



Asia-Pacific  
Economic Cooperation

**Asia Pacific Economic Cooperation  
28<sup>th</sup> Tourism Working Group Meeting**

**Shizuoka  
Japan  
9<sup>th</sup> – 13<sup>th</sup> May 2006**

**March 2006  
28<sup>th</sup> TWG Meeting Secretariat**

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## 1. Purpose

This document provides the arrangements and general information for 28th APEC Tourism Working Group Meeting in Shizuoka, Japan from 9<sup>th</sup> through 13<sup>th</sup> May 2006.

## 2. 28th APEC TWG Meeting Secretariat Contacts

### 2.1. *Host Organization:*

Ministry of Land, Infrastructure and Transport (MLIT)  
2-1-3 Kasumigaseki Chiyoda-ku Tokyo 100-8918 Japan

Tel: +81-3-5253-8323

Fax: +81-3-5253-1563

#### *Co-operated by:*

(1) Shizuoka Prefectural Government

9-6 Ote-machi Aoi-ku Shizuoka-shi Shizuoka-ken 420-8601 Japan

Tel: +81-54-221-2540

Fax: +81-54-221-3627

and

(2) Shizuoka City Government

5-1 Ote-machi Aoi-ku Shizuoka-shi Shizuoka-ken 420-8602 Japan

Tel: +81-54-221-1105

Fax: +81-54-221-1263

### 2.2. *28th APEC TWG Meeting Secretariat*

#### *Contact person:*

(1) Ms. FUJITA Reiko

Director for International Tourism Relations

International Tourism Promotion Division, Policy Bureau

Ministry of Land, Infrastructure and Transport (MLIT)

2-1-3 Kasumigaseki Chiyoda-ku Tokyo 100-8918 Japan

Tel: +81-3-5253-8324

Fax: +81-3-5253-1563

E-mail: [fujita-r2iv@mlit.go.jp](mailto:fujita-r2iv@mlit.go.jp)

and

(2) Mr. SHIRAISHI Naohito

Researcher

International Tourism Promotion Division, Policy Bureau

Ministry of Land, Infrastructure and Transport (MLIT)

2-1-3 Kasumigaseki Chiyoda-ku Tokyo 100-8918 Japan

Tel: +81-3-5253-8323

Fax: +81-3-5253-1563

E-mail: [shiraishi-n247@mlit.go.jp](mailto:shiraishi-n247@mlit.go.jp)

### 3. Meeting Venue

The Venue for 28th APEC TWG Meeting will be:

(1) Hotel Century Shizuoka

(\*Check-in on 9<sup>th</sup> May - Check-out on 10<sup>th</sup> May for 1 night)

(\*Check-in on 12<sup>th</sup> May - Check-out on 13<sup>th</sup> May for 1 night)

18-1 Minami-cho Suruga-ku Shizuoka-shi Shizuoka-ken 422-8575 Japan

Tel: +81-54-284-0111

Fax: +81-54-289-5300

<http://www.centuryshizuoka.co.jp/index.html>

(2) Nippondaira Hotel

(\*Check-in on 10<sup>th</sup> May - Check-out on 12<sup>th</sup> May for 2 nights)

1500-2 Mabase Shimizu-ku Shizuoka-shi Shizuoka-ken 424-8719 Japan

Tel: +81-543-35-1131

Fax: +81-543-35-8955

<http://www.scg.jp>

### 4. Schedule

**4.1.** The 28<sup>th</sup> APEC TWG meetings will consist of 6 specific sessions, preceded by the meeting of the TWG Executive Committee, Welcome Dinner, and followed by TWG Meeting, Forum on Youth Exchange including School Excursion and Sister City Exchange, Farewell Party and Technical Tour. The duration of the whole event will be from 9<sup>th</sup> May through 13<sup>th</sup> May 2006 mentioned as below.

#### 4.2. Tentative schedule

May 9: (Tue)	17:30-18:30 19:00	Arrival of Delegates / Registration TWG Executive Committee Meeting Welcome Dinner and Opening Ceremony (*hosted by Shizuoka Prefectural Government) <Hotel Century Shizuoka>
May 10 : (Wed)	09:00-17:30 19:00	28th TWG Meeting Welcome Dinner (*hosted by Ministry of Land, Infrastructure and Transport) <Nippondaira Hotel>
May 11: (Thu)	09:00-12:00 14:00-17:00 18:30	28th TWG Meeting Forum on Youth Exchange including School Excursion and Sister City Exchange Farewell Party (* hosted by Shizuoka City Government) <Nippondaira Hotel>
May 12: (Fri)		Technical Tour <Hotel Century Shizuoka>
May 13: (Sat)		Departure of Delegates

The agenda for 28<sup>th</sup> TWG Meeting will be circulated in due course by the APEC Secretariat in Singapore.

