

Information & Registration for Logistic Arrangement



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Ministry of Internal Affairs
and Communications

JAPAN POST

(Notes on versions)

Ver.	Note	Date of Upload
Ver.1.0	The first version	03 April
Ver.1.1	Contact to the host country is updated	20 April
Ver.2.0	COVID-19 Border measures were lifted in entering Japan	29 April
Ver.3.0	Arrangement of domestic transportation was updated	23 May

1. Introduction

The WCO-UPU Global Conference will be held from 6 to 8 June 2023 in Tokyo, Japan under the auspices of the Government of Japan, namely the Ministry of Finance (MOF) and the Ministry of Internal Affairs and Communications (MIC), and the Japan Post (JP). This “Information & Registration for Logistic Arrangement” (hereinafter referred to as “note”), provides general information on administrative and logistical matters and any other relevant information for the conference. It also provides information on the logistic arrangement for registration, as per the Annex I.



2. Conference Date and Venue

The conference will be held from 6 to 8 June 2023 at the **Sheraton Miyako Hotel Tokyo**. Please find its official website below for your reference.

<https://global.miyakohotels.ne.jp/tokyo/>



3. Conference Timetable/Agenda

	6/5 Mon. (Registration)	6/6 Tue.	6/7 Wed.	6/8 Thu. (Site-visit/Excursion)
AM		Opening Ceremony Session	Session	Site-visit/Excursion
Lunch		Provided by Japan	Provided by Japan	Provided by Japan Post
PM	Registration	Session	Session Closing Ceremony	Site-visit/Excursion
Dinner	Welcome reception hosted by Japan	Cocktail hosted by WCO	Cocktail hosted by UPU	

4. Registration for Participation

Everyone wishing to participate in the conference will have to register on their own **by 28 April 2023** at latest through the conference official website below.

<https://wco-upuconference2023.wcoevents.org/>

5. Social Programs

Several social programs, such as cocktail and site visit/excursion, are planned. Participants need to check and register for those programs during the registration process.

6. Internet Access

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Complimentary Wi-Fi will be available in the accommodation room as well as in the conference venue for the participants.

7. Language

Simultaneous interpretation in English and French will be available during the main sessions of the program on 6 and 7 June 2023 and site visit on 8 June 2023. Please note, however, that only English will be used during events and activities such as cocktail on 5 June 2023 and excursion on 8 June 2023.

8. Visa requirement

It is the sole responsibility of participants to obtain a VISA prior to their travel. All necessary arrangements should be made before travel. Please note that any costs for changes/cancellations of your ticket due to VISA or other personal reasons will be entirely at the travellers' expense.

Participants who require entry visa or confirmation of its necessity, are advised to apply at the Japan Embassy in their respective countries well before departure.

<Websites of Japanese Embassies, Consulates and Permanent Missions>

https://www.mofa.go.jp/about/emb_cons/mofaserv.html

The following websites of the Ministry of foreign Affairs may be useful:

<For general information on the visa protocols of Japan>

https://www.mofa.go.jp/j_info/visit/visa/index.html

<For specific information on the visa exemptions for diplomatic and official passport holders>

https://www.mofa.go.jp/ca/fna/page22e_000692.html

In case you need assistance on the visa application, please contact the Secretariat Team of the Host Country of Japan as described in paragraph 20 of this note.

9. Other requirements subject to border control measures

Since 29 April 2023, valid Covid-19 vaccination certificate nor the pre-departure test result is no longer required to enter Japan. For more details and its processing, please see below the website of the Ministry of Health, Labour and Welfare. Please note that you need to pre-register necessary information through the "Visit Japan Web". The mobile application (both for iOS and Android) and web-based application are also available (see link below). By pre-registering necessary information through the "Visit Japan Web", you can also process some of the CIQ (Customs, Immigration, and Quarantine) procedures in advance to the arrival

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airports, i.e. Narita and Haneda airports, and may help facilitate your smooth clearance at the airports.

<Japanese Border Measures (Ministry of Health, Labour and Welfare)>

<https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

10. Hotel bookings

Please refer to the Venue and Accommodations page on the conference official website.

11. Arrangement of Domestic Transportation

<12.1 Transport from/to airports by bus>

Participants arriving at Narita or Haneda International Airports, will be met by receiving staff at the arrival lobby. The receiving team will assist for the transport services, which is currently expected to be a chartered shuttle bus service or a public limousine bus service (currently suspended due to Covid-19, but expected to resume soon) bound for the hotel they will stay or its nearest accessible point. *

*Note1: We will assist the transport services for participants staying at the Sheraton Miyako Hotel Tokyo and the hotels near Meguro Station; however, it will be up to our available resources and complexity of logistic arrangement at that time when it comes to arrangements for the other hotels. Therefore, it cannot be for sure at this moment of the same arrangement for those other hotels.

In this regard, **please carefully fulfill and submit your individual logistic information per Annex I by no later than 28 April 2023.** Subsequently, information on the detail arrangement and operation of the transport service in this regard will be updated on this note at a later stage before departure to /arrival in Japan.

