



## The 5th Meeting of the APT Conference Preparatory Group for WRC-19 (APG19-5)

31 July-6 August 2019, Tokyo, Japan

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### INFORMATION FOR PARTICIPANTS

The 5th Meeting of the APT Conference Preparatory Group for WRC-19 (APG19-5) will be held from 31 July to 6 August 2019 in Tokyo, Japan. The meeting will be organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Internal Affairs and Communications (MIC), Japan.

The detailed arrangements are as follows:

#### 1. VENUE

##### **Grand Prince Hotel Takanawa**

**Address:** Takanawa, Minato-ku Tokyo, 108-8612 Japan

**Phone:** +81-3-3447-1111

**URL:** <http://www.princehotels.com/takanawa/>

#### 2. PARTICIPATION

All APT Members, Associate Members, Affiliate Members, International/Regional Organizations, and Eligible Non-Members can participate in the meeting by registering online through the APT Website.

Administrations of Members and Associate Members and International/Regional Organizations are kindly requested to send the official List of Delegations for the meeting and to nominate Head of Delegation (HoD) and Alternate HoD. If any APT Affiliate Member is included in the National Delegation, please clearly mention in the List of Delegation.

**Participation of Non-Members:** With the discretion of Secretary General of APT, Non-Members can attend the meeting as an “Observer” by paying a Registration Fee of USD 500 per person in consultation with the relevant APT Member Administration as appropriate. The payment can be made in cash at the time of registration at the Meeting venue or it may be sent through bank transfer to the APT prior to the Meeting. Please contact APT Secretariat for further payment details. The registration fee can be waived for non-member participants from the host country, Japan, once they are approved by the Ministry of Internal Affairs and Communications of Japan.



#### 3. REGISTRATION

Registration of delegates can be done online at <https://www.apr.int/content/online-registration>. For planning and logistical arrangements it is suggested to register on or before **1 July 2019**.

**NOTE:** It is requested that only those who will actually participate in APG19-5 be registered as the host country will prepare lunch and reception on the basis of registration. We'll appreciate your kind cooperation in this regard.

#### 4. HOTEL ACCOMMODATION AND RESERVATION

Rooms in the hotels below are booked for the participants at APG19-5 Rates, which are including service charge, applicable taxes, Wi-Fi and daily breakfast. Reservation should be made using the Booking Form ANNEX I for Takanawa/New Takanawa or ANNEX II for Shinagawa and sending it to: [tak-seto@princehotels.co.jp](mailto:tak-seto@princehotels.co.jp)

ANNEX I	ANNEX II
 ANNEX I .xlsx	 ANNEX II .xlsx

NOTE 1: Deadline of Reservation at APG19-5 Rates is **Wednesday, 17 July**. The reservation at APG19-5 Rates will be closed after the deadline. Since the number of the rooms at APG19-5 Rates is limited, some types of rooms may not be available even before the deadline.

NOTE 2: If you have any questions or special requests, contact by e-mail also at: [tak-seto@princehotels.co.jp](mailto:tak-seto@princehotels.co.jp)

NOTE 3: If you do not receive an acceptance mail from the above account within three working days, you can contact the Hotel directly by Fax: +81-3-5421-7883.

##### 4.1 Grand Prince Hotel Takanawa (Conference Venue)

Address: 3-13-1 Takanawa, Minato-ku Tokyo, 108-8612 Japan

Phone: +81-3-3447-1111

Website: <http://www.princehotels.com/takanawa/>

Room Type	Rate / Night	Bed size
Deluxe Twin 32m <sup>2</sup>	Single Occupancy: JPY 22,108	Deluxe Twin (2 beds) W 1,100 mm × L 2,030 mm
Deluxe Twin 32m <sup>2</sup>	Double Occupancy: JPY 25,996	Deluxe Twin (2 beds) W 1,100 mm × L 2,030 mm
Deluxe King 32m <sup>2</sup>	Single Occupancy: JPY 22,108	Deluxe King(1 bed) W 2,000 mm × L 2,030 mm
Deluxe King 32m <sup>2</sup>	Double Occupancy: JPY 25,996	Deluxe King(1 bed) W 2,000 mm × L 2,030 mm

