



**ASIA-PACIFIC ECONOMIC COOPERATION
ADMINISTRATIVE CIRCULAR**

37th TOURISM WORKING GROUP MEETING

19-20 September, 2010

6th TOURISM MINISTERIAL MEETING

22-23 September, 2010

NARA, JAPAN

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1. Introduction

Japan is proudly hosting APEC 2010 meetings, the **tourism** of which, the 37th APEC Tourism Working Group Meeting and the 6th APEC Tourism Ministerial Meeting, will take place in September 2010.

This circular provides administrative, logistical and other relevant information for the 37th APEC Tourism Working Group Meeting (hereinafter referred to as "TWG") and the 6th APEC Tourism Ministerial Meeting (hereinafter referred to as "TMM").

Both meetings will be held in **Nara**, an ancient city of Japan, on the following dates:
The 37th APEC Tourism Working Group Meeting: **19–20 September, 2010**
The 6th APEC Tourism Ministerial Meeting: **22–23 September, 2010**

Both TWG and TMM participants are strongly required to complete the tasks by the deadlines indicated in Section 17 prior to their arrival in Japan.

2. Programme

The tentative programme for TWG and TMM is included in Annex A.
Annex A is tentative, the detailed programme will be informed in due course.

3. Contacts

3-1 Contacts regarding information on Substantive (Policy) matters

Mr. Yuichi TAKEHARA

Director for International Tourism Relations
Japan Tourism Agency
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3-2 Contacts regarding information on Logistical matters

Mr. Takaaki TSURU

Japan Tourism Agency

Tel: +81-742-81-7410 / Fax: +81-742-23-5875

Email: logi@apex2010nara.jp

Ms. Kawori ITO

APEC-Nara 2010 Secretariat

Tel: +81-742-81-7410 / Fax: +81-742-23-5875

Email: logi@apex2010nara.jp

All the contact details are indicated on the relevant sections and Annex B.

4. Liaison Officers

4-1 Delegation Liaison Officer (DLO)

The following delegations must designate their Delegation Liaison Officer (hereinafter referred to as "DLO") who will be the channel of communication between the Host and Delegations.

- All APEC Economies
- APEC Secretariat
- ABAC
- APEC Official Observers
 - ASEAN Secretariat
 - PECC
 - PIF

4-2 Details of DLO

The above delegations must report the name, designation, tel/fax number, and email address of the DLO to the following contact person by **Tuesday 20 July, 2010**.

Ms. Yasuko FUJII

APEC-Nara 2010 Secretariat

Tel: +81-742-81-7410 / Fax: +81-742-23-5875

Email: regi@apex2010nara.jp

Apart from reporting the details of DLO, online registration is also required. (please see 6-1)

DLO must be a member of the delegations participating in Tourism Meetings in Nara.

4-3 Liaison Officer (LO) for TMM

A Liaison Officer (hereinafter referred to as "LO") will be assigned to APEC Tourism Ministers, APEC Secretariat Executive Director, ABAC Chairs, and Heads of APEC Official Observers (ASEAN Secretariat, PECC, PIF) during their stay in Japan. LO will give support throughout their stay in Japan including the period of the meeting. This will also apply to the alternates of the persons stated above.



Meeting Points with LO

- Osaka-KANSAI Airport
- Shin Osaka Station
- Osaka-ITAMI Airport

The details will be announced in due course.

If the access route reports of 9-1-2 show few or no participants arriving at the above meeting points, the number of guiding staff at those points where few or no participants arrive may be reduced.

For the details of access route reports, please see 9-1-2.

5. Meeting Venue

NARA PREFECTURAL NEW PUBLIC HALL
101 Kasugano-cho, Nara, 630-8212 JAPAN
TEL: +81-724-27-2630
FAX: +81-724-27-2634
URL: <http://www.shinkokaido.jp/>

For a map of the meeting venue, please see Annex F.

6. Registration and Accreditation

6-1 Online Registration Process

All delegates are required to complete online registration prior to the meetings.
Online registration can be accessible through the following website:

<https://secure.apec2010nara.jp/registration/>

Online accreditation period: **Tuesday 20 July – Friday 27 August**

Delegates who are unable to complete registration by the deadline mentioned above are required to contact the following person.

<p>Ms. Yasuko FUJII APEC-Nara 2010 Secretariat Tel: +81-742-81-7410 / Fax: +81-742-23-5875 Email: regi@apec2010nara.jp</p>
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6-2 Delegate Accreditation Officer (DAO)

In addition to DLO indicated in 4-1, each delegation is required to designate DAO who will be in charge of online registration procedures.
DLO and DAO can be the same person.

The name, designation, tel/fax number, and email address of the DAO are required to be forwarded to the following contact person by **Tuesday 20 July.**

ID and password to access the online registration website will be distributed to the designated DAO. No ID or passwords will be issued unless the DAO is reported.

Each delegation is required to assign DAO and report their contacts well in advance.

Ms. Yasuko FUJII
APEC-Nara 2010 Secretariat
Tel: +81-742-81-7410 / Fax: +81-742-23-5875
Email: regi@appec2010nara.jp

6-3 ID Badge Collection

Delegates can collect ID badges and relevant information at their hotels (official hotels).

Delegates who will not stay in the official hotels are required to contact the person stated in 7-6, and go individually to the designated official hotels to collect ID badges.

For security reasons, ID badges must be visibly worn at all times during the meetings. The Host can reject the entry of those who do not wear ID badges.

The following documents are required to collect ID badges:

- A copy of an Accreditation Certificate (sent by email after online registration, see 6-4)
- Passport

6-4 Accreditation Certificate

Upon successful completion of online registration, an Accreditation Certificate will be sent by email.

6-5 Lapel Pins

APEC Tourism Ministers, their spouses, APEC Secretariat Executive Director, ABAC Chair, and Heads of Official Observers (ASEAN Secretariat, PECC, PIF) are required to wear lapel pins at all times during the meetings. Lapel Pins will be provided by LO. This will also apply to the alternates of the persons stated above.

6-6 Overpasses to the meetings

5 Meeting Overpasses will be distributed to each DLO. All participants (except Heads of Delegations who wear lapel pins) will be required to wear their ID badges and Meeting Overpasses to access the meeting room.

7. Accommodation

7-1 Ministers and Spouses of Each Economy

The Host will provide accommodations for APEC Tourism Ministers, their spouses, APEC Secretariat Executive Director, ABAC Chair, and Heads of APEC Official Observers (ASEAN Secretariat, PECC, PIF). Suites or other types of rooms will be provided for four nights maximum during the period of 21(Tue) – 24(Fri) Sep. This will also apply to the alternates of the persons stated above.

Please note that the numbers of suite rooms in Nara is limited, and subject to availability. Those who wish to stay in suite rooms in Nara must complete hotel reservation well in advance. If it is delayed, they may be allocated to the suite rooms in Osaka.

7-2 Hotel Reservation

In official hotels, a block of rooms are reserved by the Host Economy. Delegations are required to book hotels according to Annex H.

7-3 Official Hotels

Regarding TWG and TMM, the following hotels are designated as official hotels. For each hotel service, please see Annex G.

		Time to the meeting venue
1) Nara Hotel	Nara City	4min
2) Nara Royal Hotel		15min
3) Hotel Nikko Nara		10min
4) Noborioji Hotel		10min
5) Super Hotel Lohas		10min
6) Kasuga Hotel (Japanese Inn)		10min
7) Hotel New Otani Osaka	Osaka City	50min
8) KKR Hotel Osaka		50min

Kasuga Hotel requires customers to take off their shoes at the entrance of the rooms according to Japanese customs.

For the location of each hotel, please see Annex F.
Shuttle service will be provided between official hotels and the meeting venue.

7-4 Hotel Reservation and procedures

Reservation can be made by sending the Hotel Reservation Form (Annex J) to the address below by **Friday 30 July 2010**.

Email	apec2010nara@gmt.jtb.jp cc: acc@apec2010nara.jp
FAX	+81-3-5495-0685

※For reservation procedure and conditions, please see Annex H.

※Please note that the conditions vary according to the hotels.

On completing the reservation, an invoice and confirmation will be issued by JTB Global Marketing & Travel Inc.

7-5 Check-in and Check-out

Check-in/Check-out times vary according to the hotels. Early check-in and late check-out may require additional fees depending on the regulations of each hotel.

※Please see Annex G for more details.

7-6 Reporting non-official hotels

Those who will stay in non-official hotels must report the hotels where they will stay to the following person.

Ms. Chikako TOBA APEC-Nara 2010 Secretariat Tel: +81-742-81-7410 / Fax: +81-742-23-5875 Email: acc@apec2010nara.jp
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The above information is required well in advance in order to prepare their ID badges at the nearest official hotels.

Shuttle service to the meeting venue will not be provided from non-official hotels.

