



2018 APEC Business Ethics for SMEs Forum

18-20 July 2018 • Tokyo, Japan

LOGISTICS NOTE



VENUE INFORMATION

Located in the heart of Downtown Tokyo (Minato City), the 2018 APEC Business Ethics for SMEs Forum will take place at the **Tokyo American Club** (106-8649, 2 Chome-1-2 Azabudai, Minato, Tokyo 106-0041, Japan). Referred to as the TAC, this venue was founded in 1928 and is cited as one of the region's best club event venues. The TAC's conference center is proud to serve as the location for the Forum. For more information please [click here](#).

HOTEL RECOMMENDATIONS

The TAC does not offer guest room accommodations. Therefore, Forum attendees should make their own guest room reservations at one of several nearby hotels that aligns with your preference and/or budget. While this year's Forum will not have a designated hotel, below are a few options that are in close proximity to the TAC. Staying at one of these hotels will limit your transfer times to and from the event. Participants should secure their guest room reservations directly with the hotel, as the Project Overseer and planning team are not permitted to assist in guest room bookings. We encourage you to make your guest room reservations as soon as possible. Nightly rates are subject to change and rooms are subject to availability. Online booking services or personal travel agents may help you to secure the most suitable reservation as well as to assist you in locating additional lodging near the venue. Please notify apeceethics@crowell.com once you have confirmed your guest room reservation so we can maintain an accurate list on the lodging location of each Forum attendee.

- **Grand Hyatt Tokyo** ([Website Here](#))
6-10-3 Roppongi, Minato-Ku, Tokyo, Tokyo-to, 160-0032
- **InterContinental ANA Tokyo** ([Website Here](#))
1-12-33 Akasaka Minato, Tokyo, Tokyo-to, 107-0052
- **Hotel Okura Tokyo** ([Website Here](#))
2-10-4 Toranomon, Minato-ku, Tokyo, Tokyo-to, 105-0001
- **Tokyo Prince Hotel** ([Website Here](#))
3-3-1 Shibakoen Minato, Tokyo, Tokyo-to, 105-8560

AIRPORT TRANSFERS

Many participants arriving from outside Japan will land in Narita International Airport (NRT), which is 75 kilometers from Downtown Tokyo. Due to the very high cost of taxi services between Narita and Downtown, it is highly advisable to take the [Narita Express \(N'EX\)](#), a convenient option to transfer to and from Tokyo Central Station. Follow the Narita Express signs at the airport and purchase your tickets from the N'EX desk. Once you arrive at Tokyo Central Station, taxi services are readily available at train station exits. Have your destination address written in Japanese for your taxi driver. Those participants arriving from outside Japan into Haneda Airport (HND) will be located closer to Downtown Tokyo and can take taxi or other mass transit options upon arrival.



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ARRIVAL & BADGE COLLECTION

Participants should arrive to the TAC early on the first day of their participation to pick up their badge and other event materials. The recommended times are listed below. Please have your event badge on at all times while onsite at the Tokyo American Club.

- **Wednesday, 18 July 2018**
 - Biopharmaceutical Sector: **8:00-8:30 AM**
 - Medical Device Sector: **8:30-9:00 AM**
- **Thursday, 19 July 2018**
 - Biopharmaceutical Sector: **7:30-8:00 AM**
 - Medical Device Sector: **8:00-8:30 AM**
- **Friday, 20 July 2018**
 - All Participants: **7:30-8:00 AM**

VISAS

Ordinary passport holders from **China; Peru; the Philippines; and Viet Nam**, are required to secure a visa prior to entry into Japan. Please submit your visa application through your local Japan consular office. Please allow enough time for visa processing. Official/Diplomatic passport holders from these and other APEC economies may also require a visa and should inquire with your local Japan consular office to confirm entry requirements. If the local Japan consular office within your economy requests further support materials to process your application please email apceethics@crowell.com.

LANGUAGE

The event will be conducted in English as the official language of the APEC forum. Simultaneous interpretation services using headsets will be offered between English and Japanese on Thursday, 19 July and Friday, 20 July.

DRESS ATTIRE

Requested attire for the entire workshop is “business” dress.

LUNCH / REFRESHMENTS

Sponsored lunch opportunities may be offered onsite during each program day as a convenience to attendees. In the event that sponsored lunches are not confirmed, a voucher may be offered to attendees for advance online purchase. It is not recommended that participants make lunch arrangements offsite during the Forum. Please note that coffee, tea, and light refreshments are covered by the APEC Secretariat during the designated networking breaks.

PARKING & GROUND TRANSPORTATION

Onsite parking is not available for this event. Participants are encouraged to utilize mass transit, car or taxi service. The venue will reserve taxi service options for guests who are departing the venue each day. Your patience is kindly requested during this process. Those wishing for expeditious arrival and departure each day should arrange private car service drop-off and pick-up.

LITERATURE TABLE

Forum attendees are welcome to bring one or two non-commercial, non-promotional articles, such as codes of ethics or other informative literature for collection by other Forum attendees on a designated table located in the foyer area of the conference.

INTERNET ACCESS

The venue will have free wireless internet access throughout the event. Please see posted signs for network and access codes.

WEATHER

Tokyo enjoys high rainfall and warm temperatures in July. The average high temperature in July is about 30 C (85 F) while the average low temperature is about 23 C (73 F). Humidity is high. Sunscreen and sun glasses are helpful at this time. It is advised to bring an umbrella to provide shade from the sun or rain.

CONTACT INFORMATION FOR GENERAL INQUIRIES

Telephone: +1-202-508-8764

Email: apceethics@crowell.com