1. **Meeting Dates**

   August 21, 2012 (Tuesday) – August 23, 2012 (Thursday)

2. **Meeting Location**

   **Sheraton Sapporo Hotel**
   5-5-25 Atsubetsuchuo 2J0, Atsubetsu-Ku
   Sapporo, Hokkaido 0040052
   Phone: 81-11-895-8811
   FAX: 81-11-895-8902
3. **Transportation**

The hotel is located 70.0 km/43.5 miles from the New Chitose Airport (CTS).

- **Train (JR Line)**
  25 minutes / 850 JPY by train + 2 minute walk

  1. At the New Chitose Airport, go down to the B1 floor.
  2. Take a JR Line rapid train bound for “Otaru” leaving from track 1.
  3. Get off the train at Shin-Sapporo Station.
  4. The hotel is a 2 minute walk from the station.

- **Taxi**
  Expected fee: 15,000 JPY

*For more transportation options, refer to:*

4. **Hotel Reservations**

A room block has been arranged for meeting attendees at the price of **14,000 JPY** per night. The rate includes breakfast, internet access, and tax.

There are more options for room types with different prices. Please check the reservation site for details.

*Reservations can be made on-line at:*
https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1205309256&key=6B5D1

[Cancellation Policy]

  On the day before arrival: 20% of the accommodation fees of first night
  On the day of arrival: 80% of the accommodation fees of first night
  No show: 100% of the accommodation fees
5. **Meeting Registration**

The meeting registration form is available at:

https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=iecs&formId=120614

**Registration fees:**

- $150 USD per attendee if registered on or before July 30, 2012.
- $300 USD per attendee if registered after July 30, 2012.

6. **Hosted Meals**

- One daily breakfast is included in the hotel room rate.
- Lunches on Tuesday, Wednesday, and Thursday are included in the meeting registration fee.

7. **Visa Information**

If you require an invitation letter to obtain a visa, please contact Motoyuki Takizawa at takizawa.motoyu@jp.fujitsu.com as soon as possible.

8. **Visitor Information**

Sapporo is the fourth-largest city in Japan by population, and the largest city on the island of Hokkaido. It is the capital of Hokkaidō Prefecture. Sapporo is known for the city's annual Yuki Matsuri, internationally referred to as Sapporo Snow Festival, which draws more than 2 million tourists from around the world. Sapporo is also famed for fresh seafood such as, salmon, sea urchin and crab, which makes good Sushi!
9. **Internet Access**
   The meeting room is equipped with internet access; you will be provided information when you arrive. Internet access in guest rooms is available with no additional fees.

10. **Electricity**
    The electric current in east Japan is 100V AC, 50Hz.
    Most outlets take two prong (two flat parallel) plugs.

11. **Local Currency**
    The local currency is Japanese Yen (JPY/円). Below is a currency exchange rate as of May 30, 2012.

    **100 JPY equals to:**
    | Currency               | Exchange Rate   | Conversion Rate          |
    |------------------------|-----------------|--------------------------|
    | Chinese Yuan Renminbi  | 7.99 RMB        | 1 RMB = 112.51 JPY       |
    | Euro                   | 1.01 EUR        | 1 EUR = 99.06 JPY        |
    | Israeli New Shekel     | 4.88 ILS        | 1 ILS = 20.5 JPY         |
    | US dollar              | 1.26 USD        | 1 USD = 79.44 JPY        |
    | Japanese yen           | 100 JPY         | 1 JPY = 1 JPY            |

12. **Tipping/Gratuity**
    Tipping in Japan is neither customary nor expected.

13. **Time Zone**
    GMT +9, Daylight saving time is not introduced.

14. **Language**
    Some Japanese people can speak English, and there are so many signs written in English all around the town.
15. **Weather of Sapporo**
   In August, it is warm and cozy in Sapporo. The temperature is about 19°C (min) to 26°C (max) in average.

16. **Contacts**
   If you have any questions about the meeting arrangements or require any assistance, please don’t hesitate to contact:
   
   Motoyuki Takizawa
   
   E-mail: takizawa.motoyu@jp.fujitsu.com
   
   Phone: +81-44-814-9032
   
   Fax: +81-44-811-6066