We will have a discussion on youth exchange including school excursion and sister city exchange as a priority topic for 28<sup>th</sup> TWG Meeting under the VNAT's Lead Shepard of APEC TWG 2006 and Japan will host the "Forum on Youth Exchange including School Excursion and Sister City Exchange" on 11<sup>th</sup> May.

## 5. Registration

- 5.1. All delegates are to register at the 28<sup>th</sup> APEC TWG Secretariat **no later than Friday, 14<sup>th</sup> April 2006.**
- 5.2. Upon arrival, delegates are required to register at the Registration Desk located at the lobby level in Hotel Century Shizuoka. Identification tags will be given to pre-registered delegates at the Registration Desk. ID tags should be worn at all times at the Meeting sites. (Please bring ID or passport sized picture which will be required for registration)

## 6. Official Meeting Documents

- 6.1. All official TWG Meeting documents for reproduction and/or circulation in the meeting should be submitted via the APEC Secretariat TWG Program Director (Mr. Benyamin Scott Carnadi, e-mail: bc@apcc.org) with a copy to the 28<sup>th</sup> APEC TWG Meeting Secretariat (1.Ms. FUJITA Reiko, e-mail:fujita-r2iv@mlit.go.jp and 2.Mr SHIRAISHI Naohito, e-mail: shiraishi-n247@mlit.go.jp) **by Friday, 14<sup>th</sup> April 2006.**
- 6.2. Collected meeting materials can be sent to participants who want to review them prior to the Opening of 28<sup>th</sup> APEC TWG Meeting. Commonly meeting documents will be distributed in the meeting room, however, should you require to have the meeting documents ahead, please contact 28<sup>th</sup> APEC TWG Meeting Secretariat.
- 6.3. Format of 28<sup>th</sup> APEC TWG Meeting will be restricted to only Microsoft Word format and Microsoft PowerPoint.
- 6.4. All documents must be accompanied by one-page summary.
- 6.5. Late submission of documents, though strongly discouraged, can be done at the 28<sup>th</sup> APEC TWG Meeting Secretariat Room at the Meeting Venue, after prior notification to the APEC Secretariat Program Director to ensure that only official documents are reproduced by the host secretariat.
- 6.6. The 28<sup>th</sup> APEC TWG Meeting Secretariat Room will be located at 1st Floor in Nippondaira Hotel, and will be equipped with computers with internet access, printers and photocopy.

## 7. Official language of the 28<sup>th</sup> APEC TWG Meeting

English will be the official language throughout the APEC TWG Meeting.

Simultaneous interpretation between English and Japanese will be provided during the Forum on Youth Travel and Tourism Exchange among Sister Cities on 11<sup>th</sup> May.

## 8. Accommodation

8.1. Hotel Century Shizuoka and Nippondaira Hotel are the Venue for 28<sup>th</sup> APEC TWG Meeting.

8.2. Delegates can make a reservation for their room through 28<sup>th</sup> APEC TWG Meeting Secretariat.

8.3. Room rates are as on the following:

### (1) Hotel Century Shizuoka

(\*Check-in on 9<sup>th</sup> May - Check-out on 10<sup>th</sup> May for 1 night)

(\*Check-in on 12<sup>th</sup> May - Check-out on 13<sup>th</sup> May for 1 night)

Room Type	Discounted Rate for 28 <sup>th</sup> TWG (JPY) (*Per person per night)
Standard (Twin)	JPY12,500
Superior (Twin)	JPY16,000

### (2) Nippondaira Hotel

(\*Check-in on 10<sup>th</sup> May - Check-out on 12<sup>th</sup> May for 2 nights)

Room Type	Discounted Rate for 28 <sup>th</sup> TWG (JPY) (*Per person per night)
Standard (Twin or Double)	JPY12,500
Superior (Twin or Double)	JPY16,000
Japanese-style room (36 m <sup>2</sup> )	JPY20,000

- Room rates are inclusive of 10% Service Charge and 5% Consumption Tax.
- Room rates are per person per night even if single use, twin use or triple use.
- Breakfast is included.
- There is a convenience store within 2-minutes' walking distance from Hotel Century Shizuoka. However, there is no convenience store at all near Nippondaira Hotel.

