GENERAL INFORMATION NOTE

28th JOINT MEETING OF THE UNWTO COMMISSION FOR EAST ASIA AND THE PACIFIC (CAP) AND THE UNWTO COMMISSION FOR SOUTH ASIA (CSA)

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UNWTO INTERNATIONAL CONFERENCE ON TOURISM AND TECHNOLOGY

NARA, JAPAN,
1- 4 June, 2016

1. Venue

The UNWTO International Conference on Tourism and Technology and the 28th Joint Meeting of the UNWTO Commission for East Asia and the Pacific (CAP) and the UNWTO Commission for South Asia (CSA) will be held at two separate venues as noted below.

The UNWTO International Conference on Tourism and Technology will be held at the Nara Centennial Hall on June 2nd, 2016.

1. Nara Centennial Hall
   7-1 Sanjo Miyamae-cho Nara City, Nara
   JAPAN, 630-8121
   TEL:+81-742-34-0100 FAX: +81- 742-34-1000
   WEBSITE: http://www.nara100.com/ (Other languages are available)

The 28th Joint Meeting of the UNWTO Commission for East Asia and the Pacific (CAP) and the UNWTO Commission for South Asia (CSA) will be held at the Hotel Nikko Nara on June 3rd, 2016.

2. Hotel Nikko Nara
   8-1 Sanjo-honmachi, Nara
   JAPAN, 630-8122
   TEL:+81-742-35-8831 FAX: +81-742-35-6868
   WEBSITE: http://www.nikkonara.jp/ (Other languages are available)

2. Registration and Badges

All participants are required to complete online registration prior to the meetings. Also, hotel reservation can be made online.

To register please visit: http://www.mlit.go.jp/kankocho/page07_000029.html

Deadline for registration: 06 May, 2016
For the international conference, registration is based on a first come, first served basis.

3. Transportation

The host country will provide a shuttle bus service to participants from Kansai International Airport (KIX) to and from the official hotels.

During the conference period, there will be shuttle buses to take participants from the official hotels to the venues.

4. Accommodation

To reserve accommodation, please visit:
http://www.mlit.go.jp/kankocho/page07_000029.html
Deadline for hotel booking: 06 May, 2016

Contact information for hotel reservation:

Reservation for both official and partner hotels can be made through the web above. If you have an inquiry regarding the booking, please contact
Mr. Shunsaku Nakayama
Email: unwtonara2016@intergroup.co.jp
TEL:+81-6-6372-3052
FAX:+81-6-6376-2362

4.1 Official Hotels

The following hotels are designated as official hotels. There will be shuttle service between official hotels and the meeting venue.

1) Hotel Nikko Nara
2) Nara Hotel
3) Nara Royal Hotel
4) Hotel Sunroute Nara

1) Hotel Nikko Nara

Address	8-1 Sanjo-Honmachi, Nara city, 630-8122, Japan		
Website	http://www.nikko-jalcity.com/domestic/kansai/nara/		
Telephone	+81-742-35-8831	**Fax**	+81-742-35-6868
Check-in	13:00	**Check-out**	11:00
Front desk	English available		
Breakfast options	Japanese and Western-style food		
Internet Access	Wi-Fi/Cable LAN		
Exchange:	Available (EUR/USD)		
Credit Card	Available (AMEX/VISA/JCB/DINERS/MASTER)		

Type of room	Price per person for single occupancy	Price per person for double occupancy
Suite room	¥127,540 JPY/person	¥65,040 JPY/person
Deluxe twin room	¥57,540 JPY/person	¥30,040 JPY/person
Large twin room(35 ㎡)	¥24,630 JPY/person	¥17,610 JPY/person
Twin room(23 ㎡)	¥19,230 JPY/person	¥12,210 JPY/person

*Breakfast, Service charge and consumption tax are included

Lobby

Twin room

2) Nara Hotel

Address	1096 Takabatake-cho, Nara city, 630-8301, Japan		
Website	http://www.narahotel.co.jp/en/		
Telephone	+81-742-26-3300	**Fax**	+81-742-23-5252
Check-in	15:00	**Check-out**	11:00
Front desk	English available		
Breakfast options	Japanese and Western-style food		
Internet Access	Wi-Fi/Cable LAN		
Exchange:	Available: (EUR/USD/AUD/CAD)		
Credit Card	Available (AMEX/VISA/DC/UC/JCB/Diners/MASTER/NICOS)		

Type of room	**Price per person for single occupancy**	**Price per person for double occupancy**
Twin room	¥31,860 JPY/person	¥18,360 JPY/person

