

Information on the

12th Session of the Working Party on Billfish 21–25 October 2014

&

10th Session of the Working Party on Ecosystems and Bycatch 27–31 October 2014

Yokohama, Kanagawa, Japan

1. Meetings dates and venue

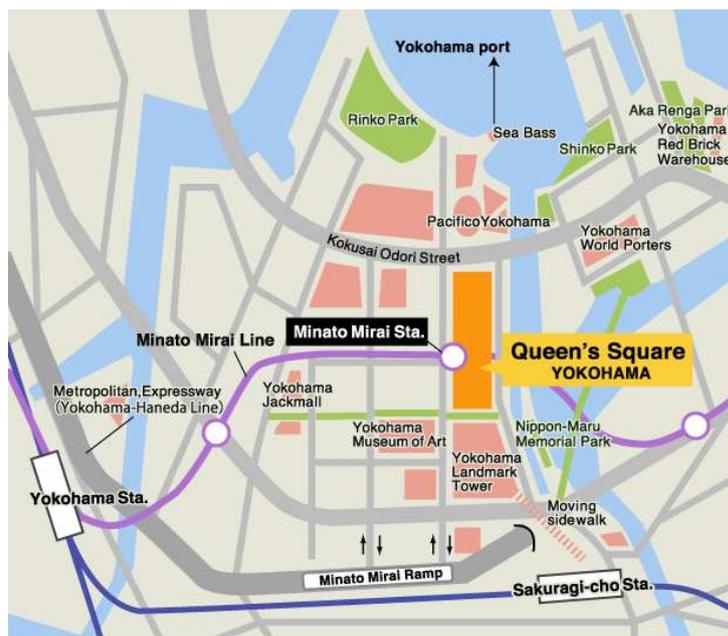
The 12th Session of the Working Party on Billfish and the 10th Session of the Working Party on Ecosystems and Bycatch will be held as follows:

- 12th Session of the Working Party on Billfishes (WPB12): 21–25 October 2014
- 10th Session of the Working Party on Ecosystems and Bycatch (WPEB10): 27–31 October 2014

The venue of the Working Parties will be:

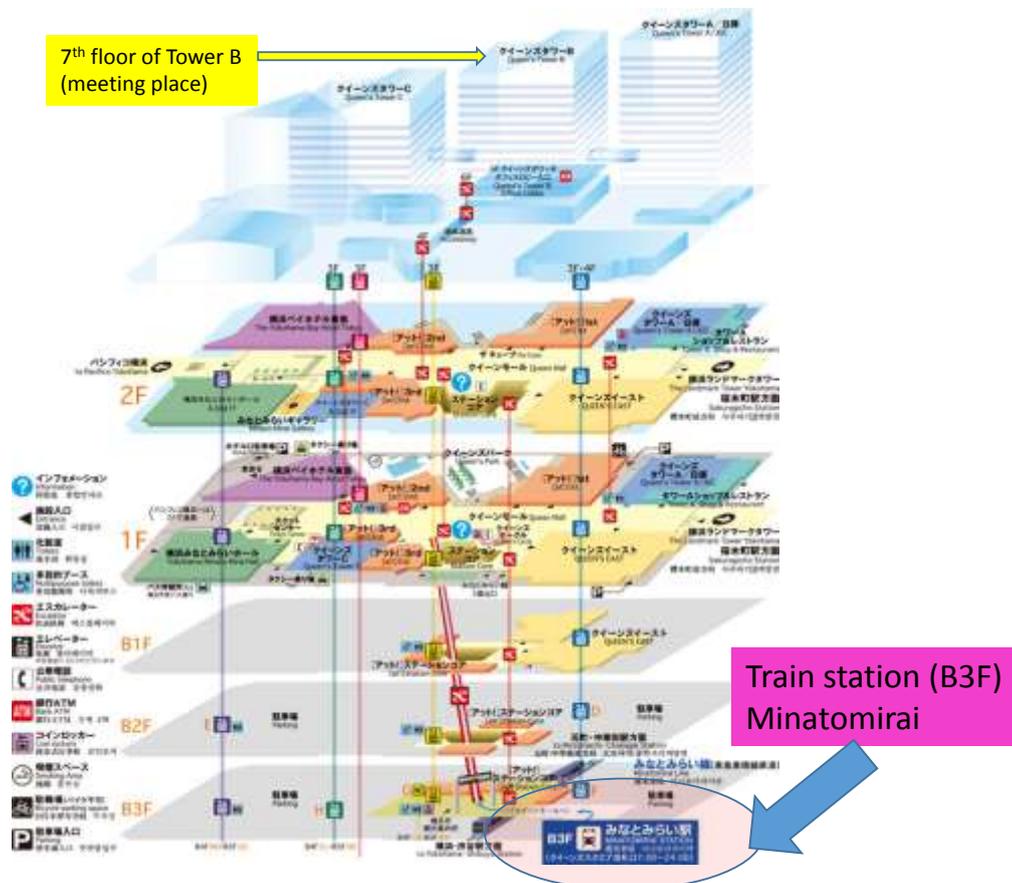
Queen's forum
Queen's Tower B 7th floor (in Queens Square)
<http://www.qsy-tqc.jp/english/>
2-3-3 Minatomirai Nishi-ku Yokohama, Kanagawa Japan

