

3rd International Workshop for GODAR-WESTPAC
Japan Oceanographic Data Center (JODC), Tokyo, Japan
December 4-6, 2006

LOCAL ARRANGEMENT (DRAFT OF 29 NOVEMBER 2006)

Venue and Date

3rd International Workshop for GOADR-WESTPAC will be held at the conference hall at the 7th floor of Japan Hydrographic and Oceanographic Department (JHOD) building, Tokyo, Japan during December 4-6, 2006.

Because our main working hour is 0930 to 1815, the meeting will start at 1000 on the first day and at 0930 on the second day. We apologize for this inefficient schedule in advance.

For the participants who will stay at Hotel Villa Fontaine Shiodome and Presso Inn Higashi-Ginza, our staff show the way to JHOD building on the first day, December 4, 2006. Please our staff will meet you at the hotel lobby around 0930 on December 4, 2006.

Presentation

Windows PC is available for your presentation. All speakers are requested to copy and check you presentation file on the PC before presentation. And please submit a copy of the presentation file to the secretariat in order to make a meeting report.

Group Photo

Group Photo will be taken before the lunch on the first day.
Please follow our staff's instruction.

Documentation and E-mail

Some PCs connected with the Internet are available at the Conference Hall Lobby for your documentation and e-mail check. Please don't leave your confidential file in the PCs.

Stationary

Stationeries, PC peripherals and power adopter are available. Please ask our secretariat staff.

Reception

All participants of the workshop are invited the Welcome Reception hosted by Director-General of Hydrographic & Oceanographic Dept, JCG at 1900 on December 4, 2006.

The reception will be held at the restaurant around JHOD building. The restaurant is "The Seasoner" where is C3 Caretta-Shiodome, 1-8-2 Higashishinbashi, Minato-ku, Tokyo, Japan.

Tel: 03-6215-8200,

Dress is informal.

Refreshment

Some refreshment such as coffee, tee and water will be served at the Conference Hall Lobby.
Please take them freely.

Lunch

Light meal will be provided at a room in JHOD building during the lunch time of the workshop.

Of cause, you can enjoy a lunch yourself at other place. There are a lot of restaurant around the JHOD building. Tsukiji Fishery Market may be attractive for you.

Telephone

Please turn off your cellular phone or switch to silence mode during the workshop.

Local phone call is available at our office. Please ask our staff. When you dial, please add first "0" to a phone number you want.

Public phone is placed at the ground floor of the building.

If you want to send some message via facsimile, please ask our staff.

Smoking

Don't allow smoking in the JHOD building. Please smoke at the outside of building.

Medical Room

Our department has a medical room. If you feel bad, please let us know it without hesitation.

Post Office

Post Office is located at 5 minutes distance by walk from our building.

Please refer to the map around JHOD.

Convenience Store

The nearest convenience store is located at 3 minutes walking distance from our building.

Please refer to the map around JHOD.

Money Changer

You can exchange at bank or Kyobashi post office with 7 minutes walking distance. Please see the map around JHOD on the location of Post Office or Bank

Cash Dispenser

Post office has a cash dispenser (CD) machine to accept VISA, Master, Plus or Cirrus

City Bank is located in front of Matsuzakaya Department on Ginza Street. (VISA also available)

For VISA card, other CD machine is placed at

- NEW SHINBASHI BLDG 1F, 2-16-1, Shinbashi, Minato-ku
- YURAKUCHO MULLION 1F, 2-5-1, Yurakucho, Chiyoda-ku

Others

If you need our assistance such as reconfirmation of your flight etc, please contact our staff freely.

Phone Numbers

- Japan Oceanographic Data Center, Hydrographic & Oceanographic Dept., JCG 03-3541-4295
- Presso Inn Higashi-Ginza 03-3542-0202
- Hotel Villa Fontaine Shiodome 03-3569-2220