**OSCAR/Surface Training Course for RA II**

 Tokyo, Japan

13-15 November 2019

**INFORMATION NOTE FOR PARTICIPANTS**

1. **CONFERENCE VENUE**

The OSCAR/Surface Training Course for RA IIwill be held in JMA headquarters in Tokyo, Japan, from 13 to 15 November 2019.

1. **REGISTRATION OF PARTICIPANTS**

An Information and Registration Desk will be set up in the main lobby of JMA headquarters building from 0900 to 0930, 13 November 2019.

1. **WORKING LANGUAGE**

Working language will be English. The participants must be fluent in English.

1. **ACCOMMODATION/HOTEL INFORMATION**

JMA will provide both accommodation and meals to participants. The participants will be accommodated in KKR Hotel Tokyo (1-4-1 Otemachi, Chiyoda-ku, Tokyo, 100-0004 Japan), which is located just in front of JMA headquarters building. JMA's Travel Agent (Convex Inc.) will make reservation for participants.

KKR Hotel Tokyo website : <https://www.kkr-hotel-tokyo.gr.jp/en/>

1. **TRAVEL ITINERARY**

Tickets will be booked on behalf of participants by WMO through WMO’s travel agency, Carlson Wagenlit Travel (CWT). Upon reception of the Request for Financial Assistance form, participants will receive a suggested itinerary from CWT, which they are expected to review and confirm before the ticket will be issued.

1. **TRANSPORTATION**

Complimentary transport services between your arrival/departure airport and the KKR Hotel Tokyo will be provided and arranged by JMA's Travel Agent. Those participants not staying at the KKR Hotel Tokyo should please make their own arrangements for airport transfers.

Narita International Airport website : <https://www.narita-airport.jp/en/access>

Haneda International Airport website : <https://www.tokyo-airport-bldg.co.jp/en/access/>

Tokyo Metro website : <https://www.tokyometro.jp/en/>

1. **RADAR SEMINAR 2019**

JMA organizes a Radar Seminar 2019 from 18 to 22 November which some of the participants to the training course will also attend. The travel itinerary for those participants will already include a return ticket suitable for attending both events. JMA will make arrangements for accommodation and meals for participants.

1. **VISA REQUIREMENTS**

It is in the responsibility of participants to obtain a valid visa for Japan. For those participants requiring a visa for Japan, JMA will provide, upon demand, an official invitation letter for the visa application procedure. Invitation letters for processing your visa will be issued upon the receipt of your nomination for participation in the meeting. To facilitate this process, JMA's Travel Agent will contact those participants to provide instructions on the procedure to assist them acquiring their entry visa.

You can find all the necessary information concerning the Japanese visa, as well as the visa application form, on the following website: <https://www.mofa.go.jp/j_info/visit/visa/> .

1. **INTERNET, LAPTOPS AND TELEPHONE CONNECTION:**

The hotel offers free Wi-Fi connection to hotel guests. Participants are encouraged to bring their own laptops for the practical exercises and access to the course materials.

1. **TIME, ELECTRICITY AND WATER**

Tokyo is in the Japan Standard Time (JST) zone (GMT+9 hour).

The electricity voltage is 100V. Only 2-flat-pin plugs are used in Japan.

Faucet water is safe for drinking.

Plug in Japan

1. **CURRENCY AND BANKS**

The currency in Japan is the Japanese Jen. All major currencies may be exchanged for the local currency at local banks. Please find the latest exchange rates at: <https://www.smbctb.co.jp/en/about_interest_rate/exchange_list.html>.

1. **WEATHER IN TOKYO IN NOVEMBER:**

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| --- | --- |
| Mean daily temperature: | 12.1 °C |
| Mean max temperature: | 16.3 °C |
| Mean min temperature: | 8.3 °C |
| Number of days with precipitation: | 9.9 |

1. **LIFE AND HEALTH INSURANCE**

Life/major health insurance for each of the delegates is necessary and it is the responsibility of the participant or his/her institution or Government. The organizers will not assume any responsibility for life and major health insurance, nor for the expenses related to medical treatment or accidents.

1. **ADDITIONAL INFORMATION**

Japan Meteorological Agency will assist you with any special requirements related to your attendance of the meeting. Should you need any further information regarding the event, please contact:

WMO Officer in charge:

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Local organizing committee:

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