Accommodation and Transportation Information for 16th IEA4E ExCo and Associated Meetings at Makuhari

Venue
The 16th ExCo and associated meetings will be held at APA Hotel & Resort, Tokyo Bay Makuhari from Monday, October 5th to Friday, October 9th.

APA Hotel and Resort, Tokyo Bay Makuhari
- Area code: 261-0021,
- Postal Address: 2-3 Hibino, Mihama, Chiba, Japan
- TEL: 043-296-1111
- FAX: 043-296-0977
- Check IN/OUT: 14:00 / 11:00
- Website: http://www.apahotel.com.e.ju.jp.transer.com/language/shutoken/tokyo/bay-makuhari/

Airport
There are two international airports in Tokyo area, Narita Airport (NRT) and Haneda Airport (HND). NRT is connected with major cities around the world through direct flights. HND is convenient to go downtown Tokyo but direct flight service is limited with some cities such as London, Paris, Beijing, Shanghai, Hong Kong, Singapore, Los Angeles, San Francisco, New York and Detroit.

You are recommended to use NRT for the Makuhari ExCo, because direct limousine bus service to APA hotel is available at NRT (see below).

Transportation from NRT to APA Hotel
We have a direct limousine bus service from NRT to APA Hotel in Makuhari District. It will take about 55 minutes. Fare is ¥ (Japanese YEN) 900. This service is the most convenient for you if you are not familiar with Tokyo transportation network and if you have heavy luggage with you. The service is almost once an hour from early morning to late evening. The timetable of bus service is attached.

For those arriving at Terminal 1 of Narita Airport, go to the ticketing counter of limousine bus at the arrival lobby to purchase bus ticket, and then go to bus stop No.5. For those arriving at Terminal 2 of the Airport, go to the ticketing counter of limousine bus at the arrival lobby to purchase bus ticket, and then go to the bus stop No.12. Bus stop (departure) location map is attached.

Accommodation
We have reserved a block of rooms for more than 40 guests in the APA Hotel. There are two room types; one is regular twin bed room of 17.8 m² with bath and other is deluxe twin bed room of 32.5 m² with bath. Rate of regular twin room is 11,000 Yen/night plus 8% sales tax, and for the deluxe twin is 20,000 Yen/night plus 8% sales tax. All rooms are with ocean view and buffet breakfast
is included in room charge. All major credit cards, whether it is personal or corporate, are acceptable.

All delegates are advised to reserve their accommodation through the hotel reservation form attached. Reservation should be made through sending completed reservation form to the following address by e-mail;

ozaki@iae.or.jp

Reservation will be accepted until Friday, September 11\textsuperscript{th} at the latest. Please note that you will not receive the group discount room rate through direct application to the hotel.

**Participation to the Activities**
All delegates are cordially requested to check all activities in the online registration form to which you are interested in participating. This is important for hotel staff to arrange meeting room, and to prepare lunch and dinner settings. Please note that this is just for planning purposes and you can change your schedule during the meetings.

**VISA Information**
Due to security reasons, a visa may be required for citizens of several nations to stay in Japan. Check with your local Japanese consulate to determine if a visa is necessary. If you need a formal letter of invitation, please let us know.