

As of April 12, 2019

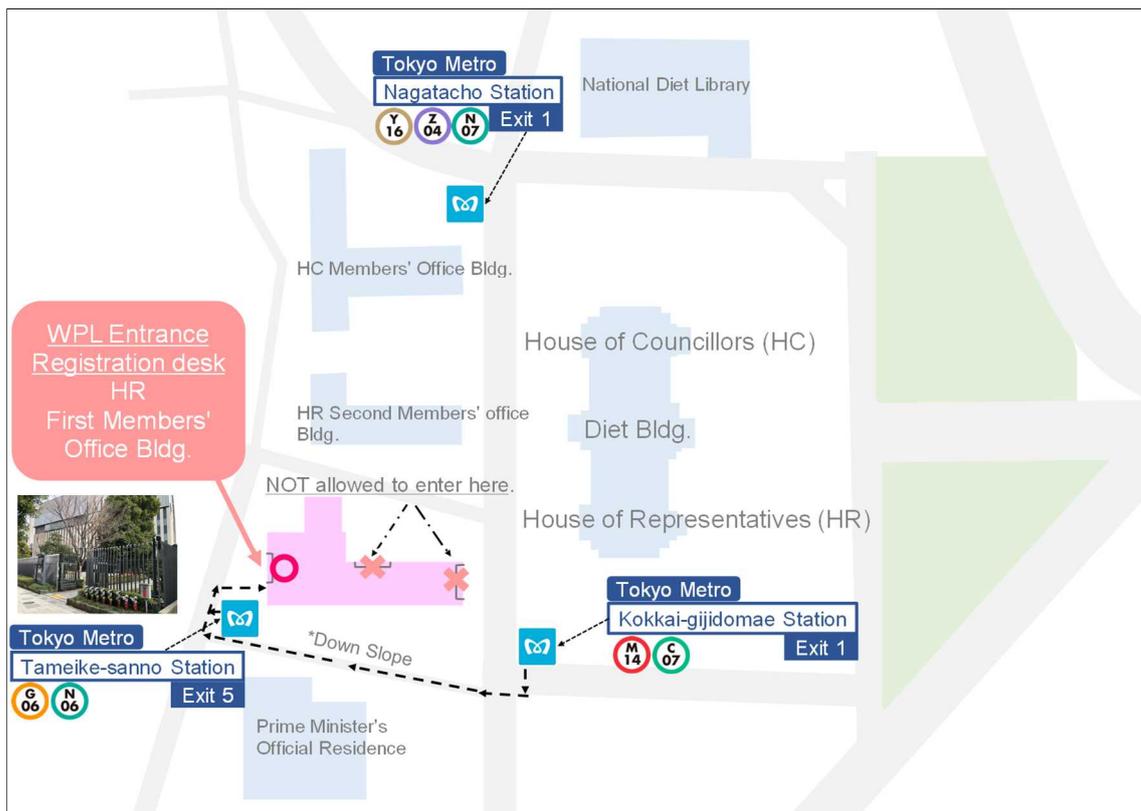
General Information

The Women Political Leaders (WPL) Summit 2019 will take place at the House of Representatives, Japan (HR) in Tokyo on June 25 – 27, 2019.

1. Venue

The summit will be held in the HR First Members' Office Building at the National Diet of Japan. All participants are requested to enter the First Members' Office Building from the Tameike-sanno entrance (marked on the map with a red circle). Please note that the venue will not be accessible from other entrances (marked on the map with crosses).

Map



Participants are advised to use the shuttle bus or the Tokyo Metro (see below) because of traffic conditions around the National Diet.

■ Shuttle Bus

On June 25, 26, and 27, a shuttle bus will connect the summit and reception venues

with the recommended hotels (Hotel New Otani Tokyo, Akasaka Excel Hotel Tokyo, Toshi Center Hotel Tokyo). Details will be posted on the WPL website prior to the summit.

■ Tokyo Metro

The nearest stations are Kokkai-gijidomae, Exit 1 (Chiyoda and Marunouchi Lines) and Tameike-sanno, Exit 5 (Ginza and Namboku Lines).

2. Registration

■ Number of Registrants

Each parliament is requested to send a delegation of up to three parliamentarians and their staff members.

■ Registration Process

Participants are requested to complete and return the attached registration form by Friday, May 17, 2019. Please send completed registration forms to both email addresses listed below. Please note that ID cards will not be issued to participants who have not pre-registered.

Please send completed registration forms to these two organizations:

- House of Representatives Secretariat

Email: jpndiet@shugiin.jk.go.jp

- WPL Secretariat

Email: japan2019@wpleaders.org

* Please note that **the email size should not exceed 7 MB.**

* The House of Representatives will notify participants of the receipt of their registration forms.