Map from Yokohama-station to Queen's Tower in Minato Mirai station



- The meeting venue is in the large commercial building named “Queen’s Square”. The name of meeting place is Queen’s forum, which is on the 7th floor of Tower B.
- Those staying near Queen’s Square can request the hotel to provide instructions for arrival.
- For participants staying in other hotels that are not in the vicinity, local staff will take you to the meeting place from the ticket gate of Minatomirai station on the 1st day of the meeting. In addition, local staff will be in some of the hotels to take you from the hotel to the meeting place.
- For the participants who require support from local staff for arrival to the meeting venue from the hotel please contact yokawa@affrc.go.jp by the 19th September and supply the hotel name and arrival date.
- Working Party of Billfish (21 – 25 October) ; Meeting Room G
- Working Party of Ecosystem & Bycatch (27 – 31 October); Meeting Room D

Map for Queen’s forum in Queen’s Tower



2. Contacts

The contacts for these meetings at the Secretariat are:

Administration: Ms. Claudia Marie: cm@iotc.org

Administration: Ms. Hava Yakub: hava.yakub@iotc.org

Science: Dr. David Wilson: dw@iotc.org

The contacts for these meetings in Japan are:

Dr. Kotaro Yokawa

National Research Institute of Far Seas Fisheries, JAPAN

5-7-1 Orido, Shimizu-ku, Shizuoka 424-8633, Japan

Tel: +81-543-36-6016

Fax: +81-543-35-9642

3. Registration

Please pre-register online at <http://www.iotc.org/meetings/12th-working-party-billfish> at your earliest convenience but no later than the following:

- WPB12: **21 September 2014**
- WPEB10: **27 September 2014**

This is essential to allow the IOTC Secretariat and the host country, Japan, to make the necessary arrangements.

Participants are reminded that the final list of participants will be based on information provided at the time of registration.

4. Travel arrangements and Transportation

Participants are requested to make their own travel arrangement and fund the expenses incurred.

Getting There:

1) Narita-airport – Yokohama (2 hours)

Take JR Narita-express (N'EX) (<http://www.jreast.co.jp/e/routemaps/index.html>):

1st train: 07:30 AM & Last train: 21:44 PM

- Japan Railway Company offers special tickets for foreign travellers
“N'EX TOKYO DIRECT Ticket” http://www.jreast.co.jp/e/pass/nex_oneway.html

(Narita-airport – Yokohama: ¥1500, 65% discount with a need to show passport)

- Purchase ticket at:

JR East Travel Service Center at Narita-airport (http://www.jreast.co.jp/e/pass/nex_oneway.html)

- English is spoken by all staff - request: “N'EX Tokyo direct ticket to Yokohama”
- Do **not** purchase your ticket at the regular ticket office as the price is substantially higher ¥4290.
- If you are planning to enjoy sightseeing after the meeting, you can also purchase tickets at JR East Travel Service Center - they offer a variety of special tickets for foreigners
- All seats are numbered and you must seat in the location designated on your ticket
- Narita express has multiple destinations, so please do not miss your train.
- Japanese trains run on schedule and even with a 30 seconds delay, you will miss your train.