7-7 Individual Working Spaces / Individual Delegation Rooms

Delegations may negotiate with their hotels for working spaces or individual delegation rooms. The costs for these requests should be paid by each delegation.

7-8 Important Notice

The period of the TWG and TMM meetings include weekends (18th-19th Sep.) and Japanese national holidays (20th, 23rd Sep.).

Furthermore, Nara is one of the most popular tourist destination in autumn.

It is estimated that the closer it gets to September, the more competitive the reservation of the hotels in Nara will be.

Delegates are strongly recommended to complete the hotel bookings well in advance, in July at the latest, and use official hotels where block bookings are already made.

Block bookings of the hotels in Nara are likely to be released in August, and thus the late reservations may be allocated to Osaka.

Those who wish to stay in Nara are advised to book well in advance.

8. Arrival and Entry Formalities

8-1 Entry Formalities

All delegates must possess valid passports on their entry into Japan.

Since 20 Nov. 2007, foreigners who apply for entry into Japan have been required to be fingerprinted, photographed (face) and interviewed (simple questions by immigration officers) upon entry into Japan.

For more details, please see the website below:
<http://www.moj.go.jp/ENGLISH/IB/ip.html>

8-2 Visa

Delegates of certain economies are required to obtain business visas to enter Japan for the purpose of participating in the APEC meetings.
For visa requirements, please see Annex C.

Delegates must obtain the requisite visas from the appropriate Embassy or Consulate office of Japan prior to their arrival in Japan.
Please note that visas cannot be issued after arriving at the airport.

8-3 Customs and Quarantine

For detailed procedures of Customs and Quarantine, please see Annex D.

8-4 Security Screening

A security screening procedure is required for all delegates who will arrive by general or business aircraft. The procedures include metal detectors, X-ray examination of hand luggage, etc.

8-5 Firearms

Bringing firearms into Japan is strictly prohibited; this applies to the security officers of the delegations. If the delegates wish to bring firearms for unavoidable reasons, please contact below:

<p>Ms. Chikako TOBA APEC-Nara 2010 Secretariat Tel: +81-742-81-7410 / Fax: +81-742-23-5875 Email: acc@apex2010nara.jp</p>
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9. Transportation

9-1 Access to Official Hotels (Nara, Osaka)

9-1-1 TWG

For the access to the official hotels of TWG participants, please see Annex I.

9-1-2 TMM

Dedicated cars will be provided for each TMM delegation from Kansai Airport, Itami Airport, or Shin-Osaka Station to each official hotel.

Each Head of Delegation plus an additional three people (four people in total per delegation) will be given a lift by dedicated cars with LO.

The details will be announced in due course.

Important Notice

All delegations are required to report their access route to the following person by **Friday 13 August 2010**.

Ms. Chikako TOBA
APEC-Nara 2010 Secretariat
Tel: +81-742-81-7410 / Fax: +81-742-23-5875
Email: acc@apcc2010nara.jp

※For details of the route, please see Annex I

If the access route reports show few or no participants arriving at the Liaison meeting points of TMM (Kansai airport, Itami airport and Shin-Osaka station) and the entry points with guiding staff for TWG (Kansai airport, Itami airport and Shin-Osaka station, Kyoto station), the number of guiding staff at those points where few or no participants arrive may be reduced.

Any changes in the reported access route are required to be forwarded to the above contact person as soon as possible.

All delegates are required to go to their official hotels first of all to obtain ID badges. No one can enter the related venue without wearing ID badges or lapel pins.

9-2 Transport in Nara

9-2-1 TWG

Shuttle bus service will be provided from official hotels to the meeting venue.

9-2-2 TMM

Cars and drivers will be provided for APEC Tourism Ministers, APEC Secretariat Executive Director, ABAC Chairs, and Heads of APEC Official Observers (ASEAN Secretariat, PECC, PIF).

This will also apply to the alternates of the persons stated above.

10. Document Reproduction and Distribution

10-1 Submission of Documents for TWG and TMM

All documents and presentations must be sent by **Friday 10 September** in soft copy to the Document Office:

Document Office

APEC Tourism Meetings 2010 Logistical Coordinations Team

Email: document@apec2010nara.jp

CC: tw@apec.org , jy@apec.org

10-2 Documentation Centre

Documentation Centre will be provided in Nara New Public Hall.

10-3 Distribution of Documents

Documents will be distributed at the appropriate meeting rooms before the meeting starts.

10-4 Important Requirements for Submission of Documents

10-4-1 All documents must be submitted in **soft copy**, accompanied with a Documentation Reproduction Request Form (DRRF) (Annex E).
No document will be accepted unless adequately submitted.

10-4-2 Submission must be completed by the stipulated deadlines. This will allow papers to be produced in advance, and time for review before discussion.

10-4-3 Indicate clearly, in the email subject field, the name of the meeting for which the papers are being submitted.

10-4-4 Avoid password-protecting the files so that the Documentation Centre can insert the cover pages.

11. Language and Interpretation Service

11-1 The official language at the Meetings will be English.

11-2 Interpretation Service

A simultaneous interpretation service (JP-EN) will be provided at TMM.

Economies who wish to bring duly assigned interpreters are required to send the details to the following by **Friday 27 August**.

Interpreters are also required to complete online registration in advance (6-1).

Ms. Kawori ITO APEC-Nara 2010 Secretariat Tel: +81-742-81-7410 / Fax: +81-742-23-5875 Email: logi@appec2010nara.jp

Interpretation facilities are available for duly assigned interpreters during the meetings.

12. Venue Facilities and Services

12-1 Information Counter

Information Counter will be provided in Nara New Public Hall.
Documents related to the meetings will be distributed at this Information Counter.

12-2 Common Delegation Room

Common Delegation Room will be provided in Nara New Public Hall.

Individual Delegation Rooms will not be provided at the venue.
Delegations may negotiate with their hotels for the rooms.
The costs for these requests should be paid by each delegation.

12-3 Bilateral Meeting Rooms (on request)

Bilateral meeting rooms can be booked in advance. (subject to availability)
Booking can be confirmed by contacting:

Ms. Kawori ITO APEC-Nara 2010 Secretariat Tel: +81-742-81-7410 / Fax: +81-742-23-5875 Email: logi@appec2010nara.jp

After arriving in Japan, Bilateral Meeting Rooms can be booked via LO.

12-4 Press Centre

Press Centre will be provided for media representatives.
For more details, please see 13-1

12-5 Prayer Rooms

Prayer rooms (separate rooms for men and women) will be provided in Nara New Public Hall. Prayer rooms are available during the meetings at Nara New Public Hall.



12-6 Medical Room

Medical Room will be provided in Nara New Public Hall.

Basic first-aid treatment is available at the venue during the meetings.
Ambulances are available on demand.

Referral to special medical experts or institutions will be provided, should it be required.
Delegates will bear the costs for special medical treatments.

13. Media Arrangement

13-1 Press Centre

Accredited media representatives can have access to the Press Centre.

Kasuga Taisha Shrine
Kansha to Kyosei no Yakata
160 Kasugano-cho, Nara, 630-8212

Media representatives must be accredited in advance to be permitted to enter the Press Centre, to use the relevant facilities, and to participate in relevant events.

ID badges will be issued to the accredited media representatives.
This ID badge must be worn at all times for entry to the relevant venues.

The details of the Press Registration and ID badges will be announced on the website at the beginning of August.
<http://apec2010nara.jp>

13-2 Media contact Person

For information and inquiries regarding the media, please contact:

Ms. Yasuko FUJII APEC-Nara 2010 Secretariat Tel: +81-742-81-7410 / Fax: +81-742-23-5875 Email: regi@apec2010nara.jp
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13-3 Press Conference

Press Conference will be held at the below address:

Nara Hotel, Yamatonoma
1096 Takahata-cho, Nara, 630-8301

The details of the Press Conference will be announced on the website in due course.
<http://apec2010nara.jp>

14. Dress Code

A detailed dress code for each event will be written on the detailed programme sent in due course.

15. Security

Necessary security measures will be taken in order to ensure the safety of participants. All the participants are requested to cooperate with inspections and queries.

16. General Information

16-1 Nara

Located in the middle of the Japanese archipelago, Nara prefecture where the Tourism Meetings will be held borders several large cities such as Osaka and Kyoto. It is also known as the ancient capital, the cradle of Japanese culture, that thrived as the leading centre of Japan in ancient times. A great number of heritage sites including historical architectures and cultural treasures are thus still well preserved, and attract visitors today with profound and sentimental feelings towards its everlasting history.



Nara-city, where the main meeting venue is situated, is the prefectural capital of Nara prefecture with a population of 370,000 and is one of Japan's most prominent historical cities. In particular, Nara was the birthplace of the first full-fledged national capital Heijo-kyo in 710, currently celebrating its 1300th memorial year, this year in 2010. 1300 years ago, Nara, as the terminus of the Silk Road, enjoyed the flowering of a superb culture abundant in international interaction with the Eurasian continent and blending Eurasian elements with original Japanese culture.



The remembrances of this flourishing culture can be seen in the World Heritage “Historic Monuments of Ancient Nara” including the world largest ancient wooden building, Todai-ji Temple Great Buddha Hall. In addition, Nara has a rich in natural environment, including Nara park populated by thousands of wild deer, and the sacred primeval forest of Mt. Kasuga which has had an influence on religions in Nara.



From the viewpoint of tourism, Nara is abundant in precious historical and cultural heritage and has two further World Heritage site:



“Buddhist Monuments in Horyu-ji Area” and “Sacred Sites and Pilgrimage Routes in the Kii Mountain Range”. Also, exceptional natural elements including Yoshino zakura (cherry blossom) spread over the southern part of Nara prefecture, which fascinate a good number of both domestic and foreign tourists every year. As a result, tourism is one of the key industries in Nara.

This year in particular, various events celebrating the 1300th memorial year of the birth of Heijo-kyo are taking place all over Nara entertaining countless number of tourists from all over Japan and the World.

16-2 Climate in Nara

Surrounded by mountains, Nara-city enjoys temperature variability between summer/winter and day/night, which is suitable for the production of quality Yamato-cha green tea. Additionally, as it is located away from the sea, the annual precipitation is relatively low.

Nara as well as Japan has four distinct seasons. In spring, it attracts a large number of tourists with the renowned beauty of its cherry blossoms. Having a typical basin climate of a humid summer and chilly winter, it is rare in general to have severely rough weather in Nara.

In September, when the meetings are to be held, the typhoon season reaches its peak throughout Japan (except Hokkaido) and much attention will also be needed in Nara. The highest and lowest temperature in September 2009 are as below. The summer gives way to an autumn climate when we can enjoy cool temperatures in the morning and night, whereas it may still be hot and humid during the day. Participants are advised to bring comfortable summer clothing as well as a long-sleeved jacket to wear on top.

Temperature in September 2009

	Centigrade	Fahrenheit
Highest	28.7	66.5
Average	22.4	57.3
Lowest	17.6	49.8

16-3 Time Zone

Japan, located in a single time zone, is nine hours ahead of UTC (Coordinated Universal Time): UTC+09:00. Japan does not observe Daylight Saving Time.



16-4 Currency

Japanese currency is the yen (JPY), and the basic unit is 1yen.

Coins: 1, 5, 10, 50, 100, 500 yen

Notes: 1000, 2000, 5000, 10000 yen

In general, only Japanese yen is accepted in Japan.

Foreign currency can be mainly exchanged at banks and airports.

Banks open from Monday to Friday, 9:00am-3:00pm.

Delegates are strongly advised to exchange their currency into yen at the airports, as only major currencies can be exchanged in Nara.

Banks in Nara (where foreign exchange is available)

Bank of Tokyo-Mitsubishi UFJ Bank [Branch: Nara]

Currency: USD only

Mizuho Bank [Branch: Nara]

Currency: CNY/HKD/TWD/KRW/THB/SGD/USD/AUD/NZD

Mitsui-Sumitomo Bank [Branches: Nara, Heijo, Yamato-Koriyama]

Currency: USD only

Nanto Bank [Branches: Main branch, Kencho (Prefectural office), Shiyakusho (City Council), Omiya, JR Nara station, Minami, Kidera, Saidaiji]

Currency: USD/CAD/AUD/EUR

Japanese yen can be obtained with major credit card from ATMs at some convenience stores or post offices in Nara-city. Depending on conditions, some branches may not accept credit cards.

16-5 Credit Cards

Credit cards may be accepted in large hotels, shopping centres and restaurants whereas smaller shops cannot accept credit cards.

Credit card users are recommended to check before paying the bills.

16-6 Electricity

The electrical voltage is 100V, 60Hz in the Kansai region.

The plug type is the "A-type", the one with two flat pins.

16-7 Water

Tap water is drinkable.

Bottled water can be purchased at supermarkets, and vending machines.



16-8 Telephone

16-8-1 International Calls

International calls are available from most hotels.
Fees vary depending on telephone companies, and it is recommended to check the fee with the hotel before making a phone call.

Some public phones are furnished with an international phone service, the number of which is however limited.

16-8-2 Domestic Calls

Domestic calls are available from public phones with cash or telephone cards.
Fees vary depending on time and distance. A basic domestic call within a city in the daytime is 10yen/minute.

Mobile phone users must check in advance if their appliances can work in Japan.
Mobile phone rental services are available at the main airports in Japan.

16-9 Tips

Tips are not generally required in Japan, while some hotels or restaurants may collect a service charge (approximately 10%).

16-10 Smoking

Under the Health Promotion Act, smoking is only allowed in designated smoking areas in most public facilities. Public transport facilities are basically non-smoking and most have separate smoking rooms and non-smoking rooms.

16-11 Useful Telephone Numbers

Police: 110
Fire/Emergency Medical Care: 119



17. Task Summary

Tasks	Section	Deadlines
Submission of DLO/DAO contact details	4-2 / 6-2	Tuesday 20 July 2010
Online Registration	6-1	Friday 27 August 2010
Submission of Hotel Reservation Form	7-4	Friday 30 July 2010
Details of Non-official hotels (if applicable)	7-6	as soon as possible
Temporary confiscation of firearms	8-5/AnnexD	as soon as possible
Submission of Access Route	9-1-2	Friday 13 August 2010
Submission of Documents	10-1	Friday 10 Sep. 2010
Reporting assigned interpreters (if applicable)	11-2	Friday 27 August 2010

Tentative Programme

The APEC 37th Tourism Working Group (TWG) Meeting
The 6th Tourism Ministerial Meeting (TMM)

Annex A

	Saturday 18 September 2010	Sunday 19 September 2010	Monday 20 September 2010	Tuesday 21 September 2010	Wednesday 22 September 2010	Thursday 23 September 2010	Friday 24 September 2010	Saturday 25 September 2010		
Morning	Arrival (TWG Participants) Registration (TWG)	37th TWG Meeting	37th TWG Meeting	Technical Tour (TWG)	Departure (TWG Participants)	6th TMM	6th TMM	Technical Tour (TMM)	Departure (Non- participants in the Technical Tour)	Departure
Lunch		Lunch hosted by Japan's side	Lunch hosted by Japan's side			Lunch hosted by Japan's side	Press Conference			
Afternoon		Executive Committee Meeting (37th TWG)	37th TWG Meeting	37th TWG Meeting	Arrival (TMM Participants) Registration (TMM)	6th TMM	Lunch hosted by Japan's side			
Dinner	Welcome Dinner (37th TWG) hosted by the Minister of Land, Infrastructure, Transport and Tourism						Optional Dinner (37th TWG, at own expenses)	Welcome Dinner (6th TMM) hosted by the Governor of Nara Prefectural Government	Welcome Reception (6th TMM) hosted by the Minister of Land, Infrastructure, Transport and Tourism	

- Note) 1. The above programmes may be changed on minor basis.
2. Details of the meetings and the fixed programme will be informed in due course

List of contact details

▪ Substantive (Policy) matters

Mr. Yuichi TAKEHARA

Director for International Tourism Relations
Japan Tourism Agency
Tel: +81-3-5253-8938 / Fax: +81-3-5253-1563
Email: sub@appec2010nara.jp

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Japan Tourism Agency
Tel: +81-3-5253-8938 / Fax: +81-3-5253-1563
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▪ Logistical matters

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Chief Official for International Conferences
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Ms. Kawori ITO

APEC-Nara Secretariat
Tel: +81-742-81-7410 / Fax: +81-742-23-5875
Email: logi@appec2010nara.jp

▪ Submission of documents (10-1)

Document Office

APEC Tourism Meetings 2010 Logistical Coordinations Team
Email: document@appec2010nara.jp
CC: tw@appec.org , jy@appec.org

- **Interpretation Services (11-2)**
- **Bilateral Meeting Room (12-3)**

Ms. Kawori ITO

APEC-Nara 2010 Secretariat

Tel: +81-742-81-7410 / Fax: +81-742-23-5875

Email: logi@apec2010nara.jp

- **Transportation and Access (9)**
- **Accommodation (7)**

Ms. Chikako TOBA

APEC-Nara 2010 Secretariat

Tel: +81-742-81-7410 / Fax: +81-742-23-5875

Email: acc@apec2010nara.jp

- **Registration and Accreditation (6-1)**
- **Reporting contact details of DLO/DAO (4-2/6-2)**
- **Media (13-2)**

Ms. Yasuko FUJII

APEC-Nara 2010 Secretariat

Tel: +81-742-81-7410 / Fax: +81-742-23-5875

Email: regi@apec2010nara.jp



Visa Requirements to Enter Japan

Visa requirements by passport types. Periods of visa exemption are indicated in brackets.