##### 4.2 Grand Prince Hotel New Takanawa

Address: 3-13-1 Takanawa, Minato-ku Tokyo, 108-8612 Japan

Phone: +81-3-3447-1111

Website: <http://www.princehotels.com/newtakanawa/>

Room Type	Rate / Night	Bed size
Superior Twin 29.9m <sup>2</sup>	Single Occupancy: JPY 22,108	Superior Twin (2 beds) W 1,100 mm × L 2,030 mm

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Superior Twin 29.9m <sup>2</sup>	Double Occupancy: JPY 25,996	Superior Twin (2 beds) W 1,100 mm × L 2,030 mm
Superior King 29.9m <sup>2</sup>	Single Occupancy: JPY 22,108	Superior King(1 bed) W 2,000 mm × L 2,030 mm
Superior King 29.9m <sup>2</sup>	Double Occupancy: JPY 25,996	Superior King(1 bed) W 2,000 mm × L 2,030 mm

**4.3 Shinagawa Prince Hotel Annex Tower**

Address: 4-10-30 Takanawa, Minato-ku Tokyo, 108-8611 Japan

Phone: +81-3-3440-1111

Website: <http://www.princehotels.com/shinagawa/>

Room Type	Rate / Night	Bed size
Deluxe Room 20.4m <sup>2</sup>	Single Occupancy: JPY 18,538	(1 bed) W 1,610 mm × L 1,950 mm
Deluxe Room 20.4m <sup>2</sup>	Double Occupancy: JPY 22,026	(1 bed) W 1,610 mm × L 1,950 mm

**4.4 Shinagawa Prince Hotel Main Tower**

Address: 4-10-30 Takanawa, Minato-ku Tokyo, 108-8611 Japan

Phone: +81-3-3440-1111

Website: <http://www.princehotels.com/shinagawa/>

Room Type	Rate / Night	Bed size
Twin Room 21.0m <sup>2</sup>	Single Occupancy: JPY 18,538	(2 beds) W 1,050 mm × L 1,950 mm
Twin Room 21.0m <sup>2</sup>	Double Occupancy: JPY 22,026	(2 beds) W 1,050 mm × L 1,950 mm

**4.5 Shinagawa Prince Hotel East Tower**

Address: 4-10-30 Takanawa, Minato-ku Tokyo, 108-8611 Japan

Phone: +81-3-3440-1111

Website: <http://www.princehotels.com/shinagawa/>

Room Type	Rate / Night	Bed size
Single Room 13.2m <sup>2</sup>	Single Occupancy: JPY 13,786	(1 bed) W 1,150 mm × L 1,950 mm

## **5. TRANSPORTATION FROM THE AIRPORT TO THE VENUE**

Participants from foreign countries will arrive in Japan at Narita Airport (Narita International Airport) or Haneda Airport (Tokyo International Airport)

Narita Airport: <https://www.narita-airport.jp/en/>

Haneda Airport: <http://www.haneda-airport.jp/inter/en/>

The recommended transportation options from either airport to the venue are described below.

### **5.1 From Narita Airport to Grand Prince Hotel Takanawa**

#### **Narita Airport Limousine Bus**

There is a limited number of direct limousine bus service from Narita Airport to Grand Prince Hotel Takanawa.

Airport limousine ticket counters are located in the arrival lobbies of terminal 1 and 2 at Narita Airport. It takes about 90 minutes from Narita Airport to Grand Prince Hotel Takanawa. For more detailed information, please visit the following Web site for Airport limousine:

[https://www.limousinebus.co.jp/en/areas/bus\\_stop/nrt/ebisu\\_shinagawa/dep/41/](https://www.limousinebus.co.jp/en/areas/bus_stop/nrt/ebisu_shinagawa/dep/41/)

#### **JR Narita Express Train**

It takes about 90 min by JR Narita Express (N'EX) Train from Narita Airport to Shinagawa Station and a 5-minute walk from the Takanawa exit of Shinagawa Station to Grand Prince Hotel Takanawa.

[https://www.eki-net.com/pc/jreast-shinkansen-reservation/English/wb/common/timetable/e\\_nex\\_u/index.html](https://www.eki-net.com/pc/jreast-shinkansen-reservation/English/wb/common/timetable/e_nex_u/index.html)

You may use the free shuttle bus that runs from Shinagawa Station to the Hotel:

[http://www2.princehotels.co.jp/takanawa/files/20180111\\_bus\\_timetable.pdf](http://www2.princehotels.co.jp/takanawa/files/20180111_bus_timetable.pdf)

For more detailed information, please see the following Web site:

<https://www.narita-airport.jp/en/access>

### **5.2 From Haneda Airport to Grand Prince Hotel Takanawa**

#### **Keikyu Line**

From Haneda Airport International Terminal Station to Shinagawa Station on Keikyu Line, it takes 11 minutes at the fastest and a 5-minute walk from the Takanawa exit of Shinagawa Station.

<https://www.haneda-tokyo-access.com/en/>

You may use the free shuttle bus that runs from Shinagawa Station to the Hotel:

[http://www2.princehotels.co.jp/takanawa/files/20180111\\_bus\\_timetable.pdf](http://www2.princehotels.co.jp/takanawa/files/20180111_bus_timetable.pdf)

#### **Haneda Airport Limousine Bus**

There is also a few direct limousine bus service from Haneda Airport to Grand Prince Hotel Takanawa. It takes about 45 min. For more detailed information, please see the following Web site for Airport limousine:

[https://www.limousinebus.co.jp/en/areas/bus\\_stop/hnd/ebisu\\_shinagawa/dep/41/](https://www.limousinebus.co.jp/en/areas/bus_stop/hnd/ebisu_shinagawa/dep/41/)

## 6. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE

Related information about the meeting and provisional meeting documents will be available at the APT Website at: <http://www.apt.int/2019-APG19-5>.

Contributions for the meeting from APT Members, Associate Members, Affiliate Members, regional and International Organizations are welcome. You are requested to use the proper document template for your contribution. Please refer to the 'Contribution Guidelines' for detail process of submitting the contribution. The 'Contribution Guidelines' is available at the website mentioned above and embedded here as well. Contributions will be posted on APT Website prior to the starting of the meeting.



APG19-5  
Contribution Guidel

**Last date of receipt of your contributions by the APT Secretariat is 24 July 2019. To submit contributions and any information on the documentation refer to the Contribution Guideline or contact at [aptapg@apt.int](mailto:aptapg@apt.int).**

In order to facilitate efficient meeting management and document handling process, APT encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be available on line.

## 7. WIRELESS LAN

Internet Access over wireless network will be available during the meeting. Participants who wish to utilize the wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

## 8. VISA AND IMMIGRATION INFORMATION

Participants who require a visa should apply at a Japanese consulate or diplomatic mission in their respective country well in advance of their departure. Participants are also advised to contact their local travel agents or carriers. The Embassy may take long time (more than 1 month in some cases) for visa processing. For more information, please visit the website of the Ministry of Foreign Affairs of Japan at:

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

Please ensure that you fill out all items in the attached Application Form ANNEX III for VISA Supporting Documents as this information will be used for issuing the VISA Supporting Documents.

NOTE 1: As for the flight information for VISA Supporting Documents, planned flight information is accepted. If your flight information is tentative, please send the accurate flight information later to APG19-5 local secretariat by e-mail or fax no later than 1 July, 2019.

You are kindly requested to submit the Application Form and a PHOTOCOPY of the Photograph page of your PASSPORT by e-mail with the subject of "APG19-5 Application Form for VISA Supporting Documents" to the Visa Support Team for APG19-5 ([apg19-5-visa@ituaj.jp](mailto:apg19-5-visa@ituaj.jp)) by Thursday, 20 June, 2019.

## APG19-5 Information for Participants

Contact: Visa Support Team for APG19-5

Email: [apg19-5-visa@ituaj.jp](mailto:apg19-5-visa@ituaj.jp)

Subject of E-mail: "APG19-5 Application Form for VISA Supporting Documents"

Application Form: ANNEX III

If your email does not have the appropriate subject, process of Visa application could take a long time or even fail.

