



## **PRACTICAL INFORMATION**

*As soon as your participation has been accepted,  
please take time to read the following information:*

### **SPONSORED PARTICIPANTS**

Once your sponsorship is confirmed by PSI, the PSI contact person will be communicating with you about the exact arrangements for your travel and hotel accommodation.

Please note that each sub-regional office may be arranging your travel and accommodation on your behalf; or they may want you to arrange your own travel and then claim reimbursement. Please check with the sub-regional secretary in your sub-region at to their preferred procedure.

### **VISAS AND HEALTH**

All participants should check with their embassy or travel agent on visa and health requirements for Japan and any transit countries.

Everyone travelling to Japan must present a valid and approved travel document as evidence of their identity and nationality. The most common and preferred travel document is a passport; all participants should ensure that they have at least 6 month's validity remaining on their passport.

Obtaining a visa may take a long time (up to several weeks), so you are strongly advised to start the procedure as soon as possible. Upon request, the PSI Head Office or PSI Tokyo Office and JICHIRO, as the host union/country, can provide you with a personalised letter to present to the authorities when you apply for your visa. Please contact your sub-regional secretary for the detailed information, Hiroo Aoba, Sub-Regional Secretary of PSI East Asia: [hiroo.aoba@world-psi.org](mailto:hiroo.aoba@world-psi.org); and also Nobuko Mitsui, Liaison Secretary for Asia-Pacific at PSI Head Office: [nobuko.mitsui@world-psi.org](mailto:nobuko.mitsui@world-psi.org).

Please find below a list of Japanese embassies:

1. **Visa application:** please kindly check respective Japan Embassy or High Commission in your country.
  - a) Bangladesh: <http://www.bd.emb-japan.go.jp/en/embassy/contact.html>
  - b) Cambodia: <http://www.kh.emb-japan.go.jp/consular/visa/visa-index-e.htm>
  - c) Cook Islands: <http://www.nz.emb-japan.go.jp/cookislands/>
  - d) Fiji: [http://www.fj.emb-japan.go.jp/visiting\\_japan.20120116.html](http://www.fj.emb-japan.go.jp/visiting_japan.20120116.html)
  - e) India: <http://www.in.emb-japan.go.jp/visa%20info.html>
  - f) Indonesia: <http://www.id.emb-japan.go.jp/visa.html>
  - g) Hong Kong: <http://www.hk.emb-japan.go.jp/eng/visa.html>
  - h) Mongolia: <http://www.mn.emb-japan.go.jp/index.htm>
  - i) Nepal: [http://www.np.emb-japan.go.jp/itpr\\_en/visa.html](http://www.np.emb-japan.go.jp/itpr_en/visa.html)
  - j) Pakistan: <http://www.pk.emb-japan.go.jp/VisitingJapan/GeneralvisaInfo.htm>
  - k) Papua New Guinea: <http://www.png.emb-japan.go.jp/>
  - l) Philippines: <http://www.ph.emb-japan.go.jp/visiting/>
  - m) Sri Lanka: [http://www.lk.emb-japan.go.jp/itpr\\_en/00\\_000031.html](http://www.lk.emb-japan.go.jp/itpr_en/00_000031.html)
  - n) Thailand: <http://www.th.emb-japan.go.jp/en/consular/visaindex.htm#exemption>
  - o) Tonga: [http://www.ton.emb-japan.go.jp/english/ryoji/ryoji\\_e.htm](http://www.ton.emb-japan.go.jp/english/ryoji/ryoji_e.htm)
  - p) Samoa: <http://www.embassypages.com/missions/embassy19458/>
  - q) Vanuatu: [http://www.fj.emb-japan.go.jp/jointad/vu/en/visiting\\_japan.html](http://www.fj.emb-japan.go.jp/jointad/vu/en/visiting_japan.html)

2. **Nationals of the following countries do not require visas for stays up to 6 months:**  
Austria, Germany, Ireland, Liechtenstein, Switzerland, United Kingdom, Mexico.
3. **No visa is required for stays of 90 days or less for nationals of the following countries:**  
**Singapore, Republic of Korea, Taiwan, Hong Kong, Macao**, Canada, U.S.A., Argentina, Bahamas, Chile, Colombia, Costa Rica, Dominican Rep., El Salvador, Guatemala, Honduras, Suriname, Uruguay, Barbados, Bulgaria, Belgium, Croatia, Cyprus, Denmark, Finland, France, Greece, Iceland, **Italy**, Luxembourg, Macedonia, Malta, Netherlands, Norway, Portugal, Romania, San Marino, Slovakia, Slovenia, Spain, Sweden, Andorra, Czech Rep., Estonia, Hungary, Latvia, Lithuania, Monaco, Poland, **Australia, New Zealand**, Israel, Turkey, Lesotho, Mauritius, Tunisia.
4. **Indonesia:** The visa waiver for Indonesian nationals only applies to holders of biometric Indonesian passports who were issued a Visa Waiver Registration Certificate at the Japan Embassy/Consulate in Indonesia,
5. **Malaysia:** Malaysian nationals who do not hold ordinary biometric passports with an embedded microchip that is compliant with ICAO standards are advised to obtain a visa to enter into Japan.
6. **Thailand:** For nationals of Thailand, visas are not required only for holders of ePassport in compliance with ICAO (International Civil Aviation Organization) standards.

## FLIGHTS

Please make your own flight arrangements to Fukuoka, Japan, **UNLESS** you are being sponsored to attend the conference (see above).

The workshops and the conference will open on **Sunday 9<sup>th</sup> October at 8h30** and close on **Wednesday 12<sup>th</sup> October at 17h00**.

For those of you departing after the close of the conference, you should aim for a flight which leaves after 20h00 on 12<sup>th</sup> October, which allows time to travel to the airport and check-in. An area will be available for you to leave luggage.

## HOTEL RESERVATIONS

A number of rooms have been pre-reserved for the conference at a few hotels in Fukuoka from 8-13 October 2016, for both sponsored and non-sponsored participants. Please see the attached hotel overview list.

The following hotels are block booked by PSI:

- Hotel MyStays Fukuoka Tenjin (29 single rooms available as of 16/08/2016)
- Hakata Floral Inn Nakasu Hotel (15 single rooms available as of 16/08/2016)
- Valie Hotel Tenjin (8 twin rooms available as of 16/08/2016)

**\*Please note that we will release the remaining rooms at these hotels on 5 September 2016. We will not maintain any hotel bookings after that date.**

For non-sponsored participants: If you wish PSI to book your hotel room, please choose a hotel from the above three hotels and contact your sub-regional secretary for the hotel reservation request. Please note that PSI is not responsible for the accommodation fees. If you need to cancel your hotel room after PSI has booked a hotel room for you, please contact your respective sub-regional secretary as soon as possible. If you fail to do so, cancellation fees will be charged to you.

If you would prefer other hotels which are not block booked by PSI on the hotel overview list, please contact directly to the hotels. (Alternatively, you can use a hotel of your own choice). You will need a credit card to confirm your booking. In case of cancellation or no-show, **you may be charged – please check on conditions when booking.**

**South East Asia:** Ian Mariano, Sub-Regional Secretary for South East Asia at: [ian.mariano@world-psi.org](mailto:ian.mariano@world-psi.org)

**South Asia:** Kannan Ramana, Sub-Regional Secretary for South Asia at: [kannan.raman@world-psi.org](mailto:kannan.raman@world-psi.org)

**East Asia:** Hiroo Aoba, Sub-Regional Secretary for East Asia at: [hiroo.aoba@world-psi.org](mailto:hiroo.aoba@world-psi.org)

**Oceania:** Michael Whaites, Sub-Regional Secretary for Oceania at: [michael.whaites@world-psi.org](mailto:michael.whaites@world-psi.org)

For the further details, please contact Nobuko Mitsui, Liaison Secretary for the Asia-Pacific Region at Head Office at: [nobuko.mitsui@world-psi.org](mailto:nobuko.mitsui@world-psi.org).

If you are being sponsored to attend the conference, PSI will make a hotel booking for you. Sponsored participants will share a twin room that accommodates 2 single beds.

<b>ARRIVAL IN JAPAN AND TRAVEL FROM THE AIRPORT TO YOUR HOTEL</b>
---

On arrival at Fukuoka Airport, please make your own way to your hotel by bus, train or taxi.

You can change money at the currency exchange counters at the Arrival Lobby of the International Terminal Building. However we strongly advise you to have JAPANESE YEN before reaching the country.