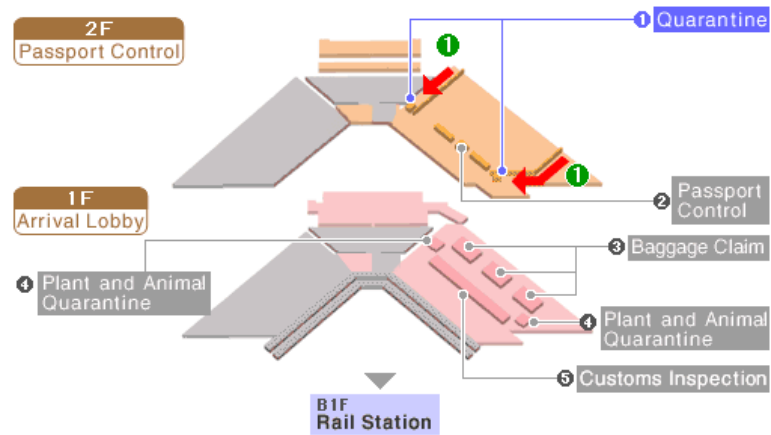
## **9. Passports and Visas**

All delegates are required to possess valid passports to enter Japan. Participants are responsible for arranging their visas, if required. For details related with Visa Requirement to enter Japan, please refer to Annex I. For further information, please contact your nearest [Japanese diplomatic mission](#) directly.

## **10. Transportation**

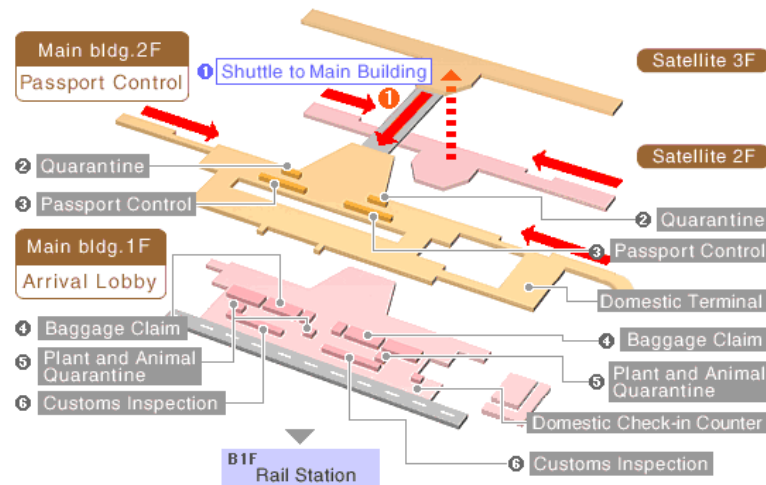
Our staff will be assigned to greet each of participants and offer particular guidance at the meeting point of the arrival lobby at both Narita International Airport(Tokyo) and Central Japan International Airport(Nagoya) according to the flight schedule. Ground transportation from both Narita International Airport(Tokyo) and Central Japan International Airport(Nagoya) to the hotel and vice versa will be provided to all the delegates under a certain condition. The detailed information on the ground transportation will be informed to each of participants.

### 10.1. Arrival Lobby at Narita International Airport (NRT) Terminal 1



\*Meeting Point : [http://www.narita-airport.jp/en/guide/service/list/map/29\\_t1\\_1f.html](http://www.narita-airport.jp/en/guide/service/list/map/29_t1_1f.html)

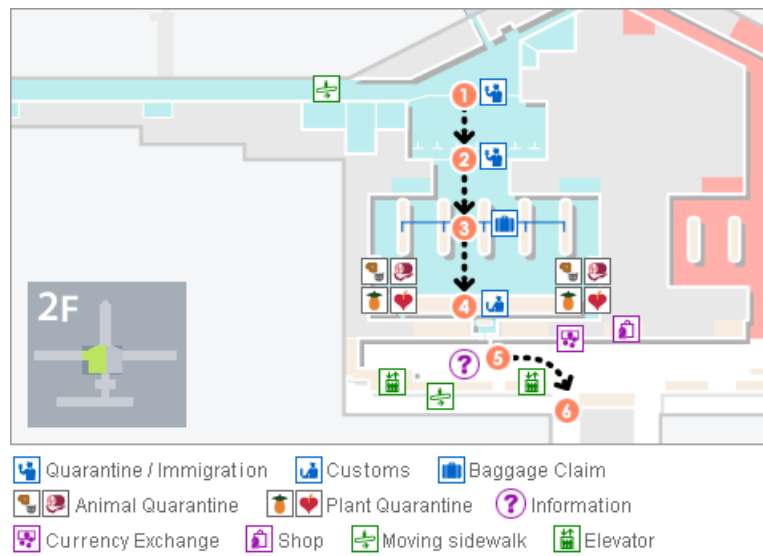
### 10.2. Arrival Lobby at Narita International Airport (NRT) Terminal 2



