NOTE – This guide will provide participants attending the above mentioned IPCC meetings in Kyoto with useful information. Participants are advised to read it carefully and contact the IPCC Secretariat in case of questions.
II. VISITORS TO KYOTO

1. International Airports

Participants are recommended to arrive at the Kansai International Airport (KIX), where the major airlines operate daily flights as destination.

2. Time Zone

Kyoto is in Japan Standard Time (JST). The JST is 9 hours ahead Greenwich Mean Time (GMT+9). There is no daylight-saving time system in Japan.

3. How to request a visa

As of November 2018, Japan has taken measures concerning the Visa Exemption Arrangements for ordinary passport holders and for Diplomatic/Official passport holders with 68 countries/regions and 46 countries, respectively. Please check on the Ministry of Foreign Affairs of Japan's webpages, to find if you need a visa to enter Japan.

Exemption of Visa (Short-Term Stay)

Visa Exemptions for Diplomatic and Official Passport Holders
https://www.mofa.go.jp/ca/fna/page22e_000692.html

Participants who need a visa to enter Japan are required to go through the following process:

a. Pre-registration

When pre-registering at the IPCC pre-registration site, please check "Needs Visa" and include all the information below:

- Delegation type and representing Country/Organization;
- Full legal name;
- Gender;
- Functional title and work organization;
- Contact information (telephone number and e-mail address);
- Nationality;
- Date of birth;
- Passport number;
- Hotel name and address;
- Arrival flight number, date and time;
- Departure flight number, date and time; and
- A Japanese embassy/consulate to apply to (use "Comment" tab).

The information above is all mandatory for the participants who need a visa to enter Japan, though some are optional for other participants.

b. Visa application

Visit the website of the Japanese embassy/consulate from which you apply for a visa and find out the service hours, the documents required, and how to obtain the forms, etc. A list of Japanese embassies and consulates is available at:
https://www.mofa.go.jp/about/emb_cons/mofaserv.html

If you have any other inquiries, including information on reference person to fill in the visa application form, please contact the following e-mail address: ipcc2019@congre.co.jp.
As indicated above, pre-registration must be completed before you apply for a visa at a Japanese embassy/consulate.

If your travel expenses are borne by a third party, you will need the certifying documents.

Participants who receive financial support from the IPCC Trust Fund will also receive an individual letter to be used for visa application purposes.

Upon request, all pre-registered participants can request a personal invitation letter from the IPCC Secretariat for visa purposes.

Please note that you will not be able to obtain a visa upon arrival in Japan. It must be obtained prior to your departure.

III. Weather

Climate data during May in Kyoto is:

- mean daily maximum temperature: 24.6°C
- mean daily minimum temperature: 14.0°C
- mean relative humidity: 62%
- mean precipitation: 160.8 mm

IV. Health requirements/medical services

Up-to-date information on international travel and health requirements are provided by the World Health Organization (WHO) at the following websites:

http://www.who.int/ith/en/

http://www.who.int/countries/jpn/en/

Neither IPCC nor Japan could be held responsible for accidents or damage to private property of participants. Participants are encouraged to make their own arrangements for health insurance and any other necessary insurance.

V. Foreign currency

Currency in Japan is the Yen (JPY). Bank notes are available in denominations of 1,000, 2,000, 5,000, and 10,000 yen and coins in denominations of 1, 5, 10, 50, and 500 yen.

Currency exchange service at the airport is highly recommended for your convenience. A passport may be required for currency exchange services. You can also buy JPY at foreign exchange banks and other authorized money exchangers such as major hotels.

Many convenience stores such as 7-Eleven have automatic teller machines (ATMs) that accept credit, debit and ATM cards that are issued outside of Japan, including Visa, Plus, MasterCard, Maestro, Cirrus, American Express and JCB cards and provide an English user menu; for example, 7-Eleven Store of Kyoto Shirakawa-dori Kamitakano (a 10-min walk from the Kyoto International Conference Centre), and FamilyMart Store of Takaragaike (a 5-min walk from the Kyoto International Conference Centre).

Please note that most Japanese banks’ ATMs do not accept foreign cards. International ATMs can be found at international airports, in some major department stores and in Citibank and Shinsei Bank branches.
The exchange rate fluctuates daily depending on the money market and it is as of 15 January 2019:

1 Euro = 125 JPY  
1 USD = 109 JPY  
1 CHF = 111 JPY

VI. Credit Cards and Travelers’ Checks

Major credit cards such as American Express, Diners Club, Visa and MasterCard are widely accepted at hotels, department stores, shops and restaurants. Personal checks are not accepted anywhere in Japan. Travelers’ checks are accepted only at leading banks and major hotels.

VII. Tipping

Tipping is not customary in Japan, and is not generally done in any situation. Service charges are already included in the bill at hotels, restaurants, beauty salons, taxis, etc.

VIII. Tax

An 8% consumption tax is included in all purchases.

IX. Mobile phones

Using a rental service is highly recommended, as most foreign cellular phones are not compatible with Japan’s network. The rental shops are conveniently located at the airports. In addition, Japanese providers offer roaming services where you can use your own cellular phone number (simply bring your own SIM card and insert it to a rental phone or your own 3G handset). Please make sure to verify with your local provider prior to your departure.

X. Airline reservations

Many international airlines operate regular services to and from the KIX. Participants are advised to secure their return bookings prior to their departure for Kyoto. If it is not possible, they should make firm return bookings immediately upon arrival at Kyoto.

XI. Hotel accommodations

All Participants will be offered a hotel reservation service through the special website (https://mice3.jtbqmt.com/ipcc2019/?lang=en) (ID: ipcc2019 PW: kyoto). The official hotels are selected with a careful consideration of factors such as distance to the venue, amenities, security, and etc. Participants can stay there at specially discounted rates. The deadline for hotel reservations is 12 April, 2019.

If you have any inquiry regarding the hotel accommodations, please contact to: JTB Global Marketing & Travel Inc.  
E-mail: ipcc2019@gmt.jtb.jp

List of recommended Hotels
- Room rates are subject to change.
- Kindly note that we cannot guarantee the availability for each hotel.
<table>
<thead>
<tr>
<th>No.</th>
<th>Hotel Name (Check-in / out time)</th>
<th>Room Rates Without Breakfast</th>
<th>Room Rates With Breakfast</th>
<th>1. Address</th>
<th>2. Phone</th>
<th>3. Access to the closest station</th>
<th>4. Train fee to the venue (one way)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Grand Prince Hotel Kyoto (14:00/11:00)</td>
<td>50,500 JPY (the 4th) &lt;br&gt; 45,500 JPY (the 5th) &lt;br&gt; 16,200 JPY (the 6th-13th)</td>
<td>52,500 JPY (the 4th) &lt;br&gt; 42,500 JPY (the 5th) &lt;br&gt; 18,200 JPY (the 6th-13th)</td>
<td>1. Takaragaike, Sakyo-ku, Kyoto &lt;br&gt; 2. +81-75-712-1111 &lt;br&gt; 3. 3-min. walk from Subway Rokusai Kaikan Sta.</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2.</td>
<td>Karasuma Kyoto Hotel (14:00/11:00)</td>
<td>14,456 JPY (the 2nd-5th) &lt;br&gt; 10,692 JPY (the 6th-10th, 12th-13th) &lt;br&gt; 12,674 JPY (the 11th)</td>
<td>16,594 JPY (the 2nd-5th) &lt;br&gt; 13,030 JPY (the 6th-10th, 12th-13th) &lt;br&gt; 14,812 JPY (the 11th)</td>
<td>1. Karasumadori Shijo-sagano, Shimogyo-ku, Kyoto &lt;br&gt; 2. +81-75-371-0111 &lt;br&gt; 3. 1-min. walk from Subway Shijo Sta.</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>3.</td>
<td>Hotel Keihan Kyoto Grande (15:00/11:00)</td>
<td>14,600 JPY (the 2nd-10th, 12th-13th) &lt;br&gt; 16,200 JPY (the 11th)</td>
<td>16,500 JPY (the 2nd-10th, 12th-13th) &lt;br&gt; 18,100 JPY (the 11th)</td>
<td>1. 31, Hijikigaya-nishi-cho, Minami-ku, Kyoto &lt;br&gt; 2. +81-75-661-0321 &lt;br&gt; 3. 1-min. walk from JR Kyoto Sta.</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>4.</td>
<td>Hotel Hokke Club Kyoto (15:00/10:00)</td>
<td>16,200 JPY</td>
<td>17,280 JPY</td>
<td>1. Kyoto-eki Karasuma Chuo-guchi Shomen, Shimogyo-ku, Kyoto &lt;br&gt; 2. +81-75-361-1251 &lt;br&gt; 3. 1-min. walk from JR Kyoto Sta.</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>5.</td>
<td>Via Inn Kyoto Shijo-muromachi (15:00/10:00)</td>
<td>— &lt;br&gt; (Complimentary breakfast)</td>
<td>14,000 JPY</td>
<td>1. 551-2, Yamabushi-yama-cho, Naka, Kyoto &lt;br&gt; 2. +81-75-256-6111 &lt;br&gt; 3. 4-min. walk from Subway Shijo Sta.</td>
<td>None</td>
<td>None</td>
<td>None</td>
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<td>6.</td>
<td>Sotetsu Fresa Inn Kyoto Shijo-karasuma (15:00/10:00)</td>
<td>10,000 JPY (the 2nd, 6th-13th) &lt;br&gt; 13,200 JPY (the 3rd-5th)</td>
<td>11,200 JPY (the 2nd, 6th-13th) &lt;br&gt; 14,400 JPY (the 3rd-5th)</td>
<td>1. 160, Dojisha-cho, Shimogyo-ku, Kyoto &lt;br&gt; 2. +81-75-284-2031 &lt;br&gt; 3. 2-min. walk from Subway Shijo Sta.</td>
<td>None</td>
<td>None</td>
<td>None</td>
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<tr>
<td>7.</td>
<td>Hotel Gimmon Kyoto (14:00/11:00)</td>
<td>9,500 JPY</td>
<td>10,500 JPY</td>
<td>1. 595, Kikkoya-cho, Naka, Kyoto &lt;br&gt; 2. +81-75-221-4111 &lt;br&gt; 3. 2-min. walk from Subway Karasuma Oike Sta.</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>8.</td>
<td>Aranvert Hotel Kyoto (14:00/11:00)</td>
<td>11,700 JPY (the 5th, 11th) &lt;br&gt; 9,700 JPY (the 6th-10th, 12th-13th)</td>
<td>13,200 JPY (the 5th, 11th) &lt;br&gt; 11,200 JPY (the 6th-10th, 12th-13th)</td>
<td>1. 179, Hijiyazakayama-cho, Shimogyo-ku, Kyoto &lt;br&gt; 2. +81-75-365-5111 &lt;br&gt; 3. 2-min. walk from Subway Gojo Sta.</td>
<td>None</td>
<td>None</td>
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<thead>
<tr>
<th>Twin room (Single Use)</th>
<th>Twin room (Twin Use)</th>
<th>Twin room (Single Use)</th>
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<th>Twin room (Twin Use)</th>
<th>Twin room (Single Use)</th>
<th>Twin room (Single Use)</th>
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<tbody>
<tr>
<td>52,000 JPY (the 4th) &lt;br&gt; 41,400 JPY (the 5th) &lt;br&gt; 22,400 JPY (the 6th-13th)</td>
<td>56,000 JPY (the 4th) &lt;br&gt; 45,400 JPY (the 5th) &lt;br&gt; 26,400 JPY (the 6th-13th)</td>
<td>11,700 JPY (the 5th, 11th) &lt;br&gt; 9,700 JPY (the 6th-10th, 12th-13th)</td>
<td>13,200 JPY (the 5th, 11th) &lt;br&gt; 11,200 JPY (the 6th-10th, 12th-13th)</td>
<td>20,600 JPY (the 5th, 11th) &lt;br&gt; 16,400 JPY (the 6th-10th, 12th-13th)</td>
<td>23,400 JPY (the 5th, 11th) &lt;br&gt; 19,400 JPY (the 6th-10th, 12th-13th)</td>
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<tr>
<td>No.</td>
<td>Hotel Name (Check-in &amp; out time)</td>
<td>Room Rates Without Breakfast</td>
<td>Room Rates With Breakfast</td>
<td>Info</td>
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<td>9.</td>
<td>Green Rich Hotel Kyoto Eki Minami (15:00/11:00)</td>
<td>10,200 JPY (the 4°-5°, 11°) 8,200 JPY (the 6°-10°, 12°-13°)</td>
<td>11,280 JPY (the 4°-5°, 11°) 9,280 JPY (the 6°-10°, 12°-13°)</td>
<td>1. 3 Higashikijou Shimotonoda-cho, Minami-ku, Kyoto 2. +81-75-691-2500 3. 7-min. walk from JR Kyoto Sta. 4. 290 JPY by Subway Karasuma Line</td>
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<td>10.</td>
<td>Almont Hotel Kyoto (14:00/11:00)</td>
<td>6,500 JPY (the 6°-10°, 12°-13°) 12,400 JPY (the 11°)</td>
<td>8,700 JPY (the 6°-10°, 12°-13°) 14,200 JPY (the 11°)</td>
<td>1. 26-1, Higashikijou, Nishitetsu-cho, Minami-ku, Kyoto 2. +81-75-681-2301 3. 5-min. walk from JR Kyoto Sta. 4. 290 JPY by Subway Karasuma Line</td>
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<td>11.</td>
<td>HOTEL UNIZO Kyoto Shijo Karasuma (14:00/12:00)</td>
<td>12,512 JPY</td>
<td>13,376 JPY</td>
<td>1. 8. Katsukiyama-cho, Shiomoya-ku, Kyoto 2. +81-75-241-4125 3. 4-min. walk from Subway Shijo Sta. 4. 290 JPY by Subway Karasuma Line</td>
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<tr>
<td>12.</td>
<td>Hotel Kintetsu Kyoto Station (15:00/11:00)</td>
<td></td>
<td></td>
<td>1. 1-9, Kamadono-cho, Higashi Shionogi-ku, Kyoto 2. +81-75-692-2111 3. 1-min. walk from JR Kyoto Sta. 4. 290 JPY by Subway Karasuma Line</td>
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</tbody>
</table>
Kyoto International Conference Center (VENUE)

Kokusai Kaikan Sta.
- 5 min walk
- 1. Grand Prince Hotel Kyoto, 3 min walk

Karasuma-Oike Sta.
- 2 min walk
- 7. Hotel Gimmon Kyoto

Kyoto-Shiyakushomae Sta.
- 1 min walk
- 2. Karasuma Kyoto Hotel
- 5. Via Inn Kyoto Shijo-muromachi, 4 min walk
- 6. Sotetsu Fresa Inn Kyoto Shijo-kyarasuma, 2 min walk
- 11. HOTEL UNIZO Kyoto Shijo Karasuma, 4 min walk

Shijo Sta.
- 2 min walk
- 8. Aranvert Hotel Kyoto

Gojo Sta.
- 1 min walk

KYOTO Station
- 3. Hotel Keihan Kyoto Grande
- 4. Hotel Hikko Club Kyoto, 1 min walk
- 9. Green Rich Hotel Kyoto Eki Minami, 7 min walk
- 10. Almont Hotel Kyoto, 5 min walk
- 12. Hotel Kintetsu Kyoto Station, 1 min walk
XII. Transportation

1. From and to the Airport

Probably the easiest option when traveling between Kansai International Airport and Kyoto is the bus.

By Bus:
Fares (One-way): 2,550 yen (Adults) / 1,280 yen (Children)
Duration: Approximately 1 hour and a half

A limousine bus runs regular services between Kyoto Station’s Hachijo-guchi southern exit and Kansai International Airport. The bus departing from Kansai International Airport also makes stops at several other locations in Kyoto after Kyoto Station. These may be more convenient for your final destination.

Location to get on
At Kansai International Airport you can board buses at bus stop 8 on the first floor of Terminal 1, and bus stop 2 at Terminal 2. Tickets can be bought from ticket windows by the bus stops.

* Reservation required for the lines to Kansai International Airport. For reservations, call Keihan Bus Reservation Center (9:00-18:00) 075-682-4400

Bus stop at the Terminal 1

![Bus stop at the Terminal 1 diagram]

Bus stop at the Terminal 2

![Bus stop at the Terminal 2 diagram]
*For buses departing from Kyoto Station the bus stop is in front of the Avanti building which is opposite to the Hachijo-guchi exit on the south side of Kyoto Station.

Be careful that you don’t board a bus for Osaka International Airport by mistake, as this is a different destination and the departure point is nearby. Tickets from Kyoto Station must be reserved any time from 1 month to 1 hour before departure. You can reserve tickets at the Keihan Bus Center which is behind the bus stop in the Avanti building.

**Bus Schedule (Depart from Airport) *As of March, 2019:***

<table>
<thead>
<tr>
<th>Kansai International Airport Terminal 1</th>
<th>6:10</th>
<th>6:50</th>
<th>7:30</th>
<th>8:00</th>
<th>8:30</th>
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<tbody>
<tr>
<td>9:00</td>
<td>9:20</td>
<td>9:40</td>
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<td>23:05</td>
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</table>

<table>
<thead>
<tr>
<th>Kansai International Airport Terminal 2</th>
<th>5:57</th>
<th>9:27</th>
<th>9:47</th>
<th>10:07</th>
<th>10:27</th>
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</thead>
<tbody>
<tr>
<td>16:07</td>
<td>16:27</td>
<td>16:47</td>
<td>17:07</td>
<td>17:27</td>
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<tr>
<td>23:42</td>
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</tbody>
</table>
2. In Kyoto City

Kyoto has a convenient subway system and several different railway lines, to take you swiftly to your destination. From Kyoto International Conference Center, it is just about a 5 min-walk to the Kokusai-kaikan subway station on the Karasuma Line, which goes to Kyoto Station and runs north-south through central Kyoto, with key stops along the way for main shopping streets, such as Shijo. The Tozai Line runs east-west, and these 2 subway lines intersect at Karasuma Oike station.

For more details, please refer to the following websites:
http://www.icckyoto.or.jp/en/visitor-2/access/getting_here/
https://kyoto.travel/en/traveller_kit/kyotocity

Tour taxi:
http://www.mktaxi-japan.com/

Kyoto transportation network map:

XIII. Internet services

Wireless Internet connection will be available in the main conference room and at the venue. Some Free Wi-Fi (for example, “KYOTO Wi-Fi” provided by Kyoto City) will be also available in Kyoto city.

XIV. Electricity, electric plugs and sockets

Voltage in Japan is 100V and the frequency is either 50Hz or 60Hz depending on the area (Kyoto is 60Hz). The socket is type A, which has two flat plug holes. If you plan to bring any electric appliances that are not convertible, transformers and/or plug adaptors are necessary.

XV. Smoking and Littering

Kyoto City has implemented strict smoking regulations. Anyone caught smoking outside designated smoking areas will be subject to fines. Littering is also strictly prohibited. In particular, littering in important tourist sites will be subject to fines.