■ Notes

Due to the limitation of the number of seats in the room for the plenary session, the Multipurpose Conference Room, up to three participants per delegation, parliamentarians and/or staff members, may enter the room. However, please be advised that this will be on a first-come-first-served basis. Those who cannot enter the room will be able to see the plenary session being streamed live in a separate room, the International Conference Hall.

To record and publicize the summit, the organizers will take photographs, make video and audio recordings, and stream proceedings online. Please note that during and/or after the event, the organizers may stream such material on the internet, post it on web pages, or include it in reports.

Registration procedures differ for participants who will take part only in parallel sessions 4, 5, 6, and/or 7 organized by the WPL's sponsors. Please note that such

participants are not eligible for benefits such as the visa fee waiver, meals (including receptions) during the summit, and the learning journey. Please refer to the WPL Summit 2019 website below for registration procedure details. <<https://wplsummit.org/>>

3. Languages

The House of Representatives will provide simultaneous interpreting in the languages listed below:

- Opening ceremony, plenary sessions, and closing ceremony:
Japanese, English, French, and Spanish
- Parallel sessions and receptions:
Japanese and English
Note: In some parallel sessions hosted by the WPL's sponsors, Japanese, English, French, and Spanish interpreting will be available.
- Additional simultaneous interpreting booths
 - One or two additional booths will be available in the plenary and some of the parallel session rooms. (Please inquire for the details.)
 - Delegations wishing to use these additional booths are requested to contact the HR Secretariat (jpndiet@shugiinjk.go.jp) directly by Friday, May 17, 2019. Associated expenses will be borne by the delegation making the request.
 - All requests will be handled on a first-come, first-served basis.

4. Hotels

* Please note that participants will bear the costs of their air transport, accommodation, subsistence allowances, and ground transfers.

- Please refer to the Hotel Guide for information on hotels.
- Delegates are requested to make reservations directly with the hotel.
- Delegates are advised to make hotel reservations by Friday, May 17, 2019 at the latest.
- Please see the Hotel Guide for information on reservations, cancellation and no-show policies.

5. Visas

- In principal, the House of Representatives will try to ensure that visas are issued, free of charge, to members of national parliaments invited to the summit and their

accompanying staff.

- A list of countries whose nationals are exempted from visas for short stays in Japan can be found at the following link:
<http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html>
- Participants who need a visa are required to obtain it in advance, as it will not be issued upon arrival in Japan. Please attach a photocopy of the invitation letter when applying for a visa.
- To apply for visas with no charge, please submit a copy of passport when registering for the summit.
- Please be advised that the charge for issuing the visa can be waived only if a visa is applied for after that person is officially registered for the summit, which will take a week or two. The fee will be incurred if the visa is applied for before that or if the information submitted for the visa is different from the information given when registering for the summit.
- For further information on visas, please consult the Japanese Embassy or Consulate-General in your country.

6. Customs Regulations

Information on customs procedures is available on the Japan Customs website:

<<http://www.customs.go.jp/english/index.htm>>

7. Transportation Services

- Participants are requested to make their own arrangements for transportation from the airport to their hotel upon arrival (by private car, public transportation, or taxi).
- The House of Representatives will provide transportation between the recommended hotels and the summit and reception venues, and also for the learning journey.
- Details will be posted at a later date on the following summit website:
<<https://wplsummit.org/wpl-summits/>>

8. Security

- The House of Representatives will take every measure to ensure security during the summit.
- Security arrangements at the National Diet of Japan are very strict, and participants are required to go through security checks involving an x-ray scanner and a metal detector when entering the HR First Members' Office Building. Since congestion is expected at the start of each day of the summit, please allow sufficient time for

entering the building.

- Delegates are requested to wear their summit ID cards in a visible position at all times on Wednesday, June 26, and Thursday, June 27, both in the summit venues and at all official events to which they have been invited.
- ID cards are color-coded for ease of identification by staff. Please report lost ID cards to the Registration and Information Desks immediately. Delegates are requested to show their ID cards at the entrance to the venue to facilitate security checks.

9. Registration Desk

- Participants will be required to register upon arrival at the HR First Members' Office Building. At registration, participants will be provided with ID cards and reference materials for the summit.
- Participants will be requested to show their passports at registration. Please note that ID cards will only be provided to participants presenting passports.
 - Location of Registration Desk
The Registration Desk will be located at the Tameike-sanno entrance of the HR First Members' Office Building.
 - Tameike-sanno entrance
 - Tue., June 25: 1:00 p.m. – 4:00 p.m.
 - Wed., June 26: 8:00 a.m. – 6:00 p.m.
 - Thu., June 27: 8:00 a.m. – 5:00 p.m.