2) Haneda airport – Yokohama

Use Keikyu-Line or Keikyu Limousine Bus

<http://www.haneda-tokyo-access.com/en/transport/index.html#001>

Keikyu-Line 28 minute (¥480), Keikyu Limousine Bus (¥580)

- Keikyu-Line has many destinations and you have to take the correct train to Yokohama
- Ask details in information counters

http://www.haneda-airport.jp/inter/en/premises/service/info_center.html

3) Yokohama – Minatomirai (Minatomirai Line, 4 minutes, ¥180)

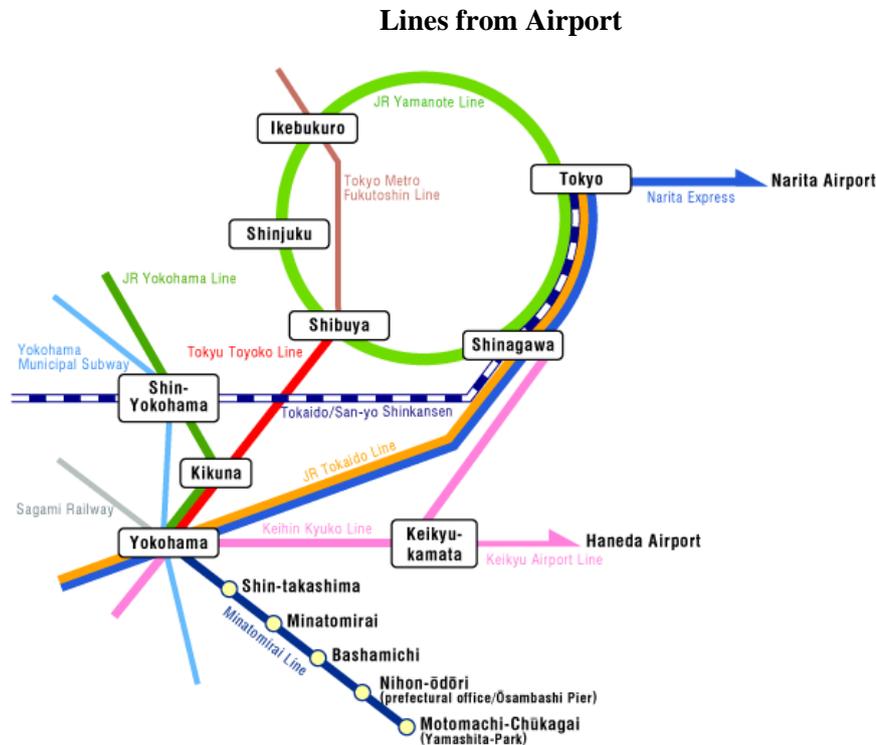
<http://www.mm21railway.co.jp/global/english/index.html>

Minatomirai Line (heading for Motomachi-Chukagai)

Yokohama – Shin-takashima – Minatomirai – Bashamichi – Nihon-odori - Motomachi-Chukagai

Ticket gate of Yokohama station of Minatomirai Line is in the 3rd basement level of the northern side of JR Yokohama-station. When you get to Yokohama by Narita-express, go outside through North ticket gate, and follow the direction sign. There are many English direction signs in Yokohama station, and most of the staff of the Railway Company understands English.

- Please note that Yokohama-station is very large, complicated and crowded. If you lose your way, go outside and take taxi.



IOTC Meeting Participation Fund (MPF)

Financial support for participants from developing CPCs is also available through the Meeting Participation Fund (MPF), established through IOTC Resolution 10/05, and now contained in the IOTC Rules of Procedure (2014). As the main goal of the MPF is to increase the participation of scientists of developing CPCs to scientific meetings of IOTC, applications to the MPF will only be considered if the applicant is eligible and intends to produce and present a working paper, relevant to the work of the working party that he or she wishes to attend.

Rules of procedure for the administration of the IOTC Meeting Participation Fund as well as guidelines for applying to the MPF can be found in Appendix VIII of the IOTC Rules of Procedure (2014).

<http://iotc.org/documents/indian-ocean-tuna-commission-rules-procedure-2014>

Applicants are required to apply for funding as soon as possible, but not later than the following:

- WPB12: **6 September 2014**
- WPEB10: **12 September 2014**

<http://www.iotc.org/documents/rules-procedure-administration-iotc-meeting-participation-fund>

Developing CPCs are also encouraged to seek support through the Assistance Fund established under Part VII of the UN Fish Stocks Agreement of the United Nation (UNFSA). Information and application procedure to the Assistance Fund of the UNFSA, can be found at:

http://www.un.org/Depts/los/convention_agreements/fishstocktrustfund/fishstocktrustfund.htm

5. Accommodation

Please find below a list of hotels in the vicinity of the meeting venue in Japan. All participants must make their own reservations.

