

General Information on Conference Logistics

Note: The following information is for officially registered conference participants. If you are not an officially registered conference participant and you would like to register for this conference please see the Announcement at this web site for details on how to do so.

**Monday, 25 October 2010 is reserved for registration (16:00 – 18:30 hrs) followed by a welcome reception. Registration will be possible on Tuesday morning before the conference starts, however, participants are strongly encouraged to register on Monday.
The Technical Sessions will commence on Tuesday, 26 October 2010 at 9:30 hrs.**

Conference venue: National Museum of Emerging Science
and Innovation (MIRAIKAN)
2-3-6, Aomi, Koto-ku
Tokyo, JAPAN
Tel: (+81) 3 3570 9151 (main)
Website: <http://www.miraikan.jst.go.jp/en/>

Registration: Monday, 25 October: 16:00 – 18:30 at the Miraikan
Tuesday, 26 October: from 08:00 and throughout the week
during conference working hours

Upon presentation of your personal identification documents (passport or other official document with photograph), you will be handed your conference badge. It should be noted that display of badges within the venue is necessary at all times as well as for admission to the conference venue.

Participants are strongly encouraged to take advantage of registration starting on Monday, 25 October 2010.

No registration fee is charged.

Welcome Reception: *Date:* Monday, 25 October 2010
Venue: Hotel Nikko Tokyo
Fee: free of charge (please wear your conference badge which you will receive upon registration at the conference venue, Miraikan)
Registration: please fill in the registration form available on the conference website.
Deadline for registration: 30 September 2010 (a free bus service, one-way, from the Miraikan to the Hotel Nikko Tokyo will be provided)

Conference Opening: Tuesday, 26 October 2010, at 09:30 hrs

Documentation: A preliminary programme will be made available on the conference website. The final programme will be available upon registration in Tokyo.

Proceedings: The proceedings will be published by the IAEA as soon as possible after the conference and will contain the opening addresses, all presentations as well as the findings of the conference. In addition, an unedited CD-Rom with all contributed papers will be included.

Accommodation: Participants are expected to make their own travel and hotel arrangements. Block reservations in various hotels have been made through the travel agency *JTB Tokyo Metropolitan Corporation*, and can be booked by completing the hotel reservation form which is available on the conference web site. Please also see the cancellation and no show policy attached to the hotel reservation form.

Deadline for reservations: 30 September 2010

Please note that the IAEA cannot assist you with hotel bookings and cannot be held responsible for any cancellation fees, no-shows or re-bookings.

Visa: Participants who have been officially designated by their Governments to attend the conference and require support documents from the local organizer to facilitate visa arrangements may contact:

Ms Akiko IWAMOTO
Assistant Director
Office of International Programs
JNES
TOKYU REIT Toranomom Bldg. 8F
3-17-1, Toranomom, Minato-ku, Tokyo 105-0001
Tel: +81 3 4511 1911
Fax: +81 3 4511 1998
Email: iwamoto-akiko@jnes.go.jp

It may take more than one month to obtain a visa. Please apply for a visa as soon as possible.

List of countries which have visa exemption arrangements with Japan:
http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html#list

For information on obtaining an entry visa for Japan:
http://www.mofa.go.jp/j_info/visit/visa/index.html

List of Japanese Consulates / Embassies:
http://www.mofa.go.jp/about/emb_cons/mofaserv.html

Transportation: **From NARITA AIRPORT to Tokyo area:**
Please see the link entitled **Information on Transport from Narita Airport to Hotels** on the conference website.

Within Tokyo:

Tokyo Metro Route Map:
http://www.tokyometro.jp/global/en/service/pdf/routemap_en.pdf

Official page on Tokyo Tourism Info by Tokyo Metropolitan Government:
<http://www.tourism.metro.tokyo.jp/english/>

Coffee/Tea breaks: Coffee breaks will be offered to participants during the conference as a courtesy by JNES.

Lunch Arrangements: There is a restaurant, coffee shop, as well as a fast food shop at the conference venue and a number of restaurants located in the vicinity. A list of restaurants will be available upon registration in Japan.

**Technical Visit
to JAEA's facilities:**

Date: Friday, 29 October 2010
Fee: free of charge
Registration: please fill in the registration form available on the conference website.

Deadline for registration: 31 August 2010
(max. capacity: 50 persons, on a first come first served basis)

ANSN Conference:

Regional Meeting – 21st Century Capacity Building and Virtual TSO in Asia
Date: Friday, 29 October 2010
Fee: free of charge
Registration: for further information on the meeting and online registration please visit the following website:

<http://www.ansn.org/Common/News/RegionalTSOConference/RegConfHomePage.aspx>

Cultural Visit:

Date: Friday, 29 October 2010
(A) Tokyo City Tour
(B) Fuji & Hakone Tour

For further details, fees and registration please see the conference website.

Deadline for registration: 24 September 2010

Internet Access:

Wireless internet access is available on the conference premises (not in the conference room hall).

Banks/Post Office:

Please see the link entitled **Banks/Post Office** on the conference website.

Conference website:

<http://www-pub.iaea.org/MTCD/Meetings/Announcements.asp?ConfID=38092>