

Convention on Biological Diversity

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ENGLISH ONLY

INTERNATIONAL MEETING OF ACADEMIC INSTITUTIONS AND OTHER ORGANIZATIONS INVOLVED IN BIOSAFETY EDUCATION AND TRAINING
Third Meeting
Tsukuba, Japan, 15-17 February 2010

Information Note for Participants

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1. Opening and registration

The Third International Meeting of Academic Institutions and other Organizations involved in Biosafety Education and Training will be held in Tsukuba, Japan, 15-17 February 2010

Registration will begin at 9:30 am on Monday, 15 February at the venue of the meeting, prior to the opening at 10:00 a.m. Participants are expected to arrive in the evening of Sunday, 14 February 2010. The meeting is expected to end the evening of Wednesday, 17 February 2010.

2. Venue

The meeting will be held at:

Room BS 504 Biosystem Building

(Master's Program in Biosystem Studies I8)

University of Tsukuba

1-1-1 Tennoudai,

Tsukuba, Ibaraki

305-8572, Japan

Web site: <http://www.tsukuba.ac.jp/english/index.html>

Map of venue: http://www.tsukuba.ac.jp/english/access/map_central.html

Local contact for the conference: G30 support room:

Ms. Maeno

Tel: +81-(0)-29-853-8497

E-mail: maeno.shiho.gp@un.tsukuba.ac.jp

or

Ms. Emi Katayama

Tel: +81-(0)-29-853-7729

E-mail: emika@gene.tsukuba.ac.jp

3. Working language of the meeting

The meeting will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the documents for the meeting as there will be no extra copies made available on site during the meeting. Documents will be available on the Secretariat's web site at:



<http://www.cbd.int/doc/?meeting=BETAIO-03>

5. General information on access to Tsukuba, Japan



Tsukuba is a city located in Ibaraki Prefecture, Japan. Tsukuba is serviced by the Narita International Airport in Tokyo and the Haneda International Airport (Tsukuba is located about 50 km northeast of Tokyo and 40 km northwest of the Narita International Airport).

Transportation from Narita/Haneda to Tsukuba:

It is recommended to use the airport limousine bus as the taxi service is extremely expensive in Japan.

- **Arrival at Narita Airport**

Web site: <http://www.narita-airport.jp/en/index.html>

From Narita Airport to Tsukuba:

By Limousine Bus “NATT’S” from Narita Airport to Tsukuba Center

Fare: 2,540 Japanese Yen/person, one way

(Taxi from Narita Airport to Tsukuba Center will cost about 18,200 JPY or US \$200.)

Time Table: From **Narita Airport** to Tsukuba

Airport Terminal 2	Airport Terminal 1	Arrival at Tsukuba Center
07:40	07:45	09:20
09:05	09:10	10:45
10:35	10:40	12:15
12:50	12:55	14:30
14:30	14:35	16:10
16:15	16:20	17:55
17:20	17:25	19:00
18:45	18:50	20:25
20:10	20:15	21:50

From Tsukuba Center to Narita Airport:

(You need to make a seat reservation at the Tsukuba Center Bus Terminal Office)

Time Table: From Tsukuba Center to **Narita Airport**

Departure from Tsukuba Center	Airport Terminal 2	Airport Terminal 1
06:00	07:40	07:45
07:00	08:40	08:45
08:50	10:25	10:30
10:40	12:15	12:20
12:20	13:55	14:00
13:35	15:10	15:15

Departure from Tsukuba Center	Airport Terminal 2	Airport Terminal 1
14:35	16:10	16:15
15:50	17:25	17:30
17:35	19:10	19:15

- **Arrival at Haneda Airport**

Web site: <http://www.tokyo-airport-bldg.co.jp/en/>

By Limousine bus (Fare: 1,800 per person/one way)

Time Table: From **Haneda** Airport to Tsukuba

Airport Terminal 2	Airport Terminal 1	Arrival at Tsukuba Center
08:30	08:35	10:20
09:30	09:35	11:20
10:30	10:35	12:20
11:30	11:35	13:20
12:55	13:00	14:45
14:55	15:00	16:45
15:55	16:00	17:45
16:55	17:00	18:45
17:55	18:00	19:45
19:20	19:25	20:50
20:55	21:00	22:15
21:55	22:00	23:15

From Tsukuba Center to Haneda Airport:

Time Table: From Tsukuba Center to **Haneda Airport**

Departure from Tsukuba Center	Airport Terminal 2	Airport Terminal 1
04:40	06:17	06:22
05:30	07:07	07:12
06:40	08:37	08:42
08:00	09:57	10:02
09:30	11:27	11:32
11:00	12:57	13:02
12:30	14:07	14:12
14:00	15:37	15:42
15:00	16:37	16:42

Departure from Tsukuba Center	Airport Terminal 2	Airport Terminal 1
16:00	17:37	17:42
17:25	19:02	19:07
18:25	19:52	19:57

By train: Tsukuba Express Line (from Akihabara Station in Tokyo to Tsukuba)
http://www.mir.co.jp/english_guide/p01.html

6. Visa information



Participants from countries listed in **annex A** below (page 8) require an entry visa for Japan and are strongly advised to contact the nearest Japanese diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure. **Please note that airline companies will not allow boarding without a valid entry visa.**

Information on visa procedures, including a list of relevant Japanese diplomatic/consular missions abroad and countries with Visa exemption arrangements, is available on the website of the Ministry of Foreign Affairs of Japan at: http://www.mofa.go.jp/j_info/visit/visa/index.html.

The necessary documents for visa application are as follows:

- a) A travel document;
- b) Two passport size colour photographs taken within the previous six months (45 x 45mm, “2.0 x 2.0”);
- c) Official visa application form;
- d) Invitation letter issued by the Ministry of the Environment of Japan.

Participants residing in countries with no Japanese diplomatic and consular missions or requiring any assistance are advised to directly contact Ms. Kumiko Yoneda, the designated focal person (see contact details under section 2, page 2).

For more information on visa requirements, and diplomatic and consular missions of Japan, please consult the following web sites:

- a) **Visas requirements:** http://www.mofa.go.jp/j_info/visit/visa/index.html
- b) **Visa applications (electronically):**
http://www.mofa.go.jp/j_info/visit/visa/apply-form.pdf
- c) **Diplomatic and consular missions:**
http://www.mofa.go.jp/about/emb_cons/over/index.html

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

7. Hotel information



Please find below a listing of recommended hotels near the meeting venue.

Okura Frontier Hotel Tsukuba

30 single/non-smoking rooms are reserved for “**Biosafety Education**” participants.

Room charge: 8,400 yen (without breakfast) (tax/service incl.)

Room charge with breakfast: 9,500 yen (tax/service incl.)

Tel: +81-29-852-1112

Fax: +81-29-852-5623

E-mail: yoyaku@okura-tsukuba.co.jp

Web site: <http://www.okura-tsukuba.co.jp/eng/>

Daiwa Roynet Hotel Tsukuba

30 single/non-smoking rooms are reserved for “**Biosafety Education**” participants.

Room charge: 7,800yen (tax/service incl.) Payment requested at check-in.

Breakfast: 850yen

Tel: +81-29-863-3755

Fax: +81-29-863-7955

Web site: <http://www.daiwaroynet.jp/tsukuba/index.html>

Note: Reservation should be made through phone/facsimile.

Below please find a listing of **other** hotels:

Hotel Grand Shinonome

Tel: +81-29-856-2211

Web site: http://www.intio.or.jp/sinonome/form3_english/

Tsukuba Urban Hotel

2-1-2 Tsukuho, Tsukuba City

Ibaraki Prefecture, Japan

Tel: +81-29-877-0001

Fax: +81-29-877-0700

Web site: <http://www.urbanhotel.co.jp/english/index.html>

8. Payment of the Daily Subsistence Allowance (DSA)

On the first day of the meeting, the Government of Japan will provide DSA in full to sponsored participants based on the Government of Japan’s travel expense calculation.

9. Official language in Japan

The official language in Japan is Japanese. However, English is the business language and is widely spoken.

10. Weather and time zone information



In February, temperatures in Tsukuba usually range between a maximum of 10°C in the daytime and a minimum of 2°C at night. February is the coldest month of the year. Current weather conditions can be found on the web site of the Japan Meteorological Agency: weekly:

<http://www.jma.go.jp/en/week/>; daily: <http://www.jma.go.jp/en/yoho/314.html> (Tsukuba is located in south ("Mambu" on this web page) region of Ibaraki prefecture)

11. Electricity

The electrical currents are 100 volts, 50 Hertz /60 Hertz (depending on the region) as illustrated below. Please bring an appropriate adaptor/convertor.



12. Currency



The currency exchange offices at the Narita Airport do NOT operate 24 hours. Depending on your arrival time, you may have difficulty finding an open bank.

We recommend that you arrive with enough Japanese currency for transportation and accommodation for the first night.

Adjacent to the recommended hotels (Okura Frontier and Daiwa Roynet), there are banks where you can exchange travelers cheques (office hours are 9:00-15:00 weekday).

The currency in Japan is the Japanese Yen

US \$1.00 = ¥91.72 or ¥1.00 = US \$0.01090

13. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical insurance for the period of participation prior to departure.

Annex A

COUNTRIES AND TERRITORIES WHOSE CITIZENS DO NOT REQUIRE VISAS IN ORDER TO ENTER JAPAN AS VISITORS (AS LISTED ON THE WEBSITE OF MINISTRY OF FOREIGN AFFAIRS OF JAPAN)

Citizens of the following countries and territories require a visa to **visit** or **transit** Japan:

A

Andorra
Argentina
Australia
Austria

B

Bahamas
Barbados
Belgium
Brunei Darussalam
Bulgaria

C

Canada
Chile
Costa Rica
Croatia
Cyprus
Czech Republic

D

Denmark
Dominican Republic

E

El Salvador
Estonia

F

Finland
France

G

Germany
Greece
Guatemala

H

Honduras
Hungary

I

Iceland
Ireland
Israel
Italy

K

Korea, Republic of

L

Latvia
Lesotho
Liechtenstein
Lithuania
Luxembourg

M

Malta
Mauritius
Mexico
Monaco

N

Netherlands
New Zealand
Norway

P

Poland
Portugal

R

Romania

S

San Marino
Singapore
Slovakia
Slovenia
Spain
Suriname
Sweden
Switzerland

T

Tunisia
Turkey

U

United Kingdom of Great
Britain and Northern
Ireland
United States of America
Uruguay