*Service charge and consumption tax are included

New Building

Traditional Building

3) Nara Royal Hotel

Address	254-1 Hokkeji-cho, Nara city, 630-8001, Japan		
Website	http://www.nara-royal.co.jp/flanguage/englishp.html		
Telephone	+81-742-34-1131	**Fax**	+81-742-34-3231
Check-in	14:00	**Check-out**	11:00
Front desk	English available		
Breakfast options	Buffet Japanese and Western-style food		
Internet Access	Wi-Fi/Cable LAN		
Exchange:	Available (USD only)		
Credit Card	Available (AMEX/VISA/DC/UC/JCB/DINERS/MASTER/NICOS)		

Type of room	**Price per person for single occupancy**	**Price per person for double occupancy**
Royal suite room	¥77,590 JPY/person	¥39,790 JPY/person
Twin or Double room	¥14,950 JPY/person	¥8,470 JPY/person

* Breakfast, Service charge and consumption tax are included

Lobby

Twin room

4) Hotel Sunroute Nara

Address	1110 Takabatake-cho, Nara City, Nara, 630-8301, Japan		
Website	http://www.sunroute.jp/english/hotelinfo/kinki/nara/		
Telephone	+81-742-22-5151	**Fax**	+81-742-27-3759
Check-in	14:00	**Check-out**	11:00
Front desk	English available		
Breakfast options	Buffet, mainly Japanese-style food		
Internet Access	Wi-Fi/Cable LAN		
Exchange:	Available: (EUR/USD, AUD, TWD, CNY, KRW)		
Credit Card	Available (AMEX/VISA/JCB/DINERS/DC/UC)		

Type of room	**Price per person for single occupancy**	**Price per person for double occupancy**
Twin room A	¥11,750 JPY/person	¥8,970 JPY/person
Single room	¥9,510 JPY/person	

* Breakfast, Service charge and consumption tax are included

Lobby

Twin room

4.2 Partner Hotels

The following hotels are designated as partner hotels:
**For reservation please find the website shown on page 3.

1) Hotel Fujita Nara
2) Comfort Hotel Nara
3) Nara Washington Hotel Plaza
4) Super Hotel Lohas JR Nara Eki
5) Sun Hotel Nara

Shuttle buses **do *not* stop** at partner hotels. However, there will be designated shuttle bus stops near to these hotels that will take you to the venues.

1) Hotel Fujita Nara

Address	47-1 Shimosanjo-cho, Nara-city, Nara 630-8236, Japan		
Website	http://en.fujita-nara.com/		
Telephone	+81-742-23-8111	**Fax**	+81-742-22-0255
Check-in	14:00	**Check-out**	11:00
Front desk	English available		
Breakfast options	Buffet Japanese and Western-style food		
Internet Access	Wi-Fi		
Exchange:	Available (USD only)		
Credit Card	Available(AMEX/VISA/JCB/DINERS/DC/UC/MASTER/NICOS/UnionPay)		

Type of room	Price per person for single occupancy	Price per person for double occupancy
Junior suite room	¥31,940 JPY/person	¥17,940 JPY/person
Deluxe twin room	¥21,940 JPY/person	¥12,940 JPY/person
Twin room	¥16,200 JPY/person	¥10,260 JPY/person
Single room	¥10,940 JPY/person	

* Breakfast, Service charge and consumption tax are included

Breakfast venue

Twin room

2) Comfort Hotel Nara

Address	321-3 Sanjo-Cho,Nara City, Nara 630-8244 Japan		
Website	https://www.choicehotels.com/japan/nara/comfort-inn-hotels/jp073		
Telephone	+81-742-25-3211	**Fax**	+81-742-25-3212
Check-in	15:00	**Check-out**	10:00
Front desk	English available		
Breakfast options	Buffet Japanese and Western-style food		
Internet Access	Wi-Fi/Cable LAN		
Exchange	Not Available		
Credit Card	Available (AMEX/VISA/DC /JCB/DINERS/MASTER/NICOS,UnionPay)		

Type of room	**Price per person for single occupancy**	**Price per person for double occupancy**
Twin room	¥14,540 JPY/person	¥9,540 JPY/person
Single room	¥10,040 JPY/person	

* Breakfast, Service charge and consumption tax are included

Single room

Twin room

3) Nara Washington Hotel Plaza

Address	31-1 Shimosanjo-cho, Nara-city,Nara 630-8236, Japan		
Website	http://washington.jp/nara/en/		
Telephone	+81-742-27-0410	**Fax**	+81-742-27-0484
Check-in	14:00	**Check-out**	10:00
Front desk	English available		
Breakfast options	Set Menu, Japanese or Western-style food		
Internet Access	Wi-Fi/Cable LAN		
Exchange	Not available		
Credit Card	Available (AMEX/VISA/DINERS/DC/MASTER/UnionPay)		

Type of room	**Price per person for single occupancy**	**Price per person for double occupancy**
Twin room	¥13,070 JPY/person	¥7,350 JPY/person
Single room	¥8,100 JPY/person	

