

**_The 11th EAHC TRDC-BOD Meeting and
the 7th EAHC Steering Committee Meeting
Tokyo, Japan, 3-7 February 2020**

Logistic Information

The 11th EAHC Training, Research and Development Centre – Board of Directors (TRDC-BOD) Meeting and the 7th EAHC Steering Committee (SC) Meeting will be hosted by Hydrographic and Oceanographic Department, Japan Coast Guard (JHOD) in Tokyo, Japan, from 3 to 7 February 2020. The TRDC-BOD meeting is to be held on Feb. 3 to 4, and the SC meeting from Feb. 5 to 7.

JHOD, as the local secretariat for the meetings, is pleased to provide you with the following logistical information for the meetings and to invite you to contact with the JHOD if you need any additional information or assistance.

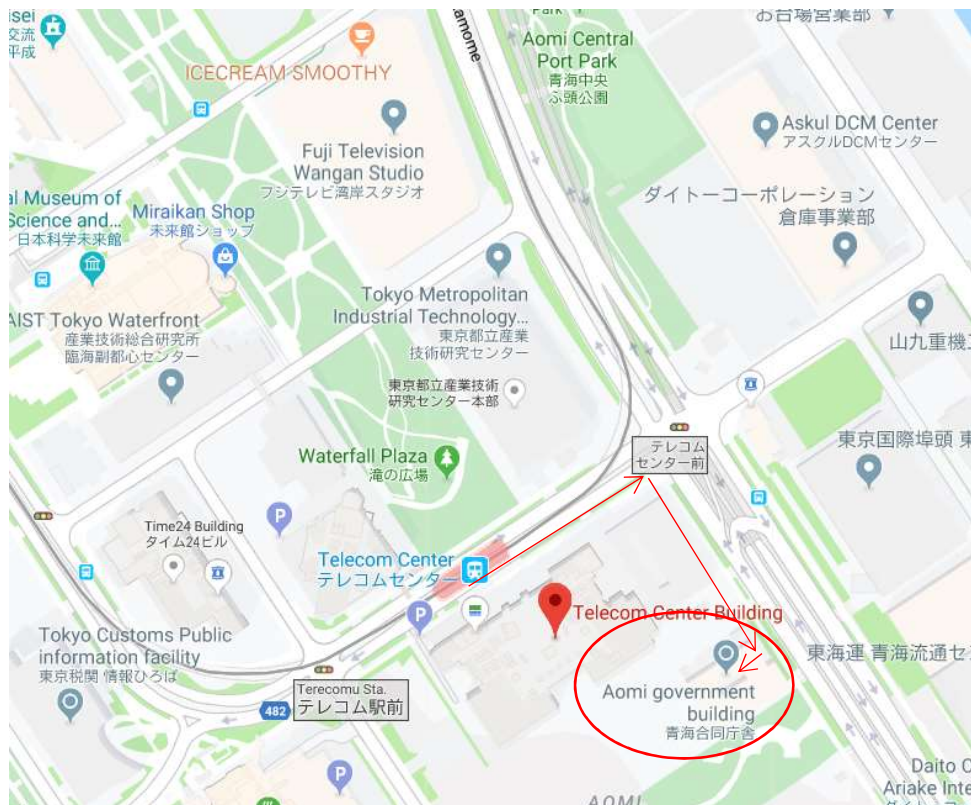
Local Secretariat

International Affairs Office, JHOD
Tel: +81-3-3595-3605, Fax: +81-3-3595-3626
E-mail: ico@jodc.go.jp

Meeting Venue

The 11th EAHC TRDC-BOD and the 7th EAHC SC meetings will be held at the 5th floor of the Aomi government office complex in the Odaiba area, Tokyo.

Address: 2-5-18, Aomi, Koto-ku, Tokyo 135-0064, Japan (refer to the attached map)
5 minutes on foot from Telecom-Center-station on Yurikamome-line.



Social Dinner

A social evening will be set during the meeting. Further information will be made available on the first day of the meeting.

Accommodation

Participants are kindly requested to make hotel reservations. It is highly recommended to book your room at your earliest convenience, because Tokyo area has been increasingly high popular for tourists.

Hotels in the Odaiba area near the venue will be recommended as follows:

1. Hotel Sunroute Ariake

Address: 3-6-6 Ariake, Koto, Tokyo 135-0063
5 minutes on foot from **Tokyo Big Sight Sta.** on **Yurikamome-line.**
Phone: (+81) 3-6899-2030
Homepage: <https://fresa-inn.jp/en/ariake/>
Access: https://fresa-inn.jp/en/ariake/access_train.html

2. Washington Hotel Tokyo Bay Ariake

Address: 3-7-11 Ariake, Koto, Tokyo 135-0063
5 minutes on foot from **Tokyo Big Sight Sta.** on **Yurikamome-line.**
Phone: (+81) 3-5564-0111
Homepage: <https://tokyobay.washington-hotels.jp/>
Access: <https://tokyobay.washington-hotels.jp/location/>

3. Grand Nikko Tokyo Daiba

Address: 2-6-1 Odaiba, Minato, Tokyo 135-8701
3 minutes on foot from **Daiba Sta.** on **Yurikamome-line.**
Phone: (+81) 3-5500-6711
Homepage: <https://www.tokyo.grandnikko.com/eng/>
Access: https://www.tokyo.grandnikko.com/eng/access/from_airport/

Other Information

Plug type

The electrical plug is type A, that is, two flat parallel blades. Electricity is 100V, 50Hz in the eastern part of Japan including Tokyo.



Climate in Tokyo

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Max. Temp (°C)	9.6	10.4	13.6	19.0	22.9	25.5	29.2	30.8	26.9	21.5	16.3	11.9
Ave. Temp (°C)	5.2	5.7	8.7	13.9	18.2	21.4	25.0	26.4	22.8	17.5	12.1	7.6
Min. Temp (°C)	0.9	1.7	4.4	9.4	14.0	18.0	21.8	23.0	19.7	14.2	8.3	3.5
Precipitation (mm)	52.3	56.1	117.5	124.5	137.8	167.7	153.5	168.2	209.9	197.8	92.5	51.0

VISA

If a visa is necessary for your visit to Japan, please let JHOD know using the “**VISA information form**” below at least one month before the meeting in order to send you documents for your visa application.

FORM for VISA information

Please fill out the fields below and send it to (ico@jodc.go.jp) by email.

Full Name printed on Passport :
(for participant from China, please put your name in the Chinese character)

Gender:

Job Title:

Passport Number and Issuing Country:

Country of Citizenship:

Country of Residence:

Country of Birth:

Date of Birth (dd/mm/yy format):

Date of Arrival (dd/mm/yy format):

Flight Number of Arrival:

Date of Departure (dd/mm/yy format):

Flight Number of Departure:

Name of Hotel you are staying at:

Place of the Embassy of Japan you will apply the Japanese visa:

Address to which invitation letters and documentation (original ones) should be send: