

# 10<sup>TH</sup> PLENARY OF WORKING GROUP II and 38<sup>TH</sup> SESSION OF THE INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE (IPCC)

Pacifico Yokohama, Yokohama, Japan  
25-30 March 2014

## Information for Participants



**Yokohama** is Japan's second largest city, with population of over 3.7 million, and is located close to Tokyo, toward the west along the Pacific coast.

Ever since the opening of the city's port more than 150 years ago, Yokohama has played a leading role in the country's modernization. The city's unique culture evolved of a "friendly people that delights in inviting guests into an open and friendly atmosphere."

The attraction of Yokohama is the fusion of the past and future as well as of Japanese and international cultures.

Visitors will enjoy its historic side reminiscent of its origins as a port city; energetic "China Town," the largest in Japan and the futuristic "Minato Mirai 21" district, against the backdrop of the surrounding hills.

The city hosts numerous international meetings each year, having versatile, state-of-the-art meeting facilities, various types of hotels, restaurants and shopping, in an area of spectacular waterfront views. Nearby are Hakone and Mt. Fuji, recently designated a UNESCO World Heritage Site, and Kamakura, the old capital.

The Ministry of the Environment along with the people of Yokohama look forward to welcoming delegates with warm hospitality.

## 1. Meeting Venue

### Pacifico Yokohama, 25-30 March 2014

Address : 1-1-1 Minato Mirai, Nishi-ku, Yokohama, Kanagawa 220-0012, Japan  
Tel : +81-45-221-2155  
Access Map : <http://www.pacifico.co.jp/english/facility/accessmap.html>  
Floor Map : [http://www.pacifico.co.jp/english/prom\\_reconf\\_en.html](http://www.pacifico.co.jp/english/prom_reconf_en.html)

Pacifico Yokohama, a world-class convention complex, is located on the waterfront in "Minato Mirai 21," a futuristic district in Yokohama. At this beautiful seafront location, people from all over the world meet and debate in a conducive atmosphere.

Pacifico Yokohama provides an array of venues and services, the latest technology and experienced staff to meet the demanding requirements of a broad range of international meetings, events and exhibitions.



## 2. Accommodations

### 2.1. Hotel Reservations

Hotel reservations can be made online, **through the dedicated site of the official travel agency for accommodations, JTB Global Marketing & Travel (JTBGMT)**. Please access the accommodation site link below, and complete your booking no later than **5 March 2014**.

Please note that you will be requested to agree to the privacy policy in order to proceed to the reservation page.

