

**Administrative Circular for  
5<sup>th</sup> IGWCO Planning Workshop  
2-3 February 2009  
Kyoto, Japan**

**1. Date and Venue:**

The 5<sup>th</sup> Integrated Global Water Cycle Observations (IGWCO) Planning Workshop will be held from 2 (Monday) to 3 (Tuesday) February 2009 at the CO-OP INN KYOTO, Kyoto, Japan

Please see the website below for the map.

[http://www.mytrip.net/HOTEL/10846/10846map\\_e.gif](http://www.mytrip.net/HOTEL/10846/10846map_e.gif)

**2. Registration:**

Participants are requested to register on line from the 5<sup>th</sup> IGWCO planning workshop website (<http://www.triple-i.co.jp/igwco-5/>) **by no later than 15 January 2009.**

**3. Accommodations**

The following hotels are convenient for participants.

Please contact the hotels directly for reservations.

● **CO-OP INN KYOTO (Venue)**

YANAGINOBAMBA ST. NORTH OF TAKOYAKUSHI, NAKAGYO-KU, KYOTO 604-8113,  
JAPAN

Tel: +81-75-256-6600 Fax: +81-75-251-0120

Check-In Time 15:00 Check-Out Time 11:00

[http://www.mytrip.net/HOTEL/10846/10846\\_e.html](http://www.mytrip.net/HOTEL/10846/10846_e.html)

From Kyoto Station

Approx. 10 min. by taxi to the Hotel. Taxi fare is approx. 1,500 JPY.

1 stop (4 min.) by subway on the Karasuma Line (bound for Kokusai-Kaikan) to Shijo.

***IGWCO-5 Local Secretariat has booked some rooms at the CO-OP INN KYOTO for the IGWCO Workshop participants.*** If you would like to stay at this hotel, please send an e-mail to:

[coopinn-k@univcoop.or.jp](mailto:coopinn-k@univcoop.or.jp) with the reference of “IGWCO- Reservation”, and your full name, Check-In Date, Check-Out Date, and your preference of room type (smoking/non-smoking, single/twin bed room). Accommodation would be on a “first come, first served” basis.

Please make your reservation directly to the CO-OP INN KYOTO **by 15 January, 2009.**

● **Other Hotels**

○ **Kyoto Tokyu Hotel**

Gojo-sagaru, Horikawa-dori, Shimogyo-ku, Kyoto-shi, Kyoto 600-8519

<http://www.kyoto-h.tokyuhotels.co.jp/en/index.html>

○ **Karasuma Kyoto Hotel**

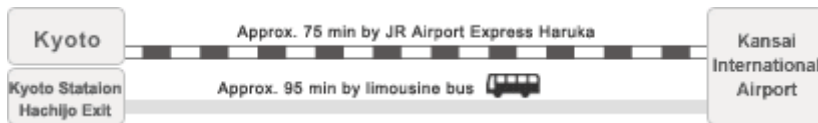
Karasuma Shijo, Shimogyo-ku, Kyoto, Japan

<http://www.kyotohotel.co.jp/karasuma/english/index.html>

**4. Transportation**

*From Kansai airport*

There are two recommendable way from Kansai International Airport to Kyoto Station, by limousine bus and Express Train, Shinkansen.



By Limousine Bus

Time: about 95 minutes

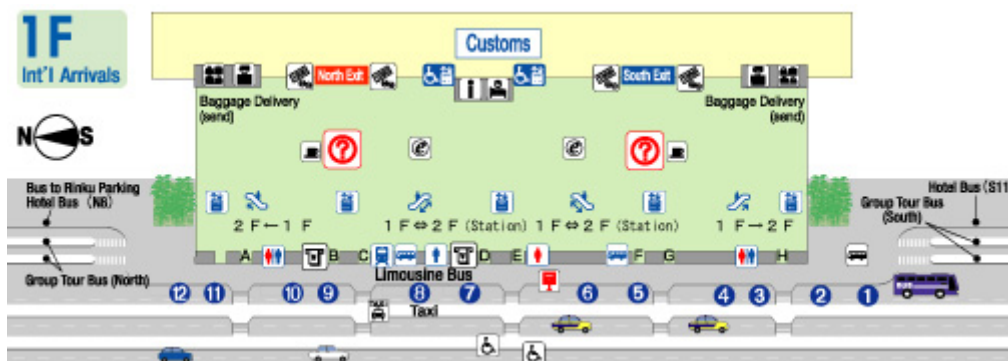
Price: 2,300 JPY / one way/ adult

Time Table: running every 40-60 min.