* Breakfast, Service charge and consumption tax are included

Single room

Twin room

4) Super Hotel Lohas JR Nara Eki

Address	1-2 Sanjo-honmachi, Nara city,Nara, 630-8122, Japan		
Website	http://www.superhoteljapan.com/en/s-hotels/nara-lohas/		
Telephone	+81-742-27-9000	**Fax**	+81-742-27-9008
Check-in	15:00	**Check-out**	10:00
Front desk	English available		
Breakfast options	Buffet, Japanese or Western-style food		
Internet Access	Wi-Fi/Cable LAN		
Exchange	Not available		
Credit Card	Available (AMEX/VISA/JCB/MASTER/DINERS)		

Type of room	**Price per person for single occupancy**	**Price per person for double occupancy**
Twin room		¥8,730 JPY/person
Double room	¥10,640 JPY/person	¥7,090 JPY/person

* Breakfast, Service charge and consumption tax are included

lobby

Twin room

5) Sun Hotel Nara

Address	4-21 Sanjohonmachi, Nara city, Nara, 630-8122, Japan		
Website	http://www.japanican.com/en/hotel/detail/6269A17/?ty=rsv		
Telephone	+81-742-25-2111	**Fax**	+81-742-25-5111
Check-in	15:00	**Check-out**	10:00
Front desk	English available		
Breakfast options	Buffet Japanese and Western-style food		
Internet Access	Wi-Fi/Cable LAN		
Exchange:	Not available		
Credit Card	Available (AMEX, VISA, JCB, MASTER)		

Type of room	**Price per person for single occupancy**	**Price per person for double occupancy**
Twin room	¥10,590 JPY/person	¥7,590 JPY/person
Double room	¥10,090 JPY/person	¥7,090 JPY/person

* Breakfast, Service charge and consumption tax are included

Single room

Twin room

4.3 Check-in and Check-out

Check-in check-out time varies according to the hotel. Early check-in and late check-out may require additional fees depending on the hotel regulations.

5. Visa Requirement

Please ask the Japanese embassy or consulate in your country about the necessity of obtaining a visa to enter Japan.

If you need a visa, please immediately consult Mr. Shunsaku Nakayama email at unwtonara2016@intergroup.co.jp

6. Currency & Exchange Rate **JNTO Web Site*

The unit of Japanese currency is Yen (JPY). Coins are available in denominations of 1,5, 10, 50, 100 and 500 yen and bank notes in denominations of 1,000, 2,000, 5,000 and 10,000 yen. The buying rate of JPY to USD at currency exchange counter is as follows.

USD1.00 ≒ JPY122.24 *on April 1st 16, 2016*

7. Health

Immunization certificates are not normally required for entry into Japan.

8. Clothing

Business attire is required at official meetings.

9. Insurance

Delegates are encouraged to purchase travel insurance before leaving their home country. Insurance plans typically cover accidental loss of belongings, medical costs in case of injury or illness, and other possible risks of international travel.

10. More Useful Information

Please refer to Japan National Tourism Organization (JNTO) for basic travel information:http://www.jnto.go.jp/eng/arrange/essential/index.html

11. Credit Card

International credit cards (Visa, MasterCard, American Express, JCB, etc.) are accepted in many locations (hotels, restaurants, convenience stores, mass retailers) in Japan. However, it might be unacceptable at small enterprises, markets, transportation services, and other establishments.

Most bank ATMs in Japan accept only cards issued by Japanese banks. To withdraw cash, ATMs that accept foreign banks cards can be found at 7-Eleven and Lawson convenience stores, which can be found throughout Japan. Foreign cash can be exchanged for Japanese Yen at the Nara City Tourist Information Center which is located at 1082 Sanjyohonmachi, Nara-city, Nara. For a map to the visitor center please visit: http://www.jnto.go.jp/eng/location/spot/tic/nara_city_tourist.html

12. Duty Free Import

Personal effects and professional equipment can be brought into Japan duty free as long as their contents and quantities are deemed reasonable by the customs officer. You can also bring in 400 cigarettes, 500 grams of tobacco or 100 cigars; 3 bottles of alcoholic beverages; 2 ounces of perfume; and gifts and souvenirs whose total market price is less than 200,000 yen or its equivalent. There is no allowance for tobacco or alcoholic beverages for persons aged 19 years or younger. Firearms and other types of weapons, and narcotics are strictly prohibited.

13. Climate (early Summer)

The average temperature in Nara in June is warm with average lows of 16°C (60°F) and average highs of 25 °C (77°F). In June, the forecast is typically sunny with an average 30% of rainy days.

