LOGISTICAL INFORMATION

International Indigenous Forum on Biodiversity (IIFB)
COP10 Preparatory Meeting, Nagoya, Japan
15 – 17 October, 2010

1. Accommodation

HOTEL ROUTE-INN Nagoya Higashi Betsuin
http://www.route-inn.co.jp/english/pref/aichi.html#nagoya-betsu
1-26, Fujimi-cho, Naka-ku, Nagoya-city
tel. +81-(0)52-339-1101 fax. +81-(0)52-339-1103

2. IIFB Preparatory Meeting Venue

Chukyo University Nagoya Campus, Annex Building (MBA and Law School)
101-2, Yagoto Honcho, Showa-ku, Nagoya
Yagoto station (Along Meijo line and Tsurumai Line) Exit 5
Map is available on their website. http://www.chukyo-u.ac.jp/eng/
Click ‘Access’ on the page above to see the transportation map. Click ‘Nagoya Campus’ to see the campus map.
Tel: +81-(0)52-835-7111
Main venue : Conference room (108 chairs, audio-visual equipment)

3. Participation Form

We ask each of the IIFB participants to fill out the attached participation form. We also request that each of you should work closely with your IIFB regional coordinators in booking your tickets and making sure that it is an economy ticket booked to arrive in Nagoya, Japan. The tickets should not be purchased unless your regional coordinator has given you the ok and don’t forget to bring ALL original receipts with you. You should be arriving into Nagoya on the 14th of October 2010 in time for the IIFB preparatory meetings from the 15th to the 17th. Please send the details as soon a possible to-
• IIFB (IIFBCOP10CC@gmail.com)
• Local Host- Makiko Kimura (kimuramakiko@hotmail.com) and
• Local Host- Koshida Kiyokazu (koshida@jca.apc.org)

4. Visa and Invitation Letter

Many of the IIFB participants require a Visa in order to enter Japan as visitors. Please check the COP 10 Info note (attached to this email and can also be downloaded at http://www.cbd.int/cop10/doc/).

For the participants who need to obtain visa, Shimin Gaikou Centre will prepare the documents and send them by e-mail attachments. Please keep in mind that the Visa
process does take some time so the sooner we receive the information the sooner the letters can be processed and sent to you. We are requesting the following information-

- Full name (same as on passport)
- Gender- Male or Female
- Nationality
- Passport Number
- Occupation
- Date of birth
- Mailing address
- Email address

Please email the information to-

- IIFB (IIFBCOP10CC@gmail.com)
- Local Host- Makiko Kimura (kimuramakiko@hotmail.com) and
- Local Host- Koshida Kiyokazu (koshida@jca.apc.org)

5. Airport Pick-up

Please note that your last destination is “Nagoya” and not Narita. If your flight will arrive at Narita, please transfer to Nagoya International airport “Centrair”. [http://www.centrair.jp/en/index.html](http://www.centrair.jp/en/index.html).

There will be volunteers to assist COP10 participants at airport. Please tell them that you would like to go to “Higashi Betsuin Station.” The volunteer will guide you to use Nagoya Railroad from Centrair. The "Central Japan International Airport Station" is located on the 2nd floor of Access Plaza and connected to the Passenger Terminal Bldg. by the connection passage, and your destination is “Kanayama” station. When you reach “Kanayama” station, please look for another volunteer staff with the signboard.

From Kanayama Station, you are supposed to take a metro (200 Yen per person) to “Higashi Betsuin Station” by Meijo Line (Purple line). If you are arriving with others, you may find it convenient to use a taxi, which would cost 500-600 Yen.

Please note the following contacts:

Kiyokazu Koshida       (Shimin Gaikou Centre)  +81-(0)90-7519-1731
Makiko Kimura            (Shimin Gaikou Centre)  +81-(0)90-1544-5492

6. Reimbursements of IIFB sponsored participants

Please bring along all your ORIGINAL receipts for reimbursements of your ticket, visa fees, bus tickets etc. No reimbursements will be made without receipts.

7. Currency, Temperature etc

Still warm, but not hot and humid anymore, the weather in October is very comfortable. Average maximum temperature is 23°C / 73°F and minimum temperature is 13°C / 55°F. Rooms in hotels/conference halls are air-conditioned, but you might need a jacket when going out in the evening.

Currency exchange is available at Central Japan International Airport (Nagoya) for all the major currencies. Exchange is also available in banks near stations, but the hotel does not deal with currency exchange.
8. **Facilities at the Hotel**

All the rooms have attached bath and basic amenities (Body soap / Conditioning shampoo / Toothbrush set / Razor / Bath & Hand towels / Hair Dryer / Japanese relaxation ware). Free internet connection is available in all guest rooms (with LAN cable).

Other facilities available for free are: Buffet style breakfast, Free internet corner (only 1 PC), and Large common bath.

Coin laundry and Rental PC are available but will be charged.

9. **IIFB Reception**

Date: Oct.19th evening (7PM - 9PM)
Venue: Asahi Shimbun building (The same building as Hilton Hotel)
1-3-3 Sakae, Naka-ku, Nagoya (20 minutes from International Convention Center)
For meal and drinks, local catering service will be available.
IIFB participants are asked to contribute in the musical/ cultural performance during the IIFB reception, so please bring musical instruments, traditional music, costume, and other traditional items you may wish to share. We ask that each region be represented during this performance so please coordinate closely with your regional coordinator.

10. **Information on COP10**

For more information on COP10, please take a look at the website by “Aichi-Nagoya COP10 CBD Promotion Committee.”

Thank you and we look forward to welcoming you in Nagoya, Japan.

Prepared by
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In cooperation with
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Regional Coordinators-
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