**TRAVEL FROM THE AIRPORT TO HOTELS IN FUKUOKA OR CITY CENTER**

Taking a subway “Kuko (Airport) Line” is the easiest option to get to your hotel from the airport. The “Airport” Station is located underneath the Domestic Terminal Building. The nearest stations to hotels block booked by PSI are “Nakasu-Kawabata” and “Tenjin” on the Kuko (Airport) Line. It costs 260JPY from “Airport” to “Nakasu-Kawabata” and “Tenjin”. From the International Terminal Building, take a free shuttle bus to the Domestic Terminal Building. If you like to take a taxi from the airport to the city centre, the fare is 1500 yen to 2000 yen.

<b>ACROS FUKUOKA CONFERENCE CENTRE</b>
--

The 13<sup>th</sup> APRECON and Related Activities from 9-12 October 2016 will take place at:

**ACROS FUKUOKA,**

Address: 1-1-1 Tanjin, Chuo-ku, Fukuoka City,  
Fukuoka Prefecture, Japan  
Tel: +81 92-725-9111

Website: <http://www.acros.or.jp/english/>

Acros Fukuoka Conference Centre is a modern and well-equipped centre, used to organising events for international participants.

Subway: 11 minutes from Fukuoka Airport station to Tenjin station, then a 3-minute walk from exit 16.

- Free Wifi connection in the conference room.
- A Delegate’s secretariat room is available. Please note that there is no computer installed in the room, so please bring your own computer if required.
- A storage area for suitcases is available.
- There are vending machines to purchase drinks on each floor in the conference building. You need a 1000 yen bill or some change to purchase drinks.



- 11 minutes from Fukuoka Airport to Tenjin on the Kuko (airport) Subway Line.
  - 5 minutes from Hakata Station to Tenjin on the Kuko (airport) Subway Line.
  - A 10 minute walk from Nishitetsu Fukuoka Tenjin Station.
  - A 3 minute walk from Tenjin Station Higashi (East) Exit on the Subway Kuko(airport) Line.
  - A 3 minute walk from Tenjin Minami Station Exit 5 on the Nanakuma Subway Line.
  - Next to the Shiyakusho (City Hall) Kitaguchi Bus Stop.
  - A 3 minute walk from Tenjin 4-chome Bus Stop.
  - A 5 minute walk from Tenjin Post Office Bus Stop.
- ※ Direct access to ACROS Fukuoka B2F from Tenjin Station Exit 16 on the Kuko (Airport) Subway Line.
- ※ Underground Parking Station (user pays, 100 spaces). Open 7AM to 10:30PM. Entrance on City Hall side.



## TRAVEL FROM YOUR HOTEL TO THE ACROS FUKUOKA CONFERENCE CENTRE

### **From Hakata Excel Hotel Tokyu**

It takes 7 minutes to walk to the conference center.

### **From Hotel Resol Hakata**

It takes 6 minutes to walk to the conference center.

### **IP City Hotel**

It takes 7 minutes to walk to the conference center.

### **Valie Hotel**

It takes 11 minutes to walk to the conference center.

### **Hotel MyStays Fukuoka Tenjin**

It takes 11 minutes to walk to the conference center.

### **Hakata Floral Inn Nakasu Hotel**

It takes 7 minutes to walk to the conference center.

### **Hotel Fukuoka Garden Palace**

It takes 9 minutes to walk to the conference center.

Please ask at your hotel reception for directions.

## MEALS

PSI will provide lunches during the workshops and APRECON, according to the meetings that you have signed up to attend.

There are many restaurants inside of the building of ACROS FUKUOKA and near the venue and participants' hotels.

For evening meals, there is a wide variety of restaurants near your hotels.

## PSI AFFILIATED UNIONS IN JAPAN

### **All Japan Prefectural and Municipal Workers Union (JICHIRO)**

JICHIRO Building 3rd Floor, 1-Rokubancho, Chiyoda-Ku 102-8464, Tokyo, JAPAN

Tel: +81 3 3263 0264; Fax: +81 3 5210 7422; Email: [kokusai@jichiro.gr.jp](mailto:kokusai@jichiro.gr.jp) or [kubota@jichiro.gr.jp](mailto:kubota@jichiro.gr.jp)