Also, in the course of your return to your country, we will provide you with transport service bound for the airports, however, due to the complication of logistical arrangement, departure point of the bus service may be Sheraton Miyako Hotel Tokyo only, therefore in this case the participants who wish to apply for this service are expected to come to the Sheraton Miyako Hotel Tokyo Hotel by their own means and cost. The detail arrangements will be made and participants will be informed later.

*Note2: The above mentioned arrangement will be available from 4-5, 7-9 June 2023. Other than that, participants are basically expected to arrange by themselves.

<12.2 Transport from/to airports by train>

Please note that in principle, transport from/to airports will be arranged according to the

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immediate past paragraph<Transport from/to airports by bus>. Therefore, this paragraph<Transport from/to airports by train> is for your reference.

From Narita Airport

Narita Airport → (JR Narita Express 3,250 Japanese YEN /1hr) → Shinagawa Station → (JR Yamanote Line 160 Japanese YEN /8 min) → Meguro Station → (Subway 170 Japanese YEN /2 min) → Shirokanedai Station → (Approx. 4 min walk) → Hotel

From Haneda Airport

Haneda Airport → (Keikyu Airport Limited Express 300 Japanese YEN/20min) → Shinagawa Station → (JR Yamanote Line 160 Japanese YEN /8 min) → Meguro Station → (Subway 170 Japanese YEN /2 min) → Shirokanedai Station → (Approx. 4 min walk) → Hotel

<12.3 Transport to/from the Conference Venue, i.e. Sheraton Miyako Hotel Tokyo>

For joining the conference, including events and activities such as cocktail on 5 June 2023 and site-visit/excursion on 8 June 2023, participants who stay at any hotels other than the Sheraton Miyako Hotel Tokyo, are expected to arrange their own transportation to/from the venue by their own means and cost. The below shows some available means of transport for this purpose.

Means 1: Train

Get out of the station from Exit2 of “Shirokanedai” station of Tokyo Metro “NAMBOKU” line / Tokyo Metro “TOEI MITA” line, and walk approximately 4 minutes. It is the most economical option and cost a few hundred Japanese YEN equivalent to a few USD.

Means 2: Taxi

From “Meguro” Station: Take approximately 5-10 minutes one-way, 1,000 Japanese YEN

From “Shinagawa” Station: Take approximately 7-15 minutes one-way, 1,400 Japanese YEN

Means 3: Free shuttle bus operated by Sheraton Miyako Hotel Tokyo

	Operating Time	Interval	Time required
Sheraton Miyako Hotel Tokyo ↓ (round trip) “Meguro” Station East Exit	10:30AM ~ 10:00PM	15 minutes	5-10 minutes
Sheraton Miyako Hotel Tokyo ↓ (one way only) “Shinagawa” Station	07:30AM ~ 10:00AM	15 minutes	7-15 minutes

Please note however, this means of transport has some limitation such as operating time and partially one-way only.

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For your reference, please see the geographic mapping per the below including the Sheraton Miyako Hotel Tokyo and key stations in boxes.



12. On-site Registration at the Venue

All in-person participants need to complete on-site registration from security and logistic perspectives. The registration desk will open at around 2 PM on 5 June 2023 in front of the conference room (room “DAIGO” on B2F) and registration staff will verify identification of participants and provide a conference badge and lanyards which shall be worn by the participants during the entire duration of the conference.

13. Dress Code

Business attire is recommended during the conference. Participants are welcome to wear smart casual for all the official dinners. For the site-visit and excursion on 8 June 2023, it is recommended that participants wear light, comfortable clothing (Especially walking shoes for site visit). Site visit participants may be asked to wear helmets during the visit.

14. Currency, Exchange, Credit Cards

The official currency of Japan is the Japanese Yen (JPY). Currency exchange desks can be found at the airports and also some major hotels and shopping areas. Many ATM cash machines will accept most credit and debit cards. Major cards (VISA, Mastercard, American

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Express, and JCB) are accepted in most hotels, restaurants and city stores.

The exchange rate is approximately 1 USD = 135 JPY

15. Insurance

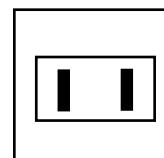
No insurance coverage with respect to participants and their property is provided by the host country. You are advised to acquire your own travel health insurance.

16. Electricity

The type of electrical outlets in Japan is Type A.

The standard voltage is 100V.

The standard frequency is 50/60Hz.



Type A

17. Weather

In June, The average temperature in Tokyo for a typical day ranges from a high of 79°F/26°C to a low of 64°F/18°C, and it may rain some days but should mostly be moderate.

18. Local Time

Japan Standard Time (JST), UTC +9

19. For the participants online

Online participants can observe the conference through a familiar platform (e.g. Zoom, MS Teams, Webex) in passive mode. Once the link is created, it will be provided to you.

20. Contact to the Secretariat Team of the Host Country, Japan

(To)

- Logistic Agency
Logistical_support_WCO-UPU@stage.ac
+81-(0)3-6822-9008 (open during 10AM-7PM JST)

(CC)

- Ministry of Finance
MOF_Secretariat_WCO-UPU@mof.go.jp
+81-(0)3-3581-8210

and

- Ministry of Internal Affairs and Communications
MIC_Secretariat_WCO-UPU@soumu.go.jp
+81-(0)3-5253-5972