\*Meeting Point : [http://www.narita-airport.jp/en/guide/service/list/map/29\\_t2\\_1f.html](http://www.narita-airport.jp/en/guide/service/list/map/29_t2_1f.html)

### 10.3. Arrival Lobby at Central Japan International Airport (NGO)





**\*Meeting Point is located just in front of “Information Desk”**

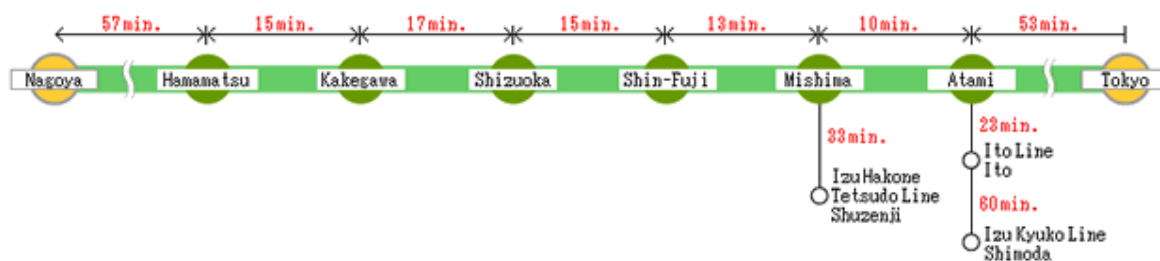
## **11. General Information**

### ***11.1. About Shizuoka***



Shinkansen Route Map

↓ Meeting Venue : Shizuoka



Area: 7778.9 km<sup>2</sup> (Shizuoka Prefecture); 1374.05 km<sup>2</sup> (Shizuoka City)

Population (approximate): 3,770,000 (Shizuoka Prefecture); 710,000 (Shizuoka City)

Shizuoka Prefecture is located approximately in the center of Japan, halfway between Tokyo and Nagoya with a 1 hour Tokaido Shinkansen train ride from either city. It is known as the place where Japan's symbolic Mount Fuji is located and the best green tea is grown.

### **Location**

Located to the north are Japan's highest mountain Mount Fuji (3776 meters high) and the Southern Alps mountain range. And to the south are the Pacific Ocean and Japan's deepest point Suruga Bay (2500 meters deep). Rivers flow down the length of the prefecture out to the sea creating fertile land in the area around the mouths of the rivers. With ocean, mountains and lakes, Shizuoka is a miniaturization of Japan's rich landscape.

### **Major Attractions**

In the eastern area is the Izu Peninsula that is blessed with abundance from the land and sea while also being one of Japan's most famous hot spring resort areas. In the western area is Lake Hamanako with its beautiful scenery and marine leisure as well as the birthplace of instrument maker Yamaha and car maker Honda. Shizuoka City in the central area is a historical place that the shogun Tokugawa Ieyasu loved and lived in his youth and last years. Sumpu Castle Ruins and Kunozan Toshogu Shrine where Tokugawa's grave is located are just some of the remnants of his period that can still be seen here.

Nihondaira, where the meeting will take place, is a hilly area centrally located in the prefecture. From here one can see Shimizu Port, one of Japan's three most beautiful ports, and Miho-no-Matsubara, a coastal pine grove where the famous Japanese legend about a celestial maiden takes place. There is also a panoramic view of a snow-capped Mount Fuji which is one of the best views in Japan.

### **Cuisine**

Shizuoka's rich nature is not limited to just scenery. There is also an abundance from the land and sea.

Do you like sushi? Having everything needed for great tasting sushi, fresh fish brought into the Shimizu and Yaizu fishing ports, plus the local specialties of wasabi and green tea, Shizuoka is a first class sushi area. There is also tempura. Do try a taste of tempura made with *sakuraebi* (small cherry shrimp) which can only be caught in Suruga Bay.