Web: <http://www.jichiro.gr.jp>

Main Contacts: President: Mr. Atsushi Kawamoto

General Secretary: Mr. Yoshihito Fukushima

International Affairs: Mr. Koji Tanaka

### **Japan Public Sector Union (JPSU)**

4<sup>th</sup> floor Hosaka Bldg, 1-10-3 Kanda-Ogawamachi, Chiyoda-ku, 1010-0052, Tokyo, Japan

Tel: +81 3 5209 6205; Fax: +81 3 5209 6206; Email: [jpsu@kokko.ituc-rengo.jp](mailto:jpsu@kokko.ituc-rengo.jp)

Web: <http://www.kokko-rengo.org/index.html>

Main Contacts: President: Mr. Tomio Ishihara

General Secretary: Mr. Masato Shoji

### **National Council of Japanese Firefighters and Ambulance Workers (ZENSHOKYO)**

C/o JICHIRO Building, 5<sup>th</sup> Floor, 1 Rokuban-cho, Chiyoda-ku, 102-8464, Tokyo, Japan

Tel: +81 3 2263 0271; Fax: +81 3 5210 7422; Email: [zenshoukyo@jichiro.gr.jp](mailto:zenshoukyo@jichiro.gr.jp)

Web: <http://zenshyokyo.jp/>

Main Contacts: President: Mr. Takayuki Ohmi

General Secretary: Mr. Kenji Aizawa

### **Japan Health Care Workers' Union (JHCWU)**

Nisseki Rouso Bldg. 2<sup>nd</sup> Floor, 2-17-20 Shiba, Minato-ku, 105-0014, Tokyo, Japan

Tel: +81 3 3451 6025; Fax: +81 3 3451 6040; Email: [honbu@hc.ituc-rengo.jp](mailto:honbu@hc.ituc-rengo.jp)

Main Contacts: President Mr. Takeshi Nakamura

General Secretary: Mr. Yutaka Kudo

### INTERPRETATION AT THE CONFERENCE

Interpretation for the conference and related meetings will be provided in English and Japanese.

### INSURANCE

Please ensure that your own insurance covers you adequately. We would strongly advise appropriate personal arrangements for travel and accident insurance, including against other risks, e.g. loss of luggage, medical care, etc. since this is NOT covered by the conference organisers.

### FIRST AID / HEALTH ISSUES

In case of problems, please contact PSI Staff at any time, or contact the hotel staff. Participants with chronic health conditions and who are on regular medication should bring along sufficient quantities to last during the period of conference. Again, it is strongly recommended that adequate medical insurance is taken by participants to cover them for their visit.

### SECURITY IN GENERAL

Fukuoka City is recognized as a safe, clean and compact city by many visitors to Fukuoka.

### OTHER INFORMATION

Any other information will be made available on the APRECON website - so please check regularly!  
APRECON website: <http://www.world-psi.org/en/13th-psi-asia-pacific-regional-conference-aprecon>

### REIMBURSEMENT OF EXPENSES (sponsored participants only)

**NB: This applies only to organisations that are fully up-to-date with the payment of their affiliation fees (including for 2016).**

PSI reimburses expenses for sponsored participants during the duration of the meeting only, according to the PSI travel regulations which are summarised as follows:

- Economy/tourist class air tickets; please check with your respective sub-regional secretary.
- In case you made your own flight arrangement, reimbursement (PSI official quotes or actual tickets whichever cheaper) will be made by bank transfer, only on presentation of receipts.
- Accommodation in a hotel pre-reserved by PSI. If you prefer to book your own hotel, reimbursement will be made for a comfortable but not luxury hotel, and only on presentation of receipts;
- Per diems of 10,000 yen (equivalent to 85US\$ or 75 Euro) per 24 hours on site in Fukuoka. These will be paid in cash: 1/3 for lunch; 1/3 for dinner; 1/3 for any incidentals i.e. taxis in their home country and in Fukuoka, train from the airport to the hotel and return, visa charges, refreshments, laundry, phone calls, etc.). To calculate per diems we need to know your exact arrival time in Fukuoka and departure time from Fukuoka, if you are organising your own flight.
- Note that any other expenses for sponsored participants should be met by their respective organisations.

### OTHER PRACTICAL INFORMATION

#### **VISITING JAPAN**

Japan Tourist Information at: <https://www.jnto.go.jp/>

#### **WEATHER IN JAPAN**

Visiting Japan can be enjoyable at any time of the year. Due to the country's large north-south extension, weather patterns differ dramatically between regions. October is one of the most pleasant months for traveling in Japan as the weather remains warm, but is not hot and humid anymore. Trees begin turning colors in the northern regions and higher elevations. Below is an overview of weather in October in various cities in Japan.