**Deadline: Thursday, 20 June, 2019**

NOTE 2: If you do not receive an acceptance mail from the above account within three working days\*, you can contact the VISA support team directly by Fax: +81-3-3356-8170.

\* Except for the period from Saturday, 27 April to Monday, 6 May, when it is a holiday week in Japan.



Japan Visa Support  
Letter Request Form

### 9. INSURANCE AND MEDICAL EMERGENCIES

Due to the procedural difficulties and budgetary constraints, the APT and Local Secretariat are NOT able to bear the cost of insurance for the participants, any medical expenses or any other expenses. The APT and Local Secretariat, therefore, request your administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

### 10. PRACTICAL INFORMATION

**About Tokyo:** Tokyo, the capital of Japan, is one of the largest cities in the world with a population of 12.6 million. The Central Tokyo (the ward area) is 621km<sup>2</sup> in area, where 8.53 million people live.

For more information, you are encouraged to check out the following website:

<http://www.metro.tokyo.jp/english/about/index.html>

The venue, Grand Prince Hotel Takanawa is located in Shinagawa, one of the most convenient stations in Tokyo, servicing the Shinkansen Line, JR Lines, and Keikyu Line.

<http://www.princehotels.com/takanawa/map-direction/>

**Climate:** The average temperature in Tokyo in this season, July and August, is between 30 and 22 degree Celsius. Average rainfall in Tokyo during these months is about 150 mm per month.

**Language:** Japanese is the official language and generally used. English is rarely used in civilian life, however, occasionally used in tourism and commerce in major cities including Tokyo.

**Time Zone:** UTC+9 hours (There is NO daylight saving time in Japan.)

**Business Hours:** Government offices are open from Monday to Friday between the hours of 9:30 and 18:00. Most private businesses open anywhere from 9:00 to 17:30. Major department stores are usually open from 10:30 to 20:00, including Sundays.

**Banks & Currency:** The Japanese currency unit is Japanese Yen (JPY). The exchange rate as of March 2019 is about 110 Japanese Yen to 1 US Dollar. There are four kinds of bills (10,000 yen, 5,000 yen, 2,000 yen and 1,000 yen) and six kinds of coins (500 yen, 100 yen, 50 yen, 10

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yen, 5 yen and 1 yen) used. Only JPY is accepted at stores and restaurants. Major foreign currencies may be exchanged to JPY at foreign exchange banks at International Airports on presentation of your passport. Major credit cards are accepted by most hotels, restaurants, department stores, but not local small shops. Japanese banks are usually open Monday to Friday from 9:00 to 15:00.

**Tipping:** Tipping is not customary in Japan.

**Electricity:** Standard power supply in Japan is 100 V. The frequency is 50 Hz in eastern Japan including Tokyo. The type of power outlet/connector used in Japan is A type which is a two-parallel-pronged type. Please ensure you bring the correct adapter for your equipment.



**Type A plug and outlet**

**Emergencies:** Police 110, Fire Department 119, Medical Emergencies 119

## 11. CONTACT INFORMATION

<b><u>APT Secretariat</u></b> Asia-Pacific Telecommunity (APT) 12/49 Soi 5 Chaeng Watthana Road Bangkok 10210, Thailand Phone: + 66 2 573 0044 Fax: +66 2 573 7479 E-mail: <a href="mailto:aptapg@apt.int">aptapg@apt.int</a>	<b><u>Local Secretariat (Japan) **</u></b> <b>Mr. Nobuo SAITO</b> Director International Cooperation Department, The ITU Association of Japan Phone: +81-3-5357-7627 Fax: +81-3-3356-8170 Email: <a href="mailto:apg19-5-local@ituaj.jp">apg19-5-local@ituaj.jp</a>
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\*\* Since it is a holiday week in Japan from Saturday, 27 April to Monday, 6 May, response from the Local Secretariat might be late during this period.

## 12. VENUE LOCATION MAP

<http://www.princehotels.com/takanawa/map-direction/>