For more information, please visit the Japan National Tourism Organization (JNTO) Forecast for Travelers: http://www.jnto.go.jp/weather/eng/index.php

14. Healthcare *JNTO Web Site

Water: Tap water is safe to drink in Japan. Mineral water including major imported brands can be easily obtained from supermarkets and convenience stores.
Hospitals: Medical systems and facilities in Japan are well-established and you can expect to receive a high standard medical treatment, should you have a problem with your health during your stay.
Inoculations: There are no inoculations required for entering Japan from anywhere around the world.

15. Electricity Supply *JNTO Web Site

The voltage used throughout Japan is uniformly 100 volts, A.C. There are two kinds of frequencies in use; 50 Hertz in eastern Japan and 60 Hertz in western Japan. All places of the seminar's venue will have western Japan outlets. A convertible type of electrical appliance such as a hair dryer, travel iron and shaver will therefore be handy; otherwise a step-down transformer is required to convert the voltage. There are no columnar-shaped plugs or 3-pin plugs used in Japan but 2-flat-pin plugs are used instead. It is therefore advised to purchase a plug adapter beforehand.

16. Internet Access *JNTO Web Site

Wi-Fi will be available at the official and partner hotels in Nara.
In Japan you will find many public Wi-Fi signals. Please note that they often require a password for security reasons. If your budget allows, renting mobile Wi-Fi rooter device at the airport is another good option.

17. Typical Business Hours

	Weekdays	Sat.	Sun. & National Holidays
Nara City Tourist Information Center	09:00 - 19:00	09:00 - 19:00	Closed
Post Offices	09:00 - 17:00	Closed	Closed
Department Stores	10:00 - 20:00	10:00 - 20:00	10:00 - 19:30
Shops	10:00 - 20:00	10:00 - 20:00	10:00 - 20:00
Offices	09:00 - 17:00	Closed	Closed

18. Consumption Tax & Tipping

There is an 8% consumption tax that will be imposed on most goods and services at the time of purchase. Indicated prices contains consumption tax in many cases. Tipping is not required for service in places like hotels, taxis, restaurants, and beauty salons in Japan. Service charge is often charged to your consumption at some Hotels or Restaurants.

19. Contact Information

UNWTO Regional Programme for Asia and the Pacific(Spain)	**UNWTO Regional Support Office for Asia and the Pacific(Japan)**
Ms. Christine Brew Email: cbrew@unwto.org **Mr. Junichi Kumada** Email: jkumada@unwto.org C/ Capitàn Haya 42, 28020, Madrid, Spain TEL: +34-91-567-8100 FAX: +34-91-571-3733	**Ms. Harmony Lamm** Email: hlamm@unwto-ap.org **Ms. Junko Yoshida** Email: jyoshida@unwto-ap.org Silkia Nara 2F, 8-1, Sanjo-honmachi, Nara 630-8122, Japan TEL:+81-742-30-3880 FAX:+81-742-30-3883

Logistical Matters (Japan)	**Mr. Shunsaku Nakayama** **Ms. Manami Mori** Email: unwtonara2016@intergroup.co.jp C/O Inter Group Corp. Inter Group Building, 3-20-1 Toyosaki, Kita-ku,Osaka 531-0072, Japan TEL:+81-6-6372-3052 FAX:+81-6-6376-2362

Annex

About Nara prefecture *JNTO Web Site

http://www.jnto.go.jp/eng/location/regional/nara/

Nara Prefecture is situated in the west central section of the island of Honshu. The formation of an ancient nation started around mid-3rd century, with the Yamato district as its center, and was completed by the late 6th century. The capital was placed in Asuka, in the southern part of the Nara Basin, located in the northwestern part of present-day Nara Prefecture, and it prospered as the political and economic center of Japan until the early 8th century. After the capital was relocated to Heijo-kyo (now Nara City) in 710, many temples and shrines were built there under the direction of the imperial family and aristocrats, and temple towns soon developed. Such temples and shrines include Todai-ji Temple, which has the Daibutsu, the world's largest Buddha statue, made of copper and gold, it is enshrined in the world's largest wooden structure, Daibutsu-den (Great Buddha Hall). Other famous temples include Yakushi-ji Temple, which has wonderful old wooden architecture and a statue of Buddha, and Toshodai-ji Temple which was founded by the Chinese priest Ganjin, who came to Japan after difficult journeys and spread the principles of Buddhism.

Horyu-ji Temple, which is said to have been built in the early 7th century, is known as the oldest existing Buddhist temple in Japan. The temple boasts of the world's oldest wooden architecture, and there are many paintings and sculptures in its possession. The temple is also inscribed as a World Heritage Site.

Tourists visit Nara Prefecture throughout the year to see scenic spots such as Mt. Yoshino-yama, known as the best cherry blossom viewing point in Japan, and Nara Park, with its friendly deer which have been treasured as messengers from the gods.

For more information, please visit *http://www.pref.nara.jp/item/79931.htm*