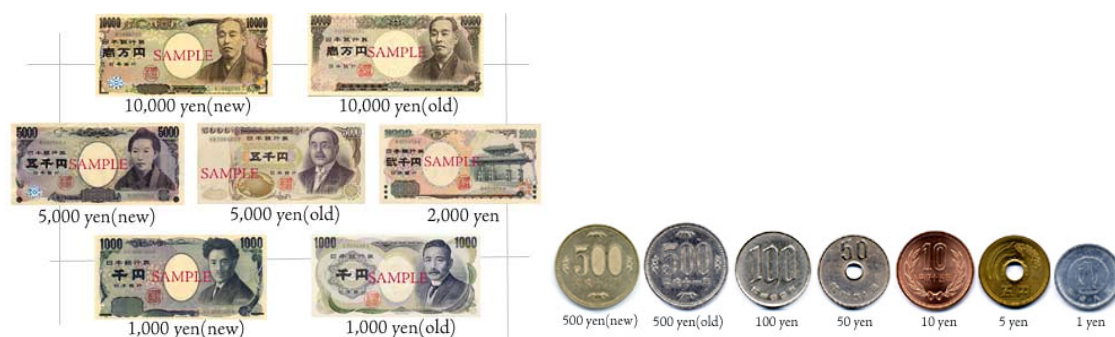
Further information can be found at the following website:

Shizuoka Prefecture <http://www.pref.shizuoka.jp/>

Shizuoka City <http://www.city.shizuoka.jp/>

## **11.2. Currency:**

Japan's unit of currency is the Japanese Yen(JPY) with coins of 1 yen, 5 yen, 10 yen, 100 yen, 500 yen and bills of 1,000 yen, 2,000 yen, 5,000 yen and 10,000 yen mentioned as below. Major foreign currencies are exchangeable at the nearest bank. Most banks are open from Monday through Friday, from 9:00 to 15:00hrs. The exchange rate is US\$1~JPY117.85 as of 13Feb. Major credit cards (Visa, MasterCard, American Express, Diners Club, JCB) are accepted at most major hotels, restaurants and department stores. USD and EUR are exchangeable at Hotel Century Shizuoka, and USD is exchangeable at Nippondaira Hotel. There are several banks near Hotel Century Shizuoka, however there is no bank at all near Nippondaira Hotel. Money exchange beforehand is recommended upon arrival at Narita International Airport(Tokyo) or Central Japan International Airport(Nagoya).



### 11.3. Time

Japan is 9 hours ahead of GMT.

### 11.4. Climate

Japan is known for having distinct spring, summer, autumn and winter seasons, but Shizuoka has a particularly mild climate. Even in the winter, there is no snowfall in the urban area of Shizuoka City. The average temperature is 16° Celsius. May is the most comfortable month with an average temperature of 18.6°, a high of 22.9° and a low of 14.4°.

### 11.5. Electricity and Water:

The electric current for home use is uniformly 100 volts, A.C., throughout Japan but there are two different cycles in use – 50 hertz in eastern Japan, and 60 hertz in western Japan. Leading hotels in Tokyo and other big cities have two outlets of 110 and 200 volts but their sockets usually accept two prong plugs only. Delegates who travel with electric appliances are advised to check their electric equipments beforehand and to carry a plug-adaptor kit. Converters and plug adapters are available to rent at both Hotel Century Shizuoka and Nippondaira Hotel under the condition of the limited number.



Tap water is safe to drink anywhere in Japan. Mineral water is also available at hotels, department and convenient stores and high-class restaurants.

#### **11.6. *Tipping:***

Individual tipping is not common in Japan, since a 10 to 15% service charge is added to the bill at leading hotels, ryokan and higher-class restaurants. No tip is necessary unless you request some extra special services.

#### **11.7. *Mobile Phone Rental Service:***

You can use your mobile phone number in Japan using Vodafone and NTT DoCoMo's 3G (3rd generation) service areas. Simply bring your own SIM card and insert it to a rental phone or your own 3G handset. For more details, please kindly check with your local mobile phone service provider company, Vodafone or NTT DoCoMo.

Rental phone service is also available. You can find rental shops at Narita International Airport and Central Japan International Airport. For further information, please contact any of the following companies.