Economy	Ordinary Passport	Diplomatic or Official Passport
Australia	Not required (90 days)	Not required (90 days)
Brunei Darussalam	Not required (14 days)	Not required (14 days)
Canada	Not required (3 months)	Not required (3 months)
Chile	Not required (3 months)	Not required (3 months)
People's Republic of China	Required	Required
Hong Kong, China	Not required (90 days)[1]	[2]
Indonesia	Required	Required
Republic of Korea	Not required (90 days)	Not required
Malaysia	[3]	Not required (3 months)
Mexico	Not required (6 months)	Not required (6 months)
New Zealand	Not required (90 days)	Not required (3 months)
Papua New Guinea	Required	Required
Peru	[4]	Required
Republic of the Philippines	Required	Required
Russian Federation	Required	Required
Singapore	Not required (3 months)	Not required (3 months)
Chinese Taipei	Not required (90 days)[5]	[6]
Thailand	Required	Not required
United States of America	Not required (90 days)	Required
Viet Nam	Required	Not Required

[1] Holders of Hong Kong Documents of Identity are required to apply for business visas for entry into Japan. BNO (British Nationals Overseas) and SAR (Special Administrative Region) passport holders are not required to apply for business visas.

[2] To obtain business visas, applications should be made with ordinary passport.

[3] It is recommended to obtain visa.

[4] It is recommended to obtain visa.

[5] Visas are not required for Chinese Taipei ordinary passport holders with their own personal ID numbers shown in their respective passports.

[6] To obtain business visas, application should be made with ordinary passport.

Customs and Quarantine (Animal, Plant protection and Quarantine)

1. Customs Declaration

1. All delegations are required to make a written declaration about their belongings.
Two copies of a written declaration are required, if delegations have unaccompanied baggage. Customs declaration forms are available on the plane, the ship, or at Customs. It can also be downloaded at : <http://www.customs.go.jp/english/passenger/index.htm>

2. The green and red channel system

Please choose either the green channel or the red channel.

1. The green channel is for passengers who have no goods subject to duty and/or tax and goods not prohibited or restricted for import.
2. The red channel is for all other passengers.

*Please pay duties and/or taxes at the bank in the Customs inspection zone.

When the value of the dutiable goods exceeds three hundred thousand yen (300,000yen), Customs procedures for commercial cargo are required.

2. Exemption

Personal effects and unaccompanied baggage that are for personal use are free of duties and/or taxes within the allowance specified below. (As for rice, the limit is 100kg a year) If delegations have both personal effects and unaccompanied baggage, please consider them together.

- Personal Effects and Professional Equipment

Clothes, toiletries, and other personal effects for delegations' personal use, as well as portable professional equipment that delegations will use their stay in Japan, are all free of duties and/or taxes, if they are considered quantitatively appropriate and are not for sale.

- Alcoholic Beverages, Tobacco Products, etc

Allowances are made for certain other articles within the limits specified below.

3. Duty-free/Tax-free Allowance

Item		Allowance (for an adult)	Remarks
Alcoholic Beverages		3 bottles	760ml per bottle.
Tobacco	Cigars	100 cigars	If there is more than one kind of tobacco product, the total



JAPAN 2010

Annex D

Products	Cigarettes	400 cigarettes	allowance is 500 grams.
	Other kinds of tobacco	500 grams	
Perfume		2 ounces	
Others		200,000yen	The total overseas market value of the articles other than the above items must be under 200,000yen. Any item whose total overseas market value does not exceed 10,000yen is always free of duties and/or taxes and is not counted in the calculation of the total overseas market value of 200,000yen.(e.g., two ties worth 5,000yen each) There is no duty-free allowance for articles or sets of articles that have a market value of more than 200,000yen each or per set.

4. Currency

There is no limit on the total amount of money and other means of payment that may be brought into or taken out of Japan. However, if delegations transport money and other means of payment exceeding 1,000,000yen or its equivalent or precious metal (gold with over 90% purity) exceeding 1kg in total weight, delegations are required to submit a report to Customs. “Money and other means of payment” includes Japanese or foreign currencies, checks (include traveler's check), promissory notes, and securities.

5. Prohibited Articles

The following articles are prohibited from entry by law:

1. Opium, cannabis, magic mushrooms, and other narcotic drugs and utensils for opium smoking; stimulants (including Vicks inhalers and Sudafed); psychotropic substances (excluding those designated by Ministry of Health, Labour and Welfare Ordinance);
2. Firearms (pistols, rifles, machine guns, etc.), ammunition (bullets) thereof, and pistol parts;
3. Explosives (dynamite, gunpowder, etc.)
4. Precursor materials for chemical weapons.
5. Germs which are likely to be used for bio-terrorism
6. Counterfeit, altered, or imitation coins, paper money, bank notes, or securities, and forged credit cards.
7. Books, drawings, carvings, and any other articles which may harm public safety or morals (obscene or immoral materials, e.g., pornography)
8. Child pornography; and
9. Goods which infringe Intellectual Property.

6. Restricted Articles

The following articles are restricted from entry by law:

1. Plants and animals must be presented to the plant or animal quarantine officer for quarantine inspection prior to Customs examination.
2. There is quantity restrictions on the import of medicine and cosmetics etc for personal use.
(e.g., Internal medicine: amount required for a period of 2 months (as a general rule);
External medicine : 24 pieces or less per one item ; Cosmetics: 24 pieces or less per one item)
However, those which may cause health damage are restricted regardless of their quantity.
3. No person shall bring hunting guns, air guns, swords, etc. into Japan without a permit to possess.
4. Temporary Importation of Goods (CARNET)

Certain goods may be brought into Japan on a temporary basis without the payment of Customs duty or taxes. On arrival, detailed list of the goods being temporarily imported must be provided to Customs. On departure, the goods must be produced to Customs for verification against the original application.

Temporary importation of certain items is also possible through the use of CARNET, which is an international Customs document that allows goods to be brought into Japan without payment of Customs duty and taxes and without the need for a formal Customs entry.

The use of CARNET to cover the temporary admission of goods considerably simplifies and expedites the formalities for temporary importation for the importer.

Admission Temporary/Temporary Admission (ATA) carnets can be used for goods being temporarily imported under conventions such as the Customs Convention on The Temporary Importation of Professional Equipment.

To obtain a CARNET to bring goods into Japan, delegations are required to contact their local Chamber of Commerce. A suitable security or undertaking will need to be provided to the Chamber of Commerce to cover any duty or taxes that may become payable on the goods.

When the goods arrive in Japan, the CARNET holder will need to present the CARNET and the goods to Customs for processing. The CARNET and the goods must also be produced to Customs on export for processing. The goods will need to be identified. The CARNET itself will be the proof of export.

Laptops and other similar electronic equipment for personal use, imported by passengers in

their accompanied baggage do not require temporary importation documentation provided the Customs Officer is satisfied that they will be re-exported with the passenger on departure.

5. Firearms

It is strictly prohibited under Japanese law to bring firearms into Japan and to carry them in Japan. Please note that the law also applies to the security officers of the delegations. In case firearms need to be brought into Japan due to unavoidable reasons, such as a need to visit other countries where the carrying of firearms is permitted before or after Japan, please provide APEC-Nara Secretariat as soon as possible (see 8-5) with the information by a Note Verbale concerning the type of firearms, the serial number(s), the number of firearms, the caliber, the number of magazines and the name and rank of the person in charge of security and firearms. The firearms temporarily confiscated will be returned from the Japanese Police Authorities at the airport upon departure. The officer in charge of firearms is requested to witness the procedure for the temporary confiscation and return.

Further information on Custom clearances can be found at:

<http://www.customs.go.jp/english/index.htm>

Quarantine (Animal, Plant protection and Quarantine)

Animals, animal products, plants and plant products brought in as carry-on luggage by travelers entering Japan are inspected under Japanese law at the Quarantine station in the Customs inspection area of the airport upon arrival.

Information on the inspection of animals and plants and Quarantine can be found at:

Plant Protection Station website:

<http://www.pps.go.jp/english/>

Animal Quarantine Service website:

<http://www.maff-aqs.go.jp/english/index.htm>

Quarantine Office (Travelers health information) website:

<http://www.mhlw.go.jp/english.html>

DOCUMENTATION REPRODUCTION REQUEST FORM (DRRF)

Annex E

*Please use one DRRF per document.

Meeting Name	
Meeting Date	
Contact Person	
Organisation	
Tel No.	
Email	

DOCUMENT DETAILS

The information below will be used by the Documentation Centre to create the cover page for each paper/presentation and to update the document classification list for each meeting.

