



IEEE P1904.1 SIEPON Working Group

Meeting Information for September 2013

Kyoto, Japan

1. Meeting Dates

September 24, 2013 (Tuesday) - September 26, 2013 (Thursday)

2. Meeting Location

2.1 Venue



RIHGA Royal Hotel Kyoto

Address: 1 Taimatsu-cho, Shiokoji-sagaru, HigashiHorikawa-dori, Shimogyo-ku, Kyoto 600-8237, Japan

Phone: +81 (0)75-341-1121

Fax: +81 (0)75-341-3073

Website: <http://www.rihga.com/kyoto/index.html>



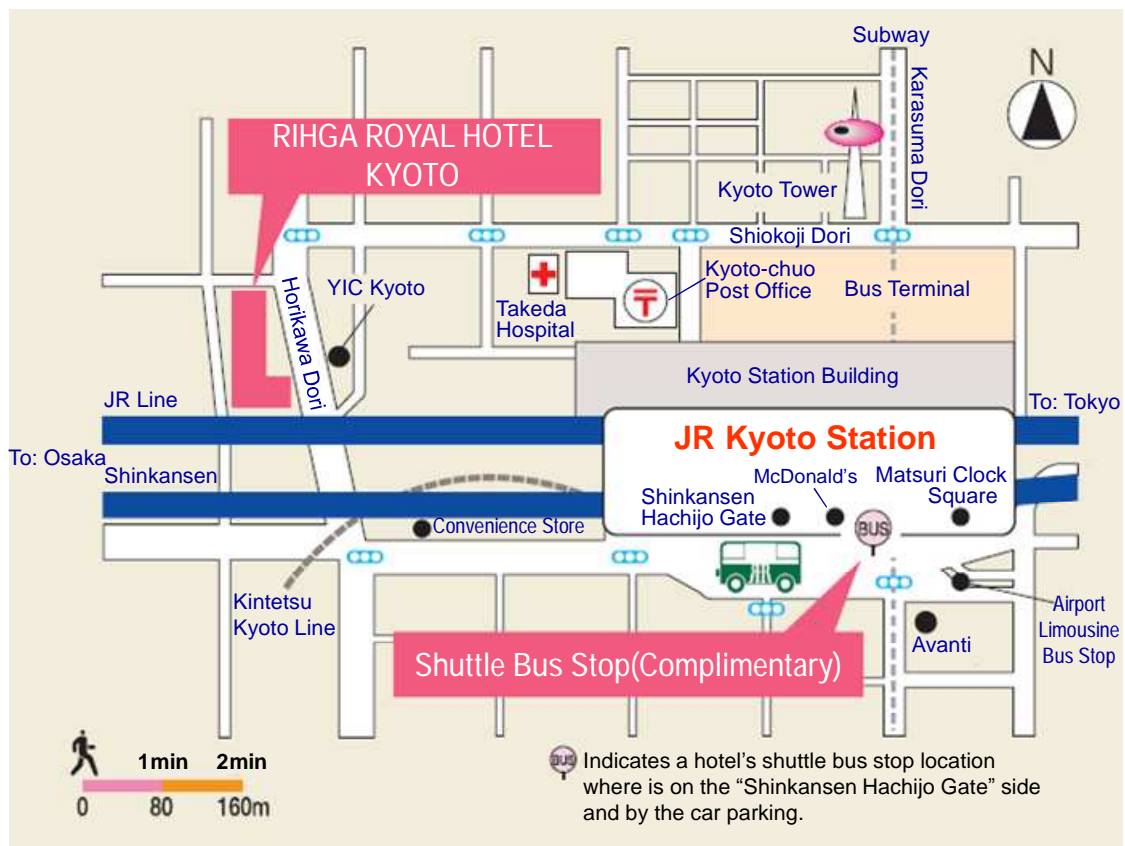
2.2 Meeting Room

HORIKAWA (A small banquet room on the 2nd floor)