Hotel	Rates per night	Contact	Distance
Yokohama Bay Hotel Tokyu (4 stars) http://www.tokyuhotelsjapan.com/en/TH/TH_YHBAY/index.html	Standard room: \$222	Rakuten Travel offers lowest rate: http://travel.rakuten.com/	• Adjacent to the meeting venue
Yokohama Royal Park Hotel http://www.yrph.com/en/	Standard room: \$165- \$300	Rakuten Travel offers lowest rate: http://travel.rakuten.com/	• Adjacent to the meeting venue
Richmond Hotel Yokohama Bashamichi http://yokohama.richmondhotel.jp/	Standard room: \$47	Rakuten Travel offers lowest rate: http://travel.rakuten.com/	• 15 minutes by train
APA Hotel Yokohama Kannai http://www.apahotel.com/hotel/shutoken/08_yokohamakannai/english/	Standard room: \$45	Rakuten Travel offers lowest rate: http://travel.rakuten.com/	• 15 minutes by train
Hotel JAL City Kannai Yokohama (3 stars) http://www.jalhotels.com/domestic/kanto/kannai/	Standard room: \$72	http://www.jalhotels.com/domestic/kanto/kannai/	• 15 minutes by train
Sotetsu Fresa Inn Yokohama-Sakuragicho (3.5 stars) http://fresa-inn.jp/eng/sakuragicho/	Standard room: \$97	Use Expedia for booking if possible: http://www.expedia.com/ If not, use hotel site	• 15 minutes by train
Daiwa Roynet Yokohama Koen (3 stars) http://www.daiwaroynet.jp/english/yokohama-koen/	Standard room: \$82	Rakuten Travel offers lowest rate: http://travel.rakuten.com/	• 15 minutes by train

It is recommended to proceed with your reservation as soon as possible in order to achieve savings on the room price.

6. Arrival and entry formalities

Participants should make their own arrangements for their entry visa in Japan and it is recommended to do so **as soon as possible**. Failure to initiate VISA arrangements within the next weeks will likely result in a non-issue of a VISA in time for the meeting.

For Japanese assistance with an official invitation letter for the meeting(s), please contact yokawa@affrc.go.jp

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. Please review the below link for more details on VISA requirements

<http://www.jnto.go.jp/eng/arrange/essential/visa.html>

7. Dress code

The dress code for the meeting is Smart Casual

8. Delegates kit

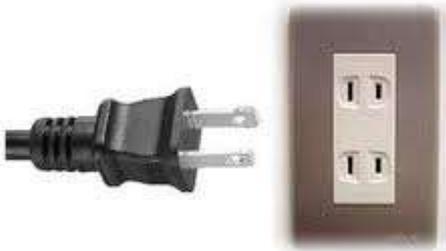
All documents and other materials for the Working Party will be available through a WIFI intranet network in the meeting room. It is then necessary for the participants to carry a laptop with WIFI to the meeting with PDF reader software. Moreover, the documents will be available on the IOTC website in advance of the meeting at the following pages:

- 10th Session of the WPEB: <http://www.iotc.org/meetings/10th-working-party-ecosystems-and-bycatch>

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- 12th Session of the WPB: <http://www.iotc.org/meetings/12th-working-party-billfish>

9. Electricity

The voltage in Japan is 100 Volt, which is different from North America (120V), Central Europe (230V) and most other regions of the world. Japanese electrical plugs have two, non-polarized pins, as shown below. They fit into North American outlets.



10. Telephone service

International dialling code

The International dialling code for Japan is 81 and will allow you to call Japan from another country. Japan telephone code 81 is dialled after the IDD. Japan international dialling 81 is followed by an area code.

Mobile services:

There are five cellular service operators in Japan: NTT DoCoMo; KDDI; SoftBank; EMBILE and; Willcom. They offer SIM card and prepaid recharge for mobile phones.

11. Internet

Wi-Fi facility will be available in the conference area.

Internet service at hotels and outside the conference area will be at participants' own expense.

12. Currency and exchange

The currency in Japan is the Yen (¥). The current exchange rates are (22/08/2014):

1 ¥= 0.00964298 USD

1 ¥= 0.00726560 EUR

13. Tourism

Information on tourism in Japan can be found on the following website:

- Japan Tourism: <http://www.jnto.go.jp/>