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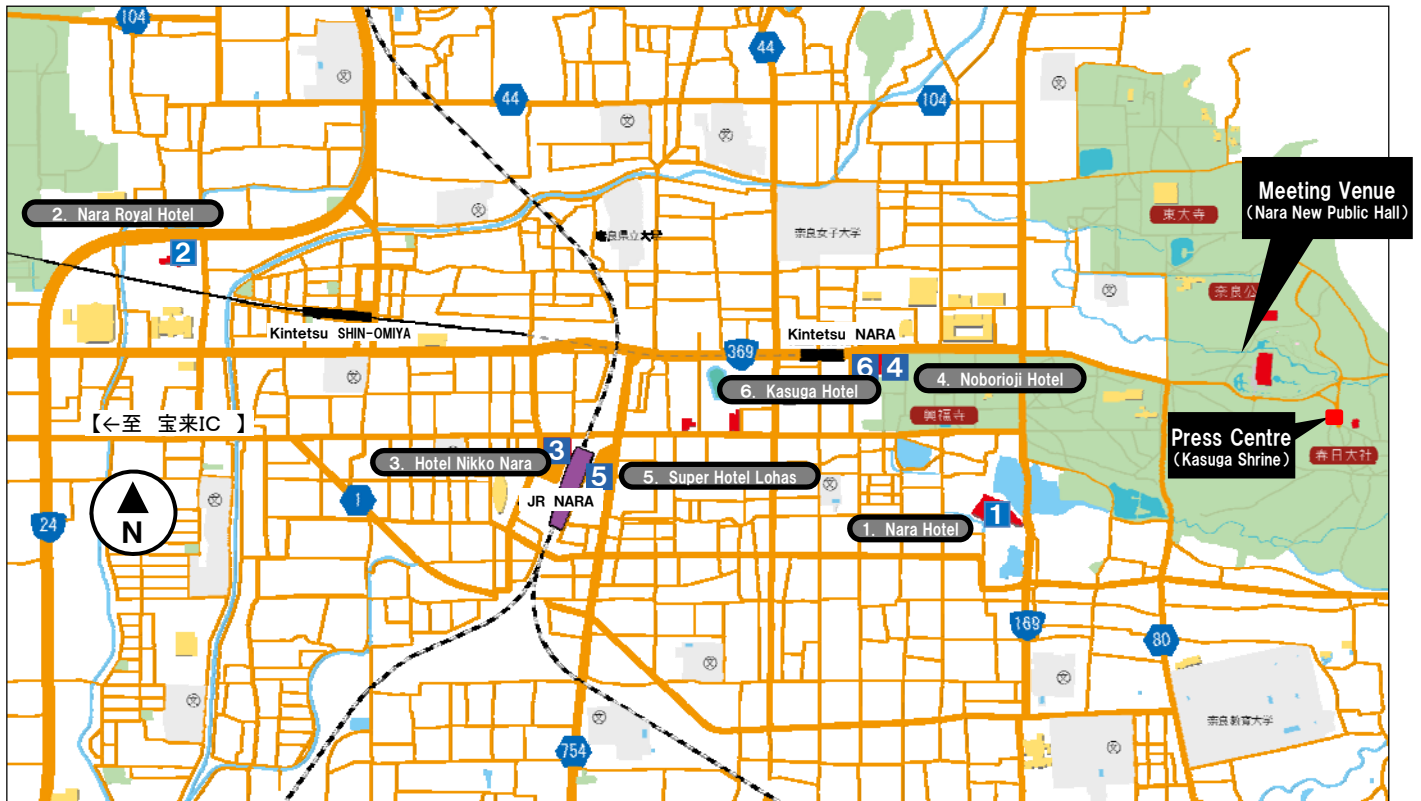
APEC Tourism Meetings 2010 Logistical Coordinations Team
Email : document@apec2010nara.jp
CC: tw@apec.org, jy@apec.org

FOR OFFICIAL USE ONLY

Document No. Assigned:

Map of Meeting Venue and Official Hotels

Hotel/Venues (Nara City)



Map of Official Hotels (Osaka City)



Nara Prefectural New Public Hall

By Shuttle bus
approx. 15 mins, (10km)

Horai I.C.

approx. 30mins, (23.6km)

Morinomiya I.C.

approx. 3mins,
(1.5km)

KKR Hotel Osaka

approx. 5mins,
(3.4km)

Hotel New Otani Osaka



ANNEX-G. List of Official Hotels

The list of APEC official hotels is as follows.

Reservations at preferential rates can be made by sending Reservation Form (Annex J) by fax or e-mail to the contact person in Annex H.

1 Nara Hotel

Distance to the main site : 1.4km
Time : approx. 4 mins.

Address	1096 Takabatake-cho, Nara city, Japan 630-8301	http://www.narahotel.co.jp/	
TEL	+81-742-26-3300	FAX	+81-742-23-5252
Front Desk	English available/No English operation at night	Transformer rental	yes
Breakfast	Japanese style food (including rice or tea porridge) or European style food for your breakfast		
Internet access	All rooms include high speed (100Mbps) internet access /Free		
Exchange	Available (USD/EUR)	TV	International programme not Available
English newspaper	Japan Times/International Herald Tribune	Credit card	Available (AMEX/Visa/JCB/Diners)
Check-in time	15:00	Check-out time	11:00
		Room service	16:00~22:30 depends on menu
Remarks	※The venue for the press conference		

Room

Service charge and Consumption tax are included.

Types of the rooms	Conditions	Price/Unit: JPY	Comments
Royal	inc. breakfast		for HOD only (1 room available) <131m ² >
Crown	inc. breakfast		for HOD only (1 room available) <69m ² >
DLX Twin A	inc. breakfast	60,270	
DLX Twin B	inc. breakfast	46,410	
DLX Twin C	inc. breakfast	41,790	
Twin (1person)	inc. breakfast	32,000	
Twin (2people)	inc. breakfast	19,215	
Twin (Connect)	inc. breakfast		for HOD only (5 connect rooms available) <70m ² >
Single	inc. breakfast	21,000	

2 Nara Royal Hotel

Distance to the main site : 4.3km
Time : Approx. 15 mins.

Address	254-1 Hokkeji-cho, Nara city, Japan 630-8001	http://www.nara-royal.co.jp/	
TEL	+81-742-34-1131	FAX	+81-742-34-3231
Front Desk	English available/24 hour operation	Transformer rental	yes
Breakfast	Buffet, Japanese and western		
Internet access	All rooms include high speed (100Mbps) internet access /Free		
Exchange	Available (USD only)	TV	Japanese/Chinese/Korean
English newspaper	Japan Times (charge)	Credit card	Available (most major cards)
Check-in time	14:00	Check-out time	11:00
		Room service	Not Available
Remarks	※The venue for the welcome reception hosted by the minister of Land, infrastructure, Transportation and Tourism.		

Room

Service charge and Consumption tax are included.

Types of the rooms	Conditions	Price/Unit: JPY	Comments
Royal	inc. breakfast		for HOD only (1 room available) <90m ² >
DLX Family	inc. breakfast	36,200	
DLX Twin	inc. breakfast	31,200	
Twin (1person)	inc. breakfast	18,200	
Twin (2people)	inc. breakfast	9,450	
Single	inc. breakfast	10,500	

ANNEX-G. List of Official Hotels

3 Hotel Nikko Nara

Distance to the main site : 3.3km
Time : Approx. 10 mins.

Address	8-1 Sanjo-Hommachi, Nara city, 630-8122 Japan			http://www.nikko-nara.jp/
TEL	+81-742-35-8831	FAX	+81-742-35-6868	
Front Desk	English available/24 hour operation		Transformer rental	No
Internet access	LAN Line (No Charge)			
Exchange	Available (EUR/USD)		TV	CNN
English newspaper	Daily YOMIURI		Credit card	Available (most major cards)
Check-in time	13:00	Check-out time	11:00	Room service Not Available
Remarks				

■Room

Service charge and Consumption tax are included.

Types of the rooms	Conditions	Price/Unit: JPY	Comments
Suite	inc. breakfast		for HOD only (1 room available) <78m ² >
DLX Twin	inc. breakfast		for HOD only (4 rooms available) <45m ² >
Twin (1person)	inc. breakfast	21,000	Price: per person
Twin (2people)	inc. breakfast	16,000	
Single	inc. breakfast	14,600	

4 Noborioji Hotel

Distance to the main site : 3.2km
Time : Approx. 10 mins.

Address	40-1 Noborioji-cho, Nara city, 630-8213 Japan			http://www.noborioji.com/
TEL	+81-742-25-2591	FAX	+81-742-26-7874	
Front Desk	English available/24 hour operation		Transformer rental	yes
Internet access	All rooms include internet access /Free			
Exchange	Available (on booking, USD, EUR, CAN, AUD)		TV	CNN / BBC
English newspaper	Japan Times/International Herald Tribune		Credit card	Available (VISA, MASTER, DC, JCB)
Check-in time	15:00	Check-out time	12:00	Room service All time
Remarks	Non-smoking room only			

■Room

Service charge and Consumption tax are included.