Vodafone Global Rental :

<http://www.vodafone-rental.jp/inbound/eng/index.html>

NTT DoCoMo International Roaming Center :

<http://roaming.nttdocomo.co.jp/index.html>

JAL ABC Rental Phone :

<http://www.rental-mobile.com/en/domestic/index.html>

PuPuru(Japanese Mobile Phone Rentals) :

[http://www.pupuru.com/en/index\\_en.html](http://www.pupuru.com/en/index_en.html)

## ANNEX I

### Visa requirement to enter Japan for APEC Economies' Passport Holders

Economy	Diplomatic Passport		Official Passport		Ordinary Passport	
	Visa Requirement		Visa Requirement		Visa Requirement	
	Yes	No	Yes	No	Yes	No
Australia		x		x		x
Brunei Darussalam		x (within 14days)		x (within 14days)		x (within 14days)
Canada		x		x		x
Chile		x		x		x
People's Republic of China	x		x		x	
Hong Kong, China	-	-	-	-	*1	*1
Indonesia	x		x		x	
Korea		x		x		x
Malaysia		x		x	x	
Mexico	x		x			x
New Zealand		x		x		x
Papua New Guinea	x		x		x	
Peru	x		x		x	
Philippines	x		x		x	
The Russian federation	x		x		x	
Singapore		x		x		x
Chinese Taipei	-	-	-	-	*2	*2
Thailand		x		x	x	
United States of America	x		x			x
Viet Nam	x		x		x	

\*1: In the case of Hong Kong, China, British National Overseas(BNO) passport holders and Special Administrative Region(SAR) passport holders are granted visa-free entry under visa-waiver arrangements.

\*2: In the case of Chinese Taipei, if the travel document has holder's ID number, the holder is not required to obtain a visa.

For further information, please contact your nearest [Japanese diplomatic mission](#) directly.

**ANNEX II****28<sup>th</sup> APEC Tourism Working Group Meeting  
9<sup>th</sup> - 13<sup>th</sup> May 2006  
Shizuoka, Japan****REGISTRATION FORM**

Name: \_\_\_\_\_

Economy: \_\_\_\_\_

Position: \_\_\_\_\_

Ministry / Department: \_\_\_\_\_

Address (business): \_\_\_\_\_  
\_\_\_\_\_

Telephone (business): \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Flight No: \_\_\_\_\_ Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Flight No: \_\_\_\_\_ Time: \_\_\_\_\_

Special Dietary Requirements \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send this registration form on or before Friday, 14<sup>th</sup> April 2006 by fax or e-mail to:**

**Mr. SHIRAISHI Naohito**

Researcher

International Tourism Promotion Division, Policy Bureau

Ministry of Land, Infrastructure and Transport (MLIT) ,Japan

***Fax: +81-3-5253-1563***

E-mail: [shiraishi-n247@mlit.go.jp](mailto:shiraishi-n247@mlit.go.jp)

## ANNEX III

### HOTEL RESERVATION FORM

#### **IDENTIFICATION**

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Name: \_\_\_\_\_

Economy: \_\_\_\_\_

Position: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_

Address (business): \_\_\_\_\_

Tel (business) : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail : \_\_\_\_\_

#### **HOTEL RESERVATION**

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Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

No. of Nights: \_\_\_\_\_ No. of Rooms: \_\_\_\_\_

Room type: (1) Hotel Century Shizuoka  
 (\*Check-in on 9<sup>th</sup> May - Check-out on 10<sup>th</sup> May for 1 night)  
 (\*Check-in on 12<sup>th</sup> May - Check-out on 13<sup>th</sup> May for 1 night)  
☐ Standard (Twin) JPY12,500  
☐ Superior (Twin) JPY16,000  
(2) Nippondaira Hotel  
 (\*Check-in on 10<sup>th</sup> May - Check-out on 12<sup>th</sup> May for 2 nights)  
☐ Standard (Twin or Double) JPY12,500  
☐ Superior (Twin or Double) JPY16,000  
☐ Japanese-style room JPY20,000  
*(Please click where applicable)*

#### **PAYMENT DETAILS**

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**Participant's credit card information is essential to guarantee hotel reservation:**

Credit card issuer: \_\_\_\_\_ Card Number: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
*(As printed on the card)*

Date: \_\_\_\_\_ Card Holder's Signature: \_\_\_\_\_

**Please send this registration form on or before Friday, 14<sup>th</sup> April 2006 by fax or e-mail to :**

**Mr. SHIRAISHI Naohito**

Researcher

International Tourism Promotion Division, Policy Bureau

Ministry of Land, Infrastructure and Transport (MLIT), Japan

**Fax: +81-3-5253-1563**

E-mail: [shiraishi-n247@mlit.go.jp](mailto:shiraishi-n247@mlit.go.jp)