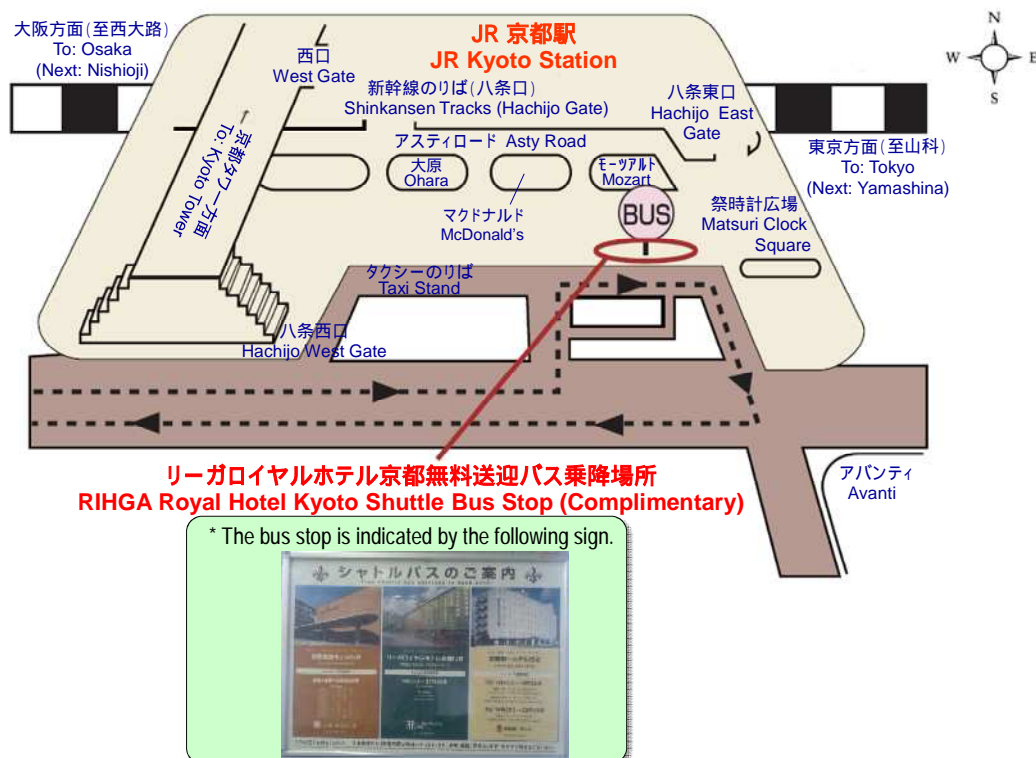
2.3 Access & Map

1) By walk: It is about 10 minutes' walk from JR Kyoto Station.



2) By shuttle bus: It is about 5 minutes' ride.

The shuttle leaves daily, every 15 minutes from 7:30 through 21:00.



3. Transportation: How to get to Kyoto



3.1 From Kansai International Airport (KIX)

<75min. JR Haruka Airport Express>

These Kyoto-bound trains run every half hour in the morning and evening, and every hour during daytime hours.

<90 min. JR Rapid Service>

Take the Kansai Airport Rapid Service train to Osaka Station and change trains to a Special Rapid train for Kyoto.

<120 min. Airport Limousine Bus>

Airport limousine buses will drop you off at selected destinations in Kyoto for a fairly low price.

<120 min. Shuttle Taxi Service>

Reservations are usually required at least two days in advance. For a fixed fee of a few thousand yen, they will drop you off anywhere in Kyoto.

<http://www.yasaka.jp/taxi/shuttle-e/index.html>

<http://www.mk-group.co.jp/english/shuttle/index.html>

3.2 From Narita International Airport (NRT)

In a few cases it may be cheaper to fly from abroad to Narita International Airport near Tokyo than Kansai international.

<3 hours 15 min. Train>

From Narita Airport take the Narita Express to Tokyo Station and change to a Shinkansen bullet train for Kyoto Station.

<70 min. Airplane>

From Narita, fly to Osaka International Airport (ITM). From Osaka International Airport, take the airport limousine bus to Kyoto.

3.3 From Osaka (Itami) International Airport (ITM)

<60 min. Airport Limousine Bus>

Airport limousine buses leave regularly to Kyoto Station and selected hotels in Kyoto.