Types of the rooms	Conditions	Price/Unit: JPY	Comments
Suite	inc. breakfast		for HOD only (2 rooms available) <70m ² >
DLX Twin	inc. breakfast		for HOD only (1 room available) <60m ² >
Twin	inc. breakfast	61,215	
For accompanying person	inc. breakfast	49,665	

ANNEX-G. List of Official Hotels

5 Super Hotel LOHAS JR NARA STATION

Distance to the main site : 3.2km
Time : Approx. 10 mins.

Address	1-2 Sanjo-honmachi, Nara city 630-8122 Japan			http://www.lohas-nara.com/	
TEL	+81-742-27-9000		FAX	+81-742-27-9008	
Front Desk	English available/No night operation		Transformer rental	yes	
Breakfast	Western style				
Internet access	All rooms include internet access /Free				
Exchange	Not Available		TV	Japanese and Chinese program	
English newspaper	Not Available		Credit card	VISA, JCB, MasterCard, and AMEX	
Check-in time	15:00-0:00	Check-out time	10:00	Room service	Not Available
Remarks					

■Room

Service charge and Consumption tax are included.

Types of the rooms	Conditions	Price/Unit: JPY	Comments
Hollywood Twin	inc. breakfast	12,800	
Super Room	inc. breakfast	7,280	

6 Kasuga Hotel

Distance to the main site : 3.2km
Time : Approx. 10 mins.

Address	40 Noborioji-cho, Nara city 630-8213 Japan			http://www.kasuga-hotel.co.jp/	
TEL	+81-742-22-4031			FAX	+81-742-26-6966
Front Desk	English available/No English operation at night			Transformer rental	No
Internet access	Not available (LAN access available in the café, around the lobby)				
Exchange	Not available			TV	Not Available
English newspaper	Japan Times	Credit card	VISA, MASTER, UC and American Express		
Check-in time	15:00	Check-out time	10:00	Room service	16:00~21:00
Remarks	As a traditional Japanese hotel, customers are kindly asked to take off their shoes at the entrance according to Japanese customs. Lavatories are also in the Japanese style.				

■Room

Service charge and Consumption tax are included.

Types of the rooms	Conditions		Price/Unit: JPY	Comments
Special Room with open-air spa	inc. breakfast			for HOD only (1 room available) <90m ² >
	inc. breakfast			
Japanese-Western style with open-air spa	inc. breakfast	normal rate	27,563	Price: per person for 2 (price for single use differ)
	inc. breakfast	weekend rate	33,075	
Japanese-style room with open-air spa Twin	inc. breakfast	normal rate	23,625	Price: per person for 2(price for single use differ)
	inc. breakfast	weekend rate	33,075	
Japanese-style room with open-air spa 10	inc. breakfast	normal rate	19,110	Price: per person for 2 (price for single use differ)
	inc. breakfast	weekend rate	23,520	
Japanese-style room with open-air spa 12.5	inc. breakfast	normal rate	19,110	
	inc. breakfast	weekend rate	23,520	
Japanese-style room with half open-air spa	inc. breakfast	normal rate	18,375	
	inc. breakfast	weekend rate	22,050	
Japanese-style special room	inc. breakfast	normal rate	21,315	
	inc. breakfast	weekend rate	26,460	
Japanese-style room 10	inc. breakfast	normal rate	15,435	
	inc. breakfast	weekend rate	20,580	
Japanese-style room 12.5	inc. breakfast	normal rate	15,435	
	inc. breakfast	weekend rate	20,580	

ANNEX-G. List of Official Hotels

7 Hotel New Otani Osaka

Distance to the main site : 34km
Time : Approx. 50 mins.

Address	1-4-1 Shiromi Chuo-ku, Osaka city 540-8578 Japan http://www.newotani.co.jp/osaka/		
TEL	+81-6-6941-1111	FAX	+81-6-6941-9769
Front Desk	English available/24 hour operation	Transformer rental	yes
Internet access	All rooms include internet access /Free in Deluxe and Suite rooms. ¥840/24h in Superior rooms		
Exchange	Available (USD/STG/CAN/SFR/A\$/EUR/SKR/KWN/ TW\$/CNY/N\$/THB)	TV	KKTV/CCTV/CNN/BBC/ESPN
English newspaper	Herald Asahi/Japan Times/Financial Times	Credit card	Available (most major cards)
Check-in time	14:00	Check-out time	12:00
		Room service	6:00~1:00
Remarks			

■Room

Service charge and Consumption tax are included.

Types of the rooms	Conditions	Price/Unit: JPY	Comments
Superior Suite	inc. breakfast		for HOD only (2 rooms available) <77m ² >
Executive Suite	inc. breakfast		for HOD only (3 rooms available) <70m ² >
Junior Suite	inc. breakfast		for HOD only (5 rooms available) <60m ² >
Twin (1person)	inc. breakfast	26,000	
Twin (2people)	inc. breakfast	18,500	

8 KKR Hotel Osaka

Distance to the main site : 32.2km
Time : Approx. 50mins.

Address	2-24 Baba-cho, Chuo-ku, Osaka city 540-0007 Japan http://www.kkr-osaka.com/		
TEL	+81-6-6941-1122	FAX	+81-6-6941-5508
Front Desk	English available/24 hour operation	Transformer rental	yes
Internet access	All rooms include internet access /Free		
Exchange	Available (USD)	TV	BBC
English newspaper	International Herald Tribune /Charge	Credit card	Available (most major cards)
Check-in time	15:00	Check-out time	11:00
		Room service	Not Available
Remarks			

■Room

Service charge and Consumption tax are included.

Types of the rooms	Conditions	Price/Unit: JPY	Comments
Suite	inc. breakfast		for HOD only (2 rooms available) <51.3m ² >
Twin (1person)	inc. breakfast	10,100	
Twin (2people)	inc. breakfast	7,100	

ANNEX-H. Hotel Reservation Procedure, Deadline, Conditions

① Hotel Reservation Procedure

Reservations can be made by sending Hotel Reservation Form by email or fax to the following contacts by **Friday 30 July**.

Email	apec2010nara@gmt.jtb.jp Cc: acc@apec2010nara.jp
Fax	+81-3-5495-0685

The hotel rooms will be prepared in the order of arrival.
Delegates are advised to send the Hotel Reservation Form earlier if there are any preferences.

② Confirmation/ Payment

- ☐ Invoices will be issued upon receiving the Hotel Reservation Form at the above contact.
- ☐ Confirmation will be issued once your credit card numbers are recognized as valid.
- ☐ Payments are required to be made at each hotel.
- ☐ Confirmation can only be made after a certain amount of arrangements are made.
It may thus take time to receive confirmation after sending the Reservation Form.

③ Cancellation/Cancel charges

- ☐ Cancellation can be accepted without charges 10 working days prior to the reserved date.
- ☐ With fewer dates than 10 working days prior to the reserved date, the following charges are required.

