessary. Please contact Ms. Alexandra Kriegsheim (E-mail: AKriegsheim@unfccc.int) for more information.

TRANSPORTATION:

The most convenient way from Narita International Airport to central Tokyo is either by train or bus:

Please visit the following web-site for more information regarding the bus transportation:

<http://www.limousinebus.co.jp/en/platform_searches/index/2/18>.

Please visit the following web-site for more information regarding the "Narita Express" operated by Japan Railway (JR): <<http://www.jreast.co.jp/e/nex/tickets.html>>.

CONTACT PERSON IN TOKYO (ALSO IN CASE OF EMERGENCY):

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REGISTRATION:

Participants are required to register and obtain identification badges prior to the opening of the meeting on Monday, 26 March 2012 from 8:00 to 9:00 a.m. For this purpose, a registration counter will be set up in front of the meeting room to be announced at the lobby of the Keio Plaza Hotel.

DSA PAYMENT FOR FUNDED PARTICIPANTS:

All funded participants: Please bring your passport, flight tickets and boarding passes with you to the registration. These documents need to be copied in order to make the DSA payment.



General information

Time zone: GMT +9 (No daylight savings time in 2012)

Average temperature for March-April: 15–18°C

Currency: The currency in Japan is the Japanese Yen (sign: ¥; code: JPY)

Coin denominations: The 500, 100 and 50 yen coins are made of nickel, the 10 yen of bronze, the 5 yen of copper and the 1 yen of aluminium.



Bill denominations: 1.000 Yen, 2.000 Yen, 5.000 Yen und 10.000 Yen



Exchange rate as of 16 February:

1.00 JPY = 0.0127653 USD

1.00 USD = 78.3321 JPY

ATM machines:

24-hour ATM machines available throughout Tokyo.



- Credit Cards: Most credit cards are widely accepted.
- Language: Japanese is the official language, but English is widely spoken.
- Electricity: The voltage in Japan is 100 Volt.



Telephone country/area code
for Tokyo: +81 3

Health: We recommend that you consult the appropriate health authorities in your country well in advance in connection with possible vaccinations and health precautions for Japan.

We look forward to welcoming you in Tokyo.