URL: <https://mice.jtbgmt.com/38thipcc>

## 2.2. Hotels with negotiated rates

	Hotel	Access to the Venue	Reference price (Incl Breakfast)		Website
				JPY	
1	InterContinental Yokohama Grand	3 min. walk to Minato Mirai Sta. Subway to Nihon-odori Sta. (3 min.) 5 min. walk to the venue	Single use of a Twin	¥28,350 (March 21,22,29) ¥17,850 (March 28) ¥16,800 (Other Days)	<a href="http://www.interconti.co.jp/yokohama/en/index.html">http://www.interconti.co.jp/yokohama/en/index.html</a>
			Twin	¥31,500 (March 21,22,29) ¥18,900 (March 28) ¥16,800 (Other Days)	
2	The Yokohama Bay Hotel Tokyu	3 min. walk to Minato Mirai Sta. Subway to Nihon-odori Sta. (3 min.) 5 min. walk to the venue	Single use of a Twin	¥33,600 (March 21,22,29) ¥23,100 (March 28) ¥21,000 (Other Days)	<a href="http://vbht.co.jp/en/">http://vbht.co.jp/en/</a>
			Twin	¥35,700 (March 21,22,29) ¥25,200 (March 28) ¥23,100 (Other Days)	
3	New Otani Inn Yokohama	3 min. walk to JR Sakuragi-cho Sta. JR line to Kannai Sta. (2 min.) 15 min. walk to the venue	Single use of a Twin	¥25,000 (March 22,29) ¥19,000 (March 21,28) ¥16,000 (Other Days)	<a href="http://www.newotani.co.jp/en/group/index.html">http://www.newotani.co.jp/en/group/index.html</a>
			Twin	¥31,000 (March 22,29) ¥20,000 (March 21,28) ¥17,000 (Other Days)	
4	Yokohama Sakuragicho Washington Hotel	2 min. walk to JR Sakuragi-cho Sta. JR line to Kannai Sta. (2 min.) 15 min. walk to the venue	Single use of a Twin	¥10,500	<a href="http://yokohama-s.washington-hotels.jp/">http://yokohama-s.washington-hotels.jp/</a>
			Twin	¥16,800	
5	Hotel Route-Inn Yokohama Bashamichi	15 min. walk to the venue. Public transport: 3 min. walk to Bashamichi Sta. Subway to Nihon-odori Sta. (1 min.) 5 min. walk to the venue)	Single use of a Twin	¥6,500	<a href="http://h-rez.com/a392538/index.htm?l=gg1-en&amp;gclid=CNei67Tjk7sCFcYzpaAodCT8ADg">http://h-rez.com/a392538/index.htm?l=gg1-en&amp;gclid=CNei67Tjk7sCFcYzpaAodCT8ADg</a>
			Twin	¥10,000	
6	Yokohama Heiwa Plaza Hotel	*Same as no.5	Single use of a Twin	¥7,455 (Other Days) ¥11,235 (3/21,22,29)	<a href="http://www.heiwaplaza-hotel.com/english.html">http://www.heiwaplaza-hotel.com/english.html</a>
			Twin	¥10,080 (Other Days) ¥20,370 (3/21,22,29)	
7	Breezbay Hotel Resort & Spa	20 min. walk to the venue. Public transport: 10 min. walk to Bashamichi Sta. Subway to Nihon-odori Sta. (1 min.) 5 min. walk to the venue)	Single	¥16,538 (Sat) ¥10,028 (Other Days)	<a href="http://www.breezbay.co.jp/">http://www.breezbay.co.jp/</a> (*Japanese language only)

Note: The price includes all taxes and service charge.



### 2.3. Hotel Payment

Online reservations will require one-night's deposit, which can be paid by credit card or bank transfer. Please note that the deposit must be paid by [5 March 2014](#).

The hotel deposit will be credited to your bill. All hotel expenses deducting the deposit should be paid directly to the hotel in cash or by credit card.

For further details, please access the accommodation site link noted in 2.2. above.

### 2.4. Hotel Cancellation Policy

In the event of cancellation, the following cancellation fees will be deducted before any refund is made.

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

## 3. Guide to Japanese Visas

As of July 2013, Japan has a visa waiver agreement with 66 countries and regions, under which nationals of those countries and regions can enter the country for a short-term stay with only their valid passport, when the purpose of their visit is tourism, a conference, visit to relatives, etc.

For delegates of nationalities that require a visa, the Secretariat will provide registered delegates with the required documents to support their visa applications, including an invitation letter and other documents as necessary, to ensure a smooth process for obtaining a visa.

### 3.1. Exemption of Visa (Short-Term Stay)

Important note: All information is subject to change. Please refer to the Ministry of Foreign

Affairs, Government of Japan website [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html) and please contact the nearest Japanese embassy or consulate in your country, allowing plenty of time to confirm the requirements for entry to Japan.

The period of stay granted at the time of the landing permission shall be the shortest period out of "15 days," "30 days" or "90 days," that is long enough to cover the purpose of the stay of the foreign national.

<b>66 Countries and Regions for Visa Exemptions (as of July 2013)</b>	
<b>Asia</b>	<b>Europe</b>
Brunei (15 days)	Andorra
Malaysia (*)	Austria (*)
Republic of Korea	Belgium
Singapore	Bulgaria
Thailand (*) (15 days)	Croatia
Hong Kong (*)	Cyprus
Macao (*)	Czech Republic
Taiwan (*)	Denmark
<b>North America</b>	Estonia
Canada	Finland
United States	Former Yugoslav Republic of Macedonia
<b>Latin America and the Caribbean</b>	France
Argentina	Germany (*)
Bahamas	Greece
Barbados (*)	Hungary
Chile	Iceland
Costa Rica	Ireland (*)
Dominican Republic	Italy
El Salvador	Latvia
Guatemala	Liechtenstein (*)
Honduras	Lithuania
Mexico (*)	Luxembourg
Surinam	Malta
Uruguay	Monaco
<b>Oceania</b>	Netherlands
Australia	Norway
New Zealand	Poland
<b>Middle East</b>	Portugal
Israel	Romania
Turkey (*)	San Marino
<b>Africa</b>	Serbia (*)
Lesotho (*)	Slovakia
Mauritius	Slovenia
Tunisia	Spain
	Sweden
	Switzerland (*)
	United Kingdom (*)

\*Restrictions may apply – please check the Ministry of Foreign Affairs, Government of Japan’s website

### 3.2. Countries and Regions requiring a visa

Please visit the website below to check if a visa is required  
[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

Delegates of nationalities that require a visa are encouraged to contact the nearest Japanese embassy or consulate in your country, allowing plenty of time to confirm the requirements for entry to Japan.

### 3.3. Visa inquiry

If you have any inquiries or problems regarding visa matters, please contact the following e-mail address.

[ipcc2014reg@congre.co.jp](mailto:ipcc2014reg@congre.co.jp)

## 4. TRANSPORTATION

Please note the following main options for transportation from airports in Tokyo to the conference center area in Yokohama.

For a map and diagram of routes, please refer to “Access Map to Pacifico Yokohama” in 4.3. below.

### 4.1. From Narita International Airport (Airport code: NRT)

From Narita International Airport there are several easy ways to get to Yokohama:

Option 1: Take the “Airport Limousine” bus for InterContinental Yokohama Grand (nearest airport limousine stop to Pacifico Yokohama)

Information on the airport limousine bus, including fare, ticket counter, boarding place, etc., is available from the URL below:

[http://www.limousinebus.co.jp/en/platform\\_searches/index/2/26](http://www.limousinebus.co.jp/en/platform_searches/index/2/26)

Option 2: Take the “Airport Limousine” bus for Yokohama City Air Terminal (YCAT)

In case there is no airport limousine bus available at a convenient time for the InterContinental Yokohama Grand, you may take the airport limousine bus to Yokohama City Air Terminal (YCAT).

You may take a taxi from YCAT to Pacifico Yokohama or your hotel. The taxi fare between YCAT and Pacifico Yokohama will be approximately JPY 800 (one-way).

Information on the airport limousine bus, including fare, ticket counter, boarding place, etc., is available from the URL below:

[http://www.limousinebus.co.jp/en/platform\\_searches/index/2/23](http://www.limousinebus.co.jp/en/platform_searches/index/2/23)

OPTION 3: Take the JR “Narita Express” train for Yokohama Station

You may take the JR “Narita Express” train from Narita Airport to Yokohama Station, and change to the local subway line “Minato Mirai Line.” The nearest station to Pacifico Yokohama is “Minato Mirai Station,” the second stop from Yokohama Station.

Information on the JR Narita Express train, including fare, ticket counter, boarding place, etc., is available from the URL below:

<http://www.jreast.co.jp/e/nex/>

### 4.2. From Tokyo International Airport (Haneda, Tokyo) (Airport code: HND)

From Tokyo International Airport there are two easy ways to get to Yokohama:

Option 1: Take the “Airport Limousine” bus for InterContinental Yokohama Grand (nearest airport limousine stop to Pacifico Yokohama)

Information on the airport limousine bus, including fare, ticket counter, boarding place and etc., is available from the URL below:

<http://hnd-bus.com/route/yamashitapark.html>

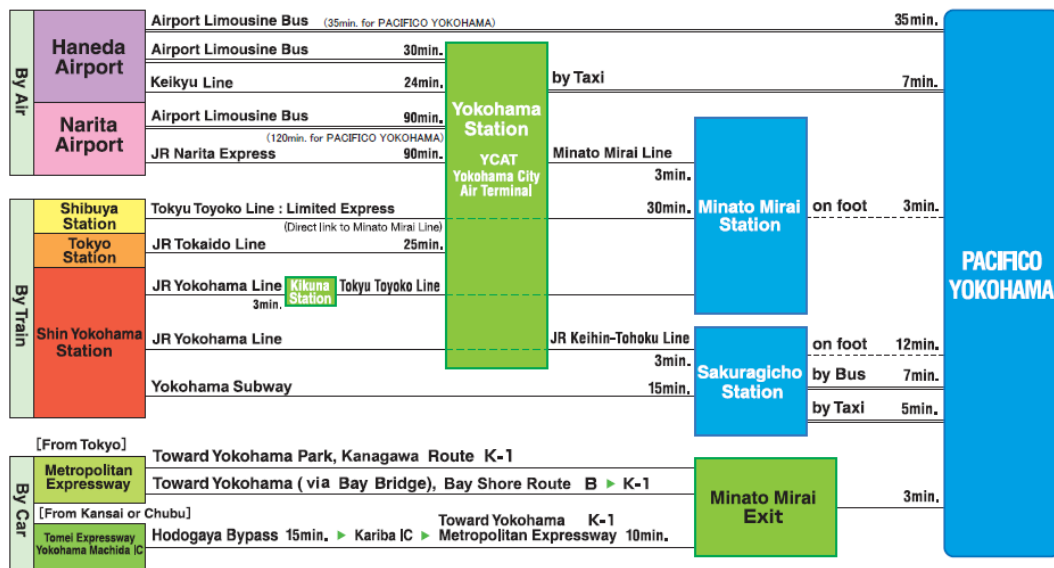
Option 2: Take the “Airport Limousine” bus for Yokohama City Air Terminal (YCAT)

In case there is no airport limousine available at a convenient time for the InterContinental Yokohama Grand, you may take the airport limousine bus to Yokohama City Air Terminal (YCAT). You may take a taxi from YCAT to Pacifico Yokohama. The taxi fare between YCAT and Pacifico Yokohama will be approximately JPY 800 (one-way).

Information on the airport limousine bus, including fare, ticket counter, boarding place and etc., is available from the URL below:

<http://hnd-bus.com/route/yokohama.html>

### 4.3. Access Map to Pacifico Yokohama





## 5. General Information

### 5.1. Currency and Banking

Japan's currency is the yen (¥/JPY), and the basic unit is 1 yen.

Banknotes come in denominations of 1000, 2000, 5000 and 10,000 yen. Coins are minted in denominations of 1, 5, 10, 50, 100 and 500 yen.

- Automatic teller machines (ATMs) are commonly available throughout Japan, however, not all ATMs accept foreign debit or credit cards. We recommend that you check with your card company for applicable ATM locations in Yokohama.
- Bank business hours: Monday to Friday, 9:00 to 15:00. (Closed on Saturdays, Sundays and national holidays.) ATMs may be available outside of normal bank hours.

### 5.2. Foreign Exchange

Most foreign currencies can be converted into yen at the foreign exchange sections of banks, hotels, retailers that display authorized moneychanger signs, and Pacifico Yokohama (Business Service Center: U.S. dollars or Euro). You may be asked to present your passport when using currency exchange services. The approximate exchange rate as of December, 2013 was 1 U.S. dollar = ¥104 Yen, 1 Euro = ¥142 Yen.

Please note also that some currencies will not be accepted by foreign exchange outlets.

### 5.3. Credit Cards

Although credit cards are widely accepted, some retailers may accept only cash payments. If you intend to use a credit card, please confirm that credit cards are accepted by the retailer before beginning the transaction.

The major credit cards accepted in Japan are VISA, MasterCard, American Express and Diners Club.



Emergency contact numbers in the case of lost or stolen credit cards in Japan are:

VISA	006633-800-553
MasterCard	00531-11-3886
American Express	0120-020120
Diners Club	0120-074-024

#### 5.4. Weather

It will be relatively mild, early spring weather during the period of the IPCC meetings. An overcoat is recommended for early morning and evening. All the meeting venues, hotels and most restaurants are fully heated.

##### March, Tokyo & Yokohama area

Average high	Average low	Average temperature
13.2C (55.8F)	9.1C (48.4F)	5.3C (41.5C)

Please check the Japan Meteorological Agency website (<http://www.jma.go.jp/en/yoho/>) for the latest weather forecast.

#### 5.5. Electricity

In Japan, the electricity voltage is AC100V, with a frequency of 50Hz in eastern Japan (Tokyo and Yokohama) and 60Hz in western Japan.

The power plug in Japan is the flat, two-pin “A Type” plug, so a plug adapter for personal appliances may be necessary if you require a 3-prong or round plug.

Nearly all hotels offer plug adapters for use by their guests.



#### 5.6. Drinking Water

Tap water in Japan is safe to drink. In addition, bottled mineral water can be purchased in convenience stores and supermarkets.

#### 5.7. Smoking

In Japan, under the Health Promotion Act, smoking is not permitted inside most public facilities including stations and on public transportation. Most hotels designate smoking areas on the premises. Some local governments including Kanagawa Prefecture have implemented stricter smoking regulations and impose a fine to offenders who smoke or hold a lighted cigarette in smoking restricted areas. Some streets and certain public spaces may be designated as non-smoking zones.

#### 5.8. Shopping

General hours are from 10:00 a.m. to between 7:00 p.m. and 8:00 p.m. Most department stores and shops are open on Sundays and holidays until early evening. The Minato Mirai area features several shopping malls with various types of shops, selling both traditional and

modern items.

## 5.9. Tipping

In Japan, there is no custom of tipping.

Please note, however, that hotels and restaurants may levy a service charge (approximately 10%), added to your bill.

## 5.10. Telephones

### Public telephones:

Domestic and international calls can be made from public telephones, which are easily identified by their bright green color.

A digital display will indicate whether the phone can make international calls.

If you use public phones, you will need cash (coins) or telephone cards, although in some cases the phone may only take a telephone card. Telephone cards can be purchased from machines located near the public telephones or from station kiosks.

### Mobile telephones & devices:

Due to the different technology, mobile phones from your home country may not work in Japan. If you wish to use your mobile telephone in Japan, please check with your provider prior to your departure to verify whether your phone will operate in Japan.

Mobile telephones are widely used in Japan, however please note that it is common etiquette to refrain from using a cellular telephone in restaurants, on public transportation and inside museums, historic buildings, etc.

### \*Important note regarding roaming:

When using your mobile telephone in Japan, depending on your contract with your provider, high roaming charges can be incurred. We recommend that you check your contract and options prior to departure.

Alternatively, many airlines and travel companies offer overseas cellular telephone rental services. Please check with your travel agent or airline. Cellular telephones may be rented after arrival in Japan, at Narita and Haneda airports. Please refer to the following links of providers in Japan:

-G-Call [http://www.g-call.com/kaigai/index\\_.php](http://www.g-call.com/kaigai/index_.php)  
-JAL ABC Rental Phone <http://www.jalabc.com/english/index3.html>  
-PuPuru (Mobile Phone Rentals) <http://www.pupuru.com/en/>  
-NTT DoCoMo International Roaming Center <http://roaming.nttdocomo.co.jp/en/index.html>  
-Softbank Global Rental <http://www.softbank-rental.jp/e/>

### \*Important note regarding data:

Mobile telephones and devices that work in Japan can also receive and send data, such as emails and web content, via international roaming or a rental / prepaid SIM card. Please bear in mind that cost for data transfer can easily skyrocket without an appropriate data plan. We recommend that you check your contract and options prior to departure.

### 5.11. Useful Telephone Numbers in an Emergency

Police	110 (toll - free)
Fire and medical emergency	119 (toll - free)

## 6. Time Zone

Japan Standard Time (JST) is 9 hours ahead of UTC/GMT. The time difference for major international cities is shown below (decrease by 1 hour during Daylight Savings Time periods):

- Asia/Oceania:  
Bangkok: -2 hours; Beijing: -1 hour; Jakarta: -2 hours; Seoul: 0 (same); Singapore -1 hour;
- U.S.A.:  
Los Angeles: -17 hours; Chicago: -15 hours; New York: -14 hours.
- Europe:  
Frankfurt: -8 hours; Geneva: -8 hours; London: -9 hours; Paris: -8 hours.
- Africa:  
Cape Town: -7 hours; Nairobi: -6 hours.
- South America:  
Buenos Aires: -12 hours.