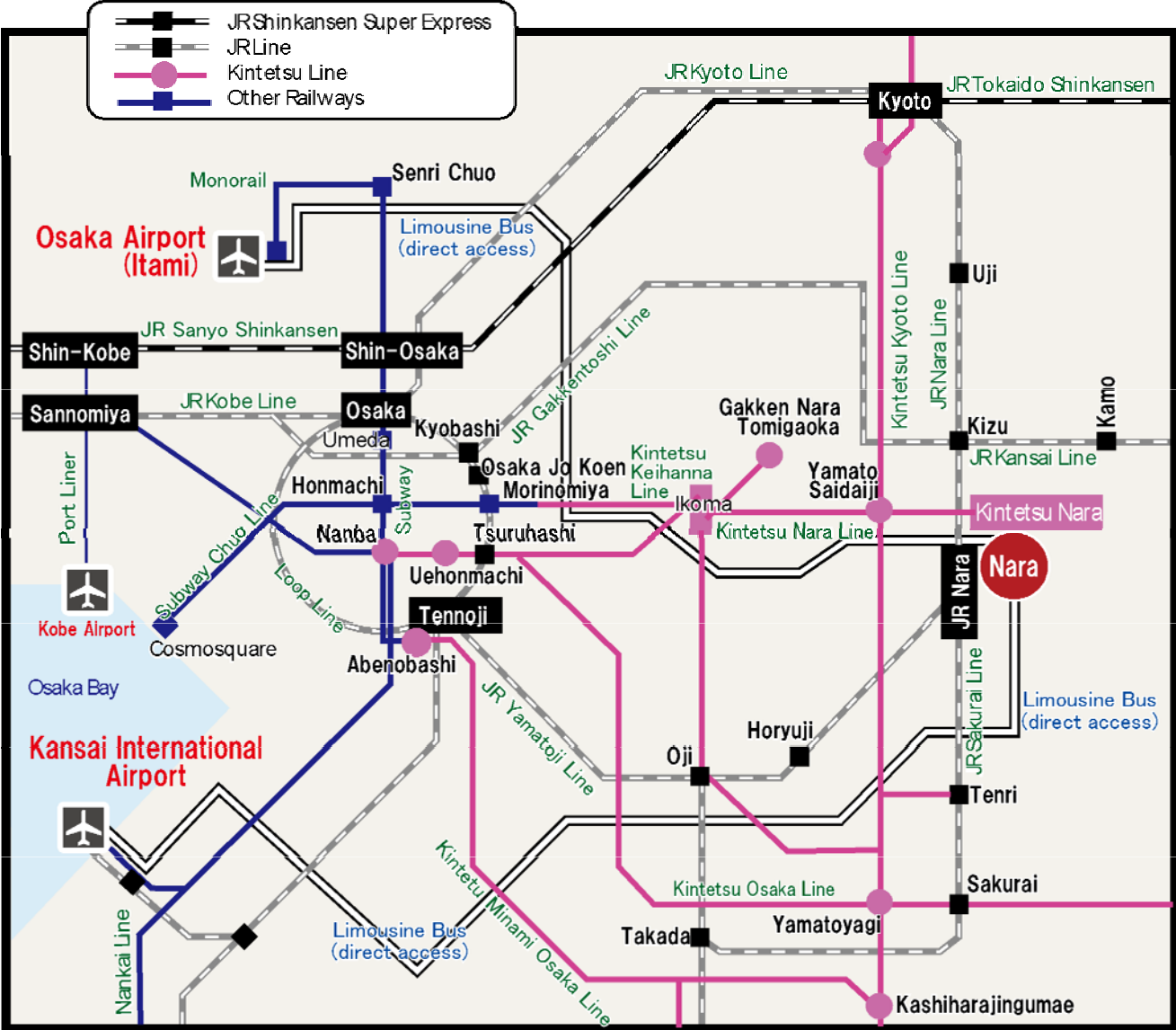
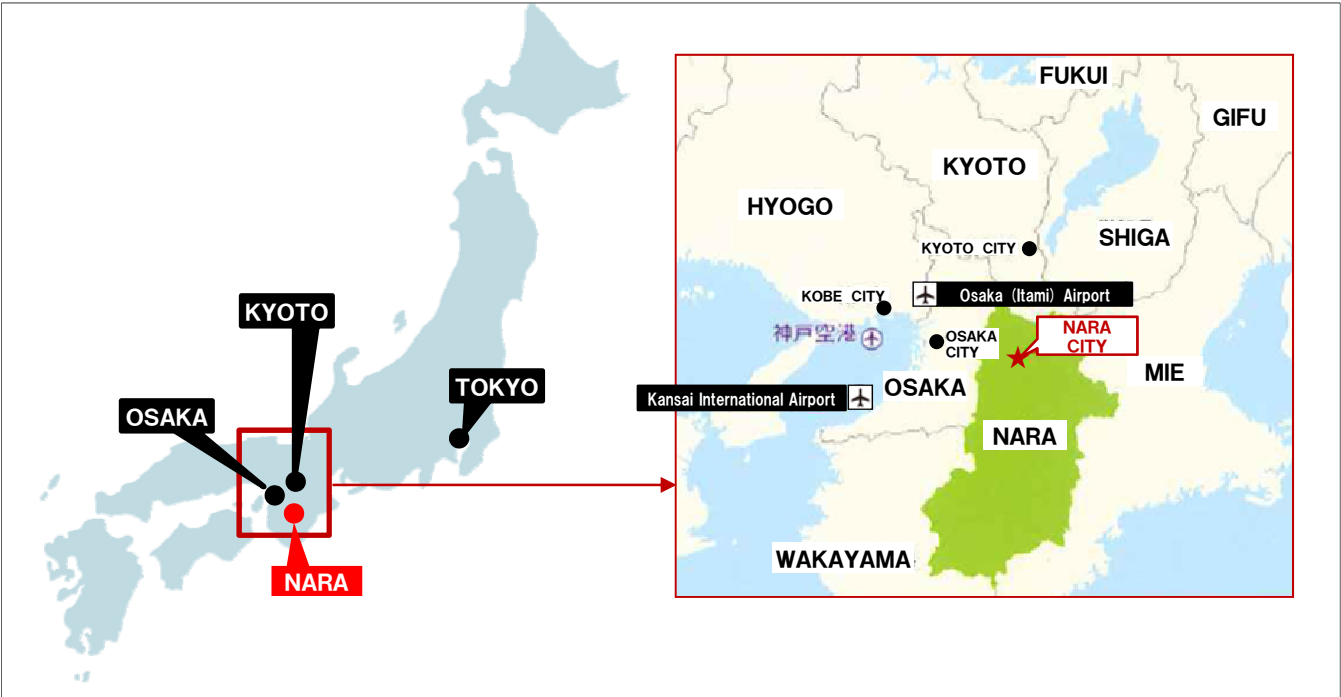
On the day of arrival or no notice given	100% of daily room charge
1day in advance	80% of daily room charge
9 to 2 days in advance	20% of daily room charge
Up to 10days before the first night of stay	None

- ☐ Any modification must be reported to the contact person below by fax or email.
- ☐ The person the reservation is for can be changed without charges providing the rooms and dates are unchanged.

④ Contacts regarding information on hotels.

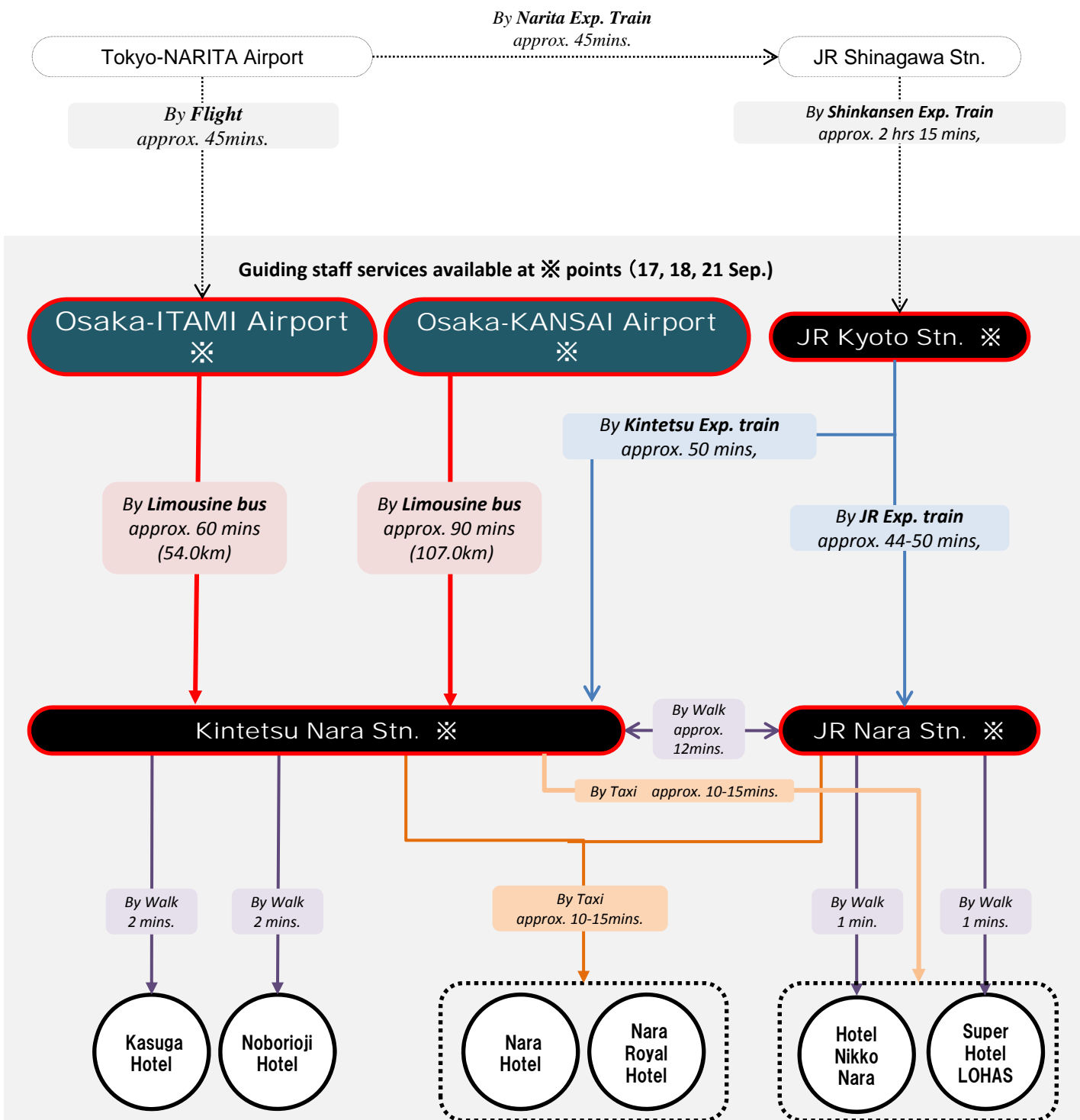
Contact	JTB Global Marketing & Travel Inc.	Person in charge	Ms. Meiko TSUKIMA
Address	2-3-11 Higashi-Shinagawa, Shinagawa-ku, Tokyo 148-8604 JAPAN		
Tel	+81-3-5796-5445	Fax	+81-3-5495-0685
E-mail	apec2010nara@gmt.jtb.jp Cc: acc@apec2010nara.jp		