The first Train: Departure at 7:00

The Last Train: Departure at 21:45

Map of bus Terminal at Kansai International Airport



\*Kansai International Airport Website: <http://www.kansai-airport.or.jp/en/index.asp>

\*Time Table: [http://www.kate.co.jp/pc/e\\_time\\_table/e\\_kyoto\\_tt.html#from](http://www.kate.co.jp/pc/e_time_table/e_kyoto_tt.html#from)

By Express Train, Shinkansen 'Haruka'

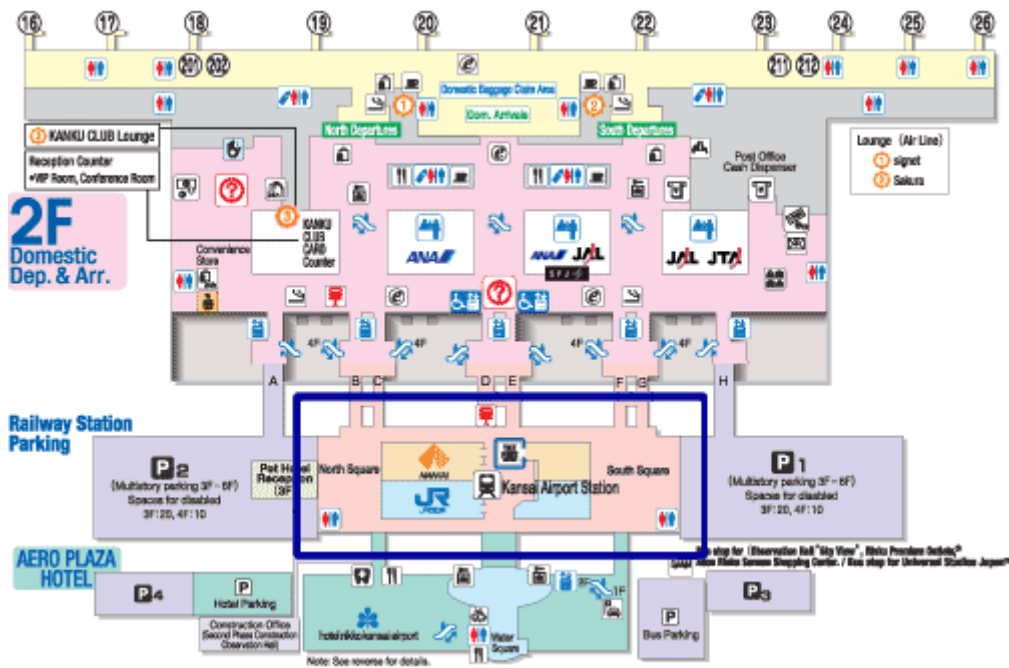
Time: about 75 minutes                      Price: 3,490 JPY / one way/ adult

Time Table: running every 30-40 min.

The first Train: Departure at 6:38

The Last Train: Departure at 22:16

Floor Map at kansai International Airport



\*West Japan Railway Company HP: <http://www.westjr.co.jp/english/global.htm>

### *From Narita Airport*

Please take Narita express from the airport to Tokyo (2,940 JPY) . From Tokyo, take Shinkansen Nozomi to Kyoto (approx. 15,000 JPY).

Narita Express URL: <http://www.narita-airport.jp/en/access/train/index.html>

Shinkansen URL: <http://www.jreast.co.jp/e/charge/index.asp>

\*From Kyoto station to the venue, it takes approx. 10 minutes by taxi. Taxi fare is approx.1, 500

JPY.

