



## Alphe Japan Preparation for Advisors

### Contact Alphe

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### If you need us in Japan

Our mobile numbers are;  
**Stephanie Helliwell:**  
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**DATE:** 5 – 7 December 2012  
**VENUE:** Hotel Okura Tokyo  
2-10-4 Toranomom, Minato-ku  
Tokyo 105-8416, Japan  
t: +81 (3) 35820111  
www.okura.com/tokyo

Check-in time is 13:00  
Check-out time is 12:00

Rough currency guide:  
US \$1 = ¥81  
See [www.x-rates.com](http://www.x-rates.com) for latest rates

### BEFORE THE WORKSHOP

#### REGISTERING ON MEETING MANAGER

All conference communications are sent through our online system, Meeting Manager, so please register on the site as soon as possible. Simply go to [www.hothousemedia.com/mm](http://www.hothousemedia.com/mm) - click on Advisor Registration and follow the steps. To complete the registration process, select the conference(s) you wish to attend. If you are already registered on Meeting Manager, please log in and tick to apply for this conference.

#### BOOKING YOUR HOTEL ROOM AT THE HOTEL OKURA TOKYO

After selecting the conference(s) you wish to attend, the system will prompt you to book your accommodation. Click 'yes' and enter your required dates. You will then receive a confirmation email. Should you wish to make any changes, simply log in – go to conferences and click 'hotel booking' to edit.

As an advisor, you get 2 nights free accommodation if you live outside of Tokyo.

If you do NOT require a hotel room, please select the 'no room required' option.

Breakfast is not included but tea, coffee and pastries

will be available in the conference room on the mornings of Alphe.

#### Cancellation Charges

Cancelling your attendance within 35 days of the event will mean a charge of one night to cover the accommodation charge. If you cancel within 48 hours, you will be charged the full cost of the accommodation booked.

#### APPOINTMENT SCHEDULING

All meetings are booked through Meeting Manager. Make sure your profile is complete and up to date by 31st October, which is when the appointment scheduling function will begin. You will receive a reminder email just before you are given access to the educator list.

#### VISAS

Japan concluded general visa exemption arrangements with some countries as shown in the chart at the Ministry of Foreign Affairs of Japan website;

[www.mofa.go.jp/j\\_info/visit/visa](http://www.mofa.go.jp/j_info/visit/visa)

If your passport hasn't been issued by one of the exempt countries, you will need to visit a Japanese Embassy Allow at least two months for your visa to be processed. ►



## DURING THE WORKSHOP

### GETTING THERE

Tokyo International Airport is known as Narita Airport which is the city's newest and is about 90 minutes away by bus depending on traffic.

Buses leave the airport every 30 minutes and stop at most of the major hotels. Or you can catch a bus directly to Tokyo train station and take a 10 minute cab ride to the hotel from there. The buses are about ¥3,000.

Trains to Tokyo train station, the Narita Express, leave every 30 minutes and cost about ¥3,000.

### GETTING AROUND

The hotel is near Tokyo's main business districts, government offices and shopping areas and a five-minute walk from Roppongi, a well known area for nightlife in Tokyo. A map of the area around the hotel is at [www.okura.com/tokyo/info/access.html](http://www.okura.com/tokyo/info/access.html)

- Ginza* – the shopping district for retail therapy
- Imperial Palace* – still home to the Emperor
- Ueno-koen Park* – for strolling, museum-hopping and temple gazing
- Roppongi* – restaurants, bars and nightlife
- Disney World* – In Chiba, outer Tokyo

### HOTEL FACILITIES

#### Breakfast, Lunch & Refreshments

The Alphe Café will be open from 8am on the Thursday and Friday serving complimentary coffee, tea and pastries and fruit.

Water will be available throughout the day from a central water station. Lunch is not included in your participation package but there is a host of eateries within the hotel as well as a good selection within easy walking distance.

#### Restaurants within the hotel

- La Belle Epoque* – French
- Orchid Room* – Continental
- Terrace Restaurant* - Western
- Café Camellia* – Coffee Shop
- Toh-Ka-Lin* – Chinese
- Starlight* – Chinese
- Sazanka* – Teppanyaki
- Yamazato* – Japanese
- Baron Okura* – Wine and Cigar Bar
- Kyubei* – Sushi
- Bar Highlander* – Scottish

### ABOUT TOKYO

Tokyo is vast: it's best thought of not as a single city, but a constellation of cities that have grown together. Tokyo's districts vary wildly by character, from the electronic glare of Akihabara to the Imperial gardens and shrines of Chiyoda, from the hyperactive youth culture mecca of Shibuya to the pottery shops and temple markets of Asakusa. If you don't like what you see, hop on the train and head to the next station, and you will find something entirely different.

The sheer size and frenetic pace of Tokyo can intimidate the first-time visitor. Much of the city is a jungle of concrete and wires, with a mass of neon and blaring loudspeakers. At rush hour, crowds jostle in packed trains and masses of humanity sweep through enormous and bewilderingly complex stations. For many visitors, the biggest part of the Tokyo experience is just wandering around and absorbing the atmosphere, poking your head into shops selling weird and wonderful things, sampling restaurants where you can't recognise a single thing on the menu (or on your plate), and finding unexpected oases of calm in the tranquil grounds of a neighbourhood Shinto shrine. It's very safe and the locals will go to sometimes extraordinary lengths to help you if you ask.

## CONFERENCE ITINERARY

### Wednesday 5th December 2012

17:30 - 19:30 Registration and welcome reception for educators and advisors  
Educators set up their tables and/or stands

### Thursday 6th December 2012

08:00 Venue and Alphe Café open  
 09:00 - 13:00 Alphe meetings (30 minutes each)  
 13:00 - 14:30 Lunch (not included)  
 14.30 - 17.30 Alphe Meetings (30 minutes each)  
 18.00 - 18.45 Directors' Club drinks reception  
 18.45 - 22.30 Dinner for all delegates (included)

### Friday 7th December 2012

08:00 Venue and Alphe Café open  
 09:00 - 13:00 Alphe meetings (30 minutes each)  
 13:00 Clear venue