**October**

City	Average Daytime High	Average Nighttime Low	Rainy/Snowy Days		Sunny Days	
			early month	late month	early month	late month
Sapporo	16 C (62 F)	7 C (45 F)	35%	40%	60%	50%
Tokyo	22 C (72 F)	15 C (59 F)	35%	30%	40%	55%
Takayama	20 C (68 F)	9 C (48 F)	35%	30%	45%	55%
Osaka	23 C (73 F)	15 C (59 F)	30%	25%	55%	65%
Fukuoka	23 C (73 F)	15 C (59 F)	20%	20%	60%	65%
Naha	28 C (82 F)	23 C (73 F)	25%	25%	65%	65%

**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 above.

Japanese power outlets are identical to ungrounded (2-pin) North American outlets and fit into these outlets. While most Japanese outlets these days are polarized (one slot is slightly wider than the other), it is possible to encounter non-polarized outlets in some places.

Some North American equipment will work fine in Japan without an adapter and vice versa, however, certain equipment, especially equipment involving heating (e.g. hair dryers), may not work properly or even get damaged. You may also like to purchase an adapter for your electric devices. If you intend to purchase electronic appliances in Japan for use outside of Japan, you are advised to look for equipment specifically made for overseas tourists.

The frequency of electric current is 50 Hertz in Eastern Japan (including [Tokyo](#), [Yokohama](#), [Tohoku](#), [Hokkaido](#)) and 60 Hertz in Western Japan (including [Nagoya](#), [Osaka](#), [Kyoto](#), [Hiroshima](#), [Shikoku](#), [Kyushu \(Fukuoka\)](#)); however, most equipment is not affected by this frequency difference. A possible exception are timing devices such as clocks.

**How to Dial**

**Within Japan** If you are calling from a [landline](#) to another landline, dial the number as it is shown. If you are within the same area code, you may omit the area code when dialing.

0120 prefix numbers are free to call from landlines.

If you are calling from a cell phone, note that cell phones cannot call toll free numbers (0120 prefix).



### From Japan to Abroad

1. Dial the international dialing access code (010).
2. Dial the country code of the country you are calling.
3. If the number starts with a 0, drop the 0 and dial the remaining numbers.

For example, to call the US number (123) 456-7890, dial 010+1+123-456-7890. Note that this method will work from any Japanese phone, however it is the most expensive way to make an international call. Most service providers offer an international calling program that is cheaper but requires registration.

### From Abroad to Japan

1. Dial the international dialing access code (typically 00, 011 or 0011)
2. Dial Japan's country code (81).
3. If the number starts with a 0, drop the 0 and dial everything else.

For example, to call the Japanese number (012)-345-6789 from the US dial 011+81+12-345-6789. To call the Japanese **mobile phone** number 090-1234-5678 from Australia dial 0011+81+90-1234-5678. Again, direct dialing is the most expensive way to make an international call.

### Money

Cash, credit cards and IC cards



The Japanese currency is the yen (円). One yen corresponds to 100 sen. However, sen are usually not used in everyday life anymore, except in stock market prices. **Bills** come in 1,000 yen, 2,000 yen (very rare), 5,000 yen and 10,000 yen denominations. **Coins** come in 1 yen, 5 yen, 10 yen, 50 yen, 100 yen and 500 yen denominations.

### Emergency

The nationwide emergency phone numbers are:

**Police:** 110

**Ambulance/Fire:** 119

**In case of emergencies when in Japan, contact the following PSI staff:**

Hiroo Aoba, Sub-Regional Secretary for East Asia, PSI Tokyo Office  
Email: [hiroo.aoba@world-psi.org](mailto:hiroo.aoba@world-psi.org)  
Tel: 090-8044-3873

Nobuko Mitsui, Liaison Secretary for Asia-Pacific, PSI Head Office  
Email: [Nobuko.mitsui@world-psi.org](mailto:Nobuko.mitsui@world-psi.org)  
Tel: +33 (0)7 88 84 86 72

*Sources:*

- *Japan-guide.com*
- *Japan National Tourism Organisation*
- *Acros Fukuoka Conference Centre*
- *Fukuoka Convention & visitors' bureau*