Location of Nara



ANNEX-I. Access

Access to Nara city (for TWG participants)

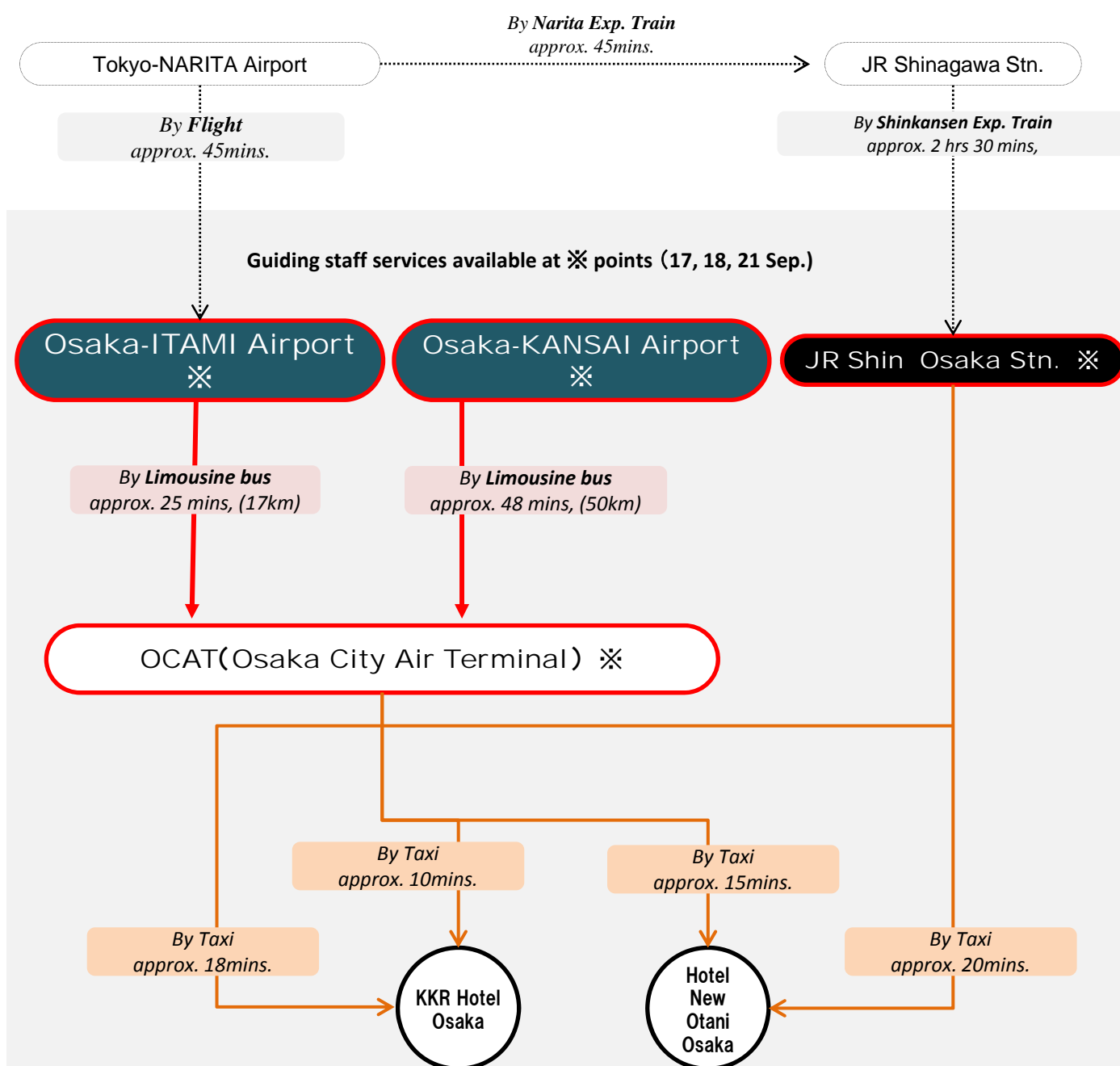


The transport costs from Osaka-Itami Airport, Osaka-Kansai Airport, and JR Kyoto Station to each hotel will be provided by the Host.

If the access route reports of 9-1-2 show few or no participants arriving at the entry points with guiding staff for TWG (Osaka-Itami Airport, Osaka-Kansai Airport, and JR Kyoto Station), the number of guiding staff at those points where few or no participants arrive may be reduced.

ANNEX-I. Access

Access to Osaka city (for TWG participants)



The transport costs from Osaka-Itami Airport, Osaka-Kansai Airport, and JR Shin-Osaka Station to each hotel will be provided by the Host.

If the access route reports of 9-1-2 show few or no participants arriving at the entry points with guiding staff for TWG (Osaka-Itami Airport, Osaka-Kansai Airport, and JR Shin-Osaka Station), the number of guiding staff at those points where few or no participants arrive may be reduced.

**APEC JAPAN 2010 Tourism Ministerial Meeting (TMM)
and Tourism Working Group Meeting (TWG)
September 19-20 (TWG), September 22-23 (TMM), 2010
Nara Prefecture New Public Hall, Nara, Japan**

Annex J

APPLICATION FORM FOR HOTEL ACCOMMODATION

Deadline : July 30,2010

(Please type or print in block letters and check appropriate boxes.)

Economy/Organization		RETURN TO: FAX: 81-3-5495-0685 JTB Global Marketing & Travel Inc. Convention Center (CD303143-012) TEL: 81-3-5796-5445 E-mail: apec2010nara@gmt.jtb.jp
Address		
Contact Person <input type="checkbox"/> male <input type="checkbox"/> female	E-mail	
TEL	FAX	

■ ACCOMMODATION

For the Minister / HoD

1 st choice	2 nd choice	3 rd choice
------------------------	------------------------	------------------------

For delegation

1 st choice	2 nd choice	3 rd choice
------------------------	------------------------	------------------------

		Family name	Middle name	Given name	Check-in / out Number of nights	Delegation	Room type
1	<input type="checkbox"/> male <input type="checkbox"/> female				/ - / () night(s)	HoD	<input type="checkbox"/> Suite <input type="checkbox"/> Deluxe Twin <input type="checkbox"/> Twin
2	<input type="checkbox"/> male <input type="checkbox"/> female				/ - / () night(s)	Delegation member	<input type="checkbox"/> Single <input type="checkbox"/> Twin / Double
3	<input type="checkbox"/> male <input type="checkbox"/> female				/ - / () night(s)	Delegation member	<input type="checkbox"/> Single <input type="checkbox"/> Twin / Double
4	<input type="checkbox"/> male <input type="checkbox"/> female				/ - / () night(s)	Delegation member	<input type="checkbox"/> Single <input type="checkbox"/> Twin / Double
5	<input type="checkbox"/> male <input type="checkbox"/> female				/ - / () night(s)	Delegation member	<input type="checkbox"/> Single <input type="checkbox"/> Twin / Double

* For application of more than 5 people, please contact us by email.

* For the Minister/HoD to the Tourism Ministerial Meeting, the GOJ will cover the room rate for up to 4 nights (Sep.21 in/ Sep.25 out).

* For others, the rooms will be needed to be paid upon arrival at the facility. Application should be accompanied by the details of a credit card below to guarantee the reservation.

■ CREDIT CARD TO GUARANTEE YOUR RESERVATION

Credit card: ☐ VISA ☐ MasterCard ☐ Diners Club ☐ AMEX ☐ JCB

Card number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Security code*:

--	--	--	--

*Other than AMEX: final 3 digits on the reverse side of the end, AMEX: final 4 digits on the front of the card (Upper level)

Name of cardholder: _____ Expiration date: _____ / _____

Authorized signature: _____

Date: _____ Signature: _____

(This application will become valid upon receipt of confirmation from JTB GMT.)

The Kasuga Hotel will not allow single-use and will only accept two in a room due to facility rule. There is a special exception for this meeting only for the HoD, who may single-use a room.

For those requesting the Kasuga Hotel, please make sure you fill out the accompanying or sharing persons name below.

If you have any preferences on the rooms (non-smoking etc), please specify below.

NOTE: