



**UNESCO Associated Schools Network (ASPnet): collaborative action research on the role of schools in achieving SDGs in Asia-Pacific: 2nd regional meeting
5 – 8 September 2022 | Tokyo, Japan**

INFORMATION NOTE (as of 31 Aug 2022)

Arrival	<p>For international participants, you will arrive at either Tokyo Haneda Airport (HND) (https://tokyo-haneda.com/en/index.html), or Narita International Airport (NRT) which is 60km from Tokyo (https://www.narita-airport.jp/en).</p> <p>Please register with My SOS before leaving your country to ensure smooth quarantine upon entry into Japan. https://www.hco.mhlw.go.jp/fasttrack/en/</p> <p>Please bring the PCR test certificate taken in each country 72 hours prior to departure.</p>
Transportation from Airport to Hotel	<p>A wagon driver will be waiting for you with a nameplate as you exit customs, so please meet him/her there. The car will take you directly to the hotel from each airport. (The same service is arranged for your return trip.)</p>
Accommodation	<p>You are booked into the Hotel Villa Fontaine Tokyo – Jimbocho based on your arrival and departure dates that you have provided.</p> <p>Address: 1-30 Kanda-Jimbocho, Chiyoda-ku, Tokyo 101-0051 https://www.hvf.jp/eng/jinbocho/</p> <p>Phone: (+81) 3-3233-9990</p> <p>Settlement:</p> <ul style="list-style-type: none">- Payment of the hotel for the funded participants will be organized by the meeting organizers. Any additional costs incurred in the hotel should be paid by the participants.- Self-funded participants are expected to settle all hotel bills themselves by paying directly to the hotel upon check-in.
Meeting venue	<p>Meeting will take place at the Publishers Club Bldg. 3rd floor for all days.</p> <p>Address: 1-32 Kanda-Jimbocho, Chiyoda-ku, Tokyo 101-0051 https://shuppan-club.jp/access</p> <p>1 minute from the Hotel on foot.</p> <p>When you arrive at the Publishers Club Building, please enter through the main entrance, and take the escalator to the 3rd floor. ACCU staff will be waiting for you there.</p>





Registration	On Monday 5 September, registration for participants will begin at 08:45 on the 3rd floor of Publishers Club Bldg. Please kindly gather at the hotel lobby at 08:40 so that staff can guide you to the venue on the first day.
DSA & Reimbursement	<p>Funded participants will receive a daily allowance (DSA) covering meals and miscellaneous cost. DSA amount will be given in JPY during the meeting.</p> <p>The DSA per person for 5-day (4, 5, 6, 7 and 8 September) will be 43,000 yen. (No DSA on departure date, 9 Sep.)</p> <p>Accommodation will be paid by ACCU for check-in on 4 and check-out on 9 Sept. If you wish to arrive early or depart later, please contact ACCU or hotel.</p> <p>Lunch will be provided on 5, 6, 7, 8 September and dinner on 8 September.</p> <p>All funded participants are requested to submit an original or electronic boarding pass to the meeting secretariat.</p>
Breakfast, Lunch, Dinner and Coffee Breaks	<p>Breakfast is included during your stay in the hotel.</p> <p>Lunch and coffee breaks will be provided from 5 to 8 September 2022.</p> <p>Dinner will be provided on 8 September 2022 only.</p>
Visa	<p>All participants require entry visa to Japan and are responsible in securing their entry visa before their travel.</p> <p>An invitation letter is for support of your application for the visa.</p>

	<p>More general information can be found in the following links: For Thailand: https://www.th.emb-japan.go.jp/itpr_en/visaindex.html For Vietnam: https://www.vn.emb-japan.go.jp/itpr_ja/visanhapcanhnhatban.html</p>
Banking and Credit Cards	<p>Normal banking hours are generally 9:00 to 15:00 Monday - Friday. The most accepted credit cards are Visa and MasterCard.</p>
Internet	<p>Wi-Fi connection is available at the hotel. More general information can be found here: https://www.japan-guide.com/e/e2279.html</p>
Telephone	<p>For voice - The handset must be compatible with a Japanese mobile phone network. Most modern phones are compatible with one or more of these networks. Compatible handsets may be used via international roaming (check with your home provider for details) or a SIM card (unlocked handsets only). Alternatively, phones with Wi-Fi connectivity can use internet-based services when connected. More information can be found here: https://www.japan-guide.com/e/e2223.html</p>
Electricity	<p>The voltage in Japan is 100 Volt. Plugs come in various versions, but most commonly they are non-polarized and ungrounded with two pins. Grounded pins come either with three pins or with two pins and a ground wire. More information can be found here: https://www.japan-guide.com/e/e2225.html</p>
Currency Exchange	<p>The Japanese currency is the yen (¥, en). In Japan, currency exchange is usually handled by banks, post offices, some larger hotels and a handful of licensed money changers found especially at international airports. More information can be found here: https://www.japan-guide.com/e/e2196.html</p>
Climate	<p>The climate in Tokyo during September can be summarized as hot, humid and wet. September is in the fall / autumn in Tokyo but is typically the 3rd warmest month of the year. More information can be found here: https://www.weather2visit.com/asia/japan/tokyo-september.htm</p>
Computer	<p>You are advised to bring your own laptops as using the hotel free wifi can prove cheaper than phone calls for communication.</p>
Medical insurance / Emergency	<p>Participants are requested to have travel insurance which covers for COVID-19, normal illness and injuries treatment. You are advised to bring your regular prescribed medication for health care during the meeting. Should you require urgent medical attention during the meeting, please contact the Secretariat, or the hotel's information desk.</p>
Secretariat	<p>UNESCO Asia-Pacific Regional Bureau for Education Rika Yorozu Head of Executive Office & Regional Programme Coordinator Email: r.yorozu@unesco.org</p> <p>Toshiya Kai Programme Coordinator (Japanese Funds-in-Trust) Email: t.kai@unesco.org</p>

	<p>Apiradee Wittayathawornwong (Ann) Office Assistant Email: a.wittayathawornwong@unesco.org</p> <p>Asia-Pacific Cultural Centre for UNESCO (ACCU) Yoshie Nagasato Programme Officer Email: nagasato@accu.or.jp Phone: +81-70-4309-4915</p>
Caveat	<p>Information presented here are accurate at time of writing, but the specifics may change. Please contact to verify the information should you have any doubts. However, please note that links to websites provided as part of the document are meant for convenience only, and the organisers are not responsible for its contents.</p>