<60 min. Shuttle Taxi Service>

Reservations are usually required at least two days in advance. For a fixed fee of a few thousand yen, they will drop you off anywhere in Kyoto.

3.4 From Kobe Airport (UKB)

<90 min. Train>

From Kobe Airport take the Port Liner to Sannomiya. Transfer there to a New Rapid JR train on the Tokaido Main Line to Kyoto Station.

3.5 From Central Japan International Airport (Centrair) (NGO) in Nagoya

<95 min. Train>

Take the Meitetsu-Kuko Limited Express to Nagoya Station and change to the Shinkansen bullet train for Kyoto Station.

4. Hotel Reservations

Single rooms (22m²) are offered for meeting attendees at the group rate of 12,600 JPY per night (with breakfast, tax included)

Reservations can be made on-line at: <http://www.mine-travel.co.jp/rrhotel>

After on-line reservation, a reservation confirmation form will be send back to you. Please show it to the hotel front desk at your check-in.

There is no cut-off date, but it is recommended to make your reservation by the end of August to avoid no-vacancy.

<Cancellation policy>

- Reservations can be cancelled without charge up to two days prior to arrival.
- Reservations cancelled less than two days before the date of arrival will incur the following charges:
 - One day in advance 20% of room rate
 - Same day 80% of room rate
 - No show 100% of room rate

5. Meeting Registration

Website for meeting registration will be announced soon.

Registration fees for all attendees:

- 200 USD per attendee if registered on or before September 3rd, 2013.
- 300 USD per attendee if registered after September 3rd, 2013.

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 fill in “Annex A: Invitation Letter request for a Visa Application” and email it to Kazumi Onishi at oonishi997@oki.com (with CC to: moriyama532@oki.com) as soon as possible.

8. Visitor Information

More information about Kyoto is available: <http://www.kyoto.travel/>.

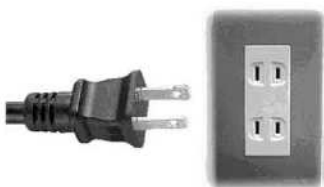


9. Internet Access

The meeting room is equipped with internet access; you will be provided information when you arrive. Internet access in guest rooms is available without additional fees.

10. Electricity

The electric current in west Japan is 100V AC, 60Hz. Most outlets take two prong (Type A, two flat parallel) plugs.



11. Local Currency

Local currency is JPY. As of August 1st, 2013, exchange rates are as follows:

- 1 USD = 97.85 JPY
- 1 EUR = 130.13 JPY
- 1 CNY (RMB) = 15.94 JPY
- 1 ILS = 27.42 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 Kyoto

Late in September, it is pleasant and thoroughly enjoyable in Kyoto. The temperature is about 17C (min) to 27C (max) in average.

16. Contacts

If you have any questions about the meeting arrangements or require any assistance, please don't hesitate to contact:

Kazumi Onishi

E-mail: oonishi997@oki.com

Phone: +81-43-274-1869

Fax: +81-43-274-1989

Annex A**IEEE P1904.1 SIEPON Working Group**

Kyoto Meeting, September 24-26, 2013

Invitation Letter request for a Visa Application

Please provide the following information if you need an Invitation Letter for Visa Application to enter Japan:

Name (Last, First)	
Birth Date (mm-dd-yyyy)	
Age	
Male/Female	
Name of Company	
Occupation	
Contact Detail/ Address	
Phone Number	
Email Address	
Nationality	
Passport Number	
Passport - Place of Issue	
Passport Expiration Date (mm-dd-yyyy)	
Port of Arrival	
Arrival Date (mm-dd-yyyy) (Airline & Flight No., if already fixed)	
Port of Departure	
Departure Date (mm-dd-yyyy) (Airline & Flight No., if already fixed)	
Address in Kyoto if not staying at the RIHGA Royal Hotel Kyoto	
Name (with Chinese Character for Chinese participant)	

* Accompanying person(s) and their information, please provide the above information in a separate form along with relationship with you.

Please send the completed form(s) to oonishi997@oki.com (with CC to: moriyama532@oki.com) as soon as possible.