## 5. VISA Applications

If you need VISA, the Secretariat will support your application for a visa to enter Japan, for example by issuing an invitation letter and prepare visa documents if necessary. Please contact the Secretariat.

## 6. Others

Electric plug: flat two-pronged plug, type A (please bring your own plug adapters for your equipment)



Electric Voltage: 100V AC.

## 7. Contact

If you have any questions, please contact:

IGWCO-5 Local Secretariat:

Ms. Kazuko Misawa / Ms. Tomoko Kawashima

Remote Sensing Technology Center of Japan (RESTEC)

E-mail: [igwco-5sec@restec.or.jp](mailto:igwco-5sec@restec.or.jp)

## 8. Visa Information

Nationals of many countries are eligible to enter Japan without a visa unless the purpose of the visit is to reside in Japan, to obtain employment or to otherwise engage in remunerative activities.

The following is a list of nationals of countries that have “Reciprocal Visa Exemption Arrangements” with Japan:

For a period of 6 months or less

Austria, Germany, Ireland, Liechtenstein, Mexico, Switzerland and the United Kingdom(UK citizens only)

For a period of 3 months or less

Argentina, Bahamas, Belgium, Canada, Chile, Costa Rica, Croatia, Cyprus, Denmark, Dominican Rep., EL Salvador, Finland, France, Greece, Guatemala, Honduras, Iceland, Israel, Italy, Lesotho,

Luxembourg, Macedonia, Malta, Mauritius, the Netherlands, Norway, Portugal(except when the passport was originally issued in present or former Portuguese colonies), San Marino, Singapore, Slovenia, Spain, Surinam, Sweden, Tunisia, Turkey and Uruguay

For a period of 90 days or less

Andorra, Australia, Barbados, Bulgaria, Czech Rep., Estonia, Hong Kong, Hungary, Latvia, Lithuania, Monaco, New Zealand, Poland, Slovakia and the U.S.A.

For a period of up to 14 days

Brunei

Notes: In the case of the waiver of visa requirements of up to three months or 90 days, foreigners are granted upon landing a temporary visitor status for a period of 90 days (15 days for Brunei).

Nationals of countries and regions that have taken measures concerning the waiver of visa requirements with Japan for stays of up to six months in principle are granted permission to stay in Japan for 90 days at the time of landing. Nationals of these countries and regions who wish to stay in Japan for more than 90 days must apply at their nearest immigration authority in Japan for an extension of their period of stay.

Nationals of countries that do not have “Reciprocal Visa Exemption Arrangements” with Japan must obtain a visa.

A temporary Visitor’s Visa” is usually required as permission to stay in Japan for a period of up to “Temporary Visitor’s Visa” is usually required as permission to stay in Japan for a period of up to 90 days for non-remunerative activities such as sightseeing, participating in amateur sports, visiting Relatives, taking inspection tours, participating in lectures of research, attending conferences, making business contacts or other similar activities.

Needless to say, the “Temporary Visitor’s Visa” cannot be used for any remunerative purposes, which involve profit making or payment acceptance within Japan by the visitor.

To apply for a visa, the applicant must apply in person to a Japanese Embassy or a consulate, usually in his or her home country. The following documents must be submitted whatever the purpose of visit you are going to make:

1. Valid passport;
2. Two passport photos taken within the six months previous to the date of application;

3. Two official visa application forms, available at the embassy or consulate;
4. Documents certifying the purpose of the visit.

As the type of documents required for the application may differ according to the purpose of your visit, the applicant is advised to check with the Japanese Embassy or consulate beforehand.

Visa Fee Exemption: The nationals of some 60 countries around the world are exempted from visa fees.

FYI : Ministry of Foreign Affairs of Japan URL:

[http://www.mofa.go.jp/j\\_info/visit/visa/02.html](http://www.mofa.go.jp/j_info/visit/visa/02.html)