10. Emergency Medical Services

During the summit, first-aid facilities will be available at the venue. All other medical services and prescriptions will be at the participants' own expense. Participants are advised to take out medical insurance.

11. Insurance

Participants are advised to take out insurance before leaving for Japan. The House of Representatives is not liable should a participant fall ill or have an accident while in Japan.

12. Media

Journalists wishing to cover the summit are requested to register as participants in order to obtain an ID card. The details of the registration procedure for journalists will be provided at a later date on the following summit website:

<<https://wplsummit.org/>>

Please note that journalists who have not pre-registered will not be issued with ID cards.

13. Other Services in the HR First Members' Office Building

- Multi-faith room (1st floor)
- Lunch and coffee breaks (Large Conference Hall)
- Wi-Fi (available on the 1st floor, namely in the Multi-Purpose Hall, International Conference Room, and lobby outside the International Conference Room, and on the level B1, namely conference room 1.)

14. Dinner Banquets and Social Events

The House of Representatives will organize the following events for participants, excluding journalists and those who will take part only in parallel sessions 4, 5, 6, and/or 7 organized by the WPL's sponsors.

The banquet on June 26 will feature traditional Japanese performing arts.

(i) Welcome Reception (standing buffet dinner) hosted by the Japanese HR delegation

Date: Tue., June 25, 2019
Venue: Kaiun Club
Kaiun Building, 2-6-4 Hirakawa-cho, Chiyoda-ku, Tokyo
Access: Tokyo Metro Hanzomon Line/Yurakucho Line/Namboku Line
One minute's walk from Exit 4 or 5, Nagatacho Station
Note: Bus service will be provided. (See Section 7 on transportation)

(ii) Cultural Dinner (standing) hosted by HR Speaker Tadamori Oshima

Date: Wed., June 26, 2019
Venue: Meiji Kinenkan
2-2-23 Moto-Akasaka, Minato-ku, Tokyo
Access: JR Chuo and Sobu Lines:
Three minutes' walk from Shinanomachi Station
Tokyo Metro Ginza Line/Hanzomon Line and Toei Subway Oedo Line:
Six minutes' walk from Aoyama-itcho Station, Exit 2
Toei Subway Oedo Line:

Six minutes' walk from Kokuritsu-kyogijo Station, Exit A1
Note: Bus service will be provided. (See Section 7 on transportation)

15. One-Day Tour

- The House of Representatives invites delegates to participate in a Learning Journey on Tuesday June 25, 2019.
- Delegates wishing to take part are requested to check the box on the Registration Form and return it as detailed in Section 2 above by Friday, May 17, 2019. Please note that this is a strict deadline, as the participants of this program must be confirmed soon after.
- Tour participants will leave Tokyo around 9:00 a.m. on Tuesday, June 25, and the tour will last approximately six hours (subject to change). Those considering taking part in the tour should keep this schedule in mind when reserving hotels and flights.
- The House of Representatives will bear the cost of transportation, lunch, and any entry fees required during the tour. Tour participants will be requested to assemble at the recommended hotels, from which transportation services (buses) will be provided.
- Details will be provided at a later date.

16. Other Useful Information

(a) Climate

The average temperature in Tokyo in June varies between 19 and 27 degrees Celsius, and rain is frequent at this time of year. Humidity is also very high.

(b) Electricity

The power supply in Tokyo is 100 volts, 50 Hz, with type A 2-flat-pin sockets. Transformers and plug converters are required if bringing electrical devices with different voltages or plug types.

(c) Time Zone

Local time is GMT +09 hours.

(d) Currency and Banking Services

The official Japanese currency is the yen, which comes in notes and coins. One US dollar is equivalent to around 110 yen. Currency can be exchanged at banks and

exchange counters. Major foreign currencies can be exchanged for Japanese yen at the recommended hotels. Most major credit cards are widely accepted. However, delegates are advised to carry cash, as some shops and restaurants do not accept credit cards.

(e) Emergency Contact Numbers

HR Secretariat: +81-3-3581-5685

Police: 110

Fire/Ambulance: 119

(f) Mobile Phones

Japan has a world-class mobile phone network. It is GSM-compatible, and most mobile phones can be used although it depends on your cell phone carrier. Local SIM cards are also available.

(g) Other

Tokyo visitor information is available on the following websites:

- Japan National Tourism Organization
<<http://www.jnto.go.jp/eng/arrange/essential/>>
- Tokyo Convention & Visitors Bureau
<<https://www.gotokyo.org/en/index.html>>