

LOGISTICS NOTE (1/2)

VENUE



The National Tax College (NTC)
Minami 2-3-7,
Wako-City,
Saitama-Prefecture,
351-0195 Japan

The National Tax College is the institution that provides necessary training for Japan's tax officials recruited as national public employees.

Rules and guidelines will be provided in advance and we expect all participants to adhere to these rules.

ARRIVAL AND DEPARTURE DATE

All participants should plan to arrive on **Sunday, May 26** and depart on **Saturday, June 1, 2024**.

MATERIALS TO BE SUBMITTED IN ADVANCE

Please complete the materials listed below and submit to the following e-mail address by **April 26(Fri), 2024**: ntcic@nta.go.jp.

- Declaration Sheet
- Personal Information Sheet
- A copy of your passport information page
- A copy of documents indicating your policy number, name of the policy and the coverage of the policy pertaining to your medical insurance policy

* The NTC expects those documents to be submitted punctually in order to coordinate logistic matters of the program. If you have anything that you might better inform the NTC of in addition to the documents above, please freely reach out to the NTC via the e-mail address above.

COURSE LANGUAGE

All course events will be delivered in English only. Presentations by participants will be conducted in English.

SOCIAL EVENTS (mandatory)

At night of the first day of the course, May 27(Mon) 6:00PM-7:30PM, the President of the NTC will host a welcome dinner for the participants.

ACCOMMODATION



Toyoko Inn Wako-shi Ekimae
Maruyama-dai 1-10-7,
Wako-City,
Saitama-Prefecture,
351-0112 Japan
Check In: After 3:00PM
Check Out: Until 10:00AM

All Participants will stay at the hotel (Toyoko-Inn Wako-shi Ekimae) **from May 26(Sun) to June 1(Sat), 2024(6 nights)**. Participants will be assigned to individual single room of the hotel. Please follow the hotel information during your stay.

***If you stay outside of these dates by private matters, or you need rooms for your companions such as family members, please make reservations by yourself at your own expense through the hotel website below:**

<https://www.toyoko-inn.com/eng/search/detail/00090/>

COMMUTING BY SHUTTLE BUS

The NTC will provide shuttle bus services between the hotel and the NTC for all participants on weekdays. The schedule is as below. The staff of the contracting company will assist you in boarding.

【Shuttle Bus Schedule】

Hotel→NTC	NTC→Hotel
8:00AM	4:45PM

***If you miss the shuttle bus, you have to get to the NTC or the hotel at your own expense.**

INTERNET ENVIRONMENT

The NTC will lend each participant a Wi-Fi router at the opening ceremony on **May 27(Mon)**.

* Wi-Fi router will be collected after the wrap-up on the final day. **If you destroyed or lost your device, you would have to assume its full responsibility.**

BELONGINGS

Lecture materials will be provided in digital format, so **please make sure to bring your laptop.**

DRESS CODE

The dress code for class is business casual (no T-shirts, jeans, shorts or open-toe sandals).

However, formal attire is expected for the group photo at the opening ceremony.

LOGISTICS NOTE (2/2)

MEALS

Breakfast will be served at the hotel, and lunch box will be served at the NTC. The lunch box is designed with dietary restrictions in mind. Ex) Includes the Vegetarian menu, use halal chicken, etc.

Drinks in the coffee breaks will be offered by the NTC. Dinner will not be served except on Monday, but information on restaurants around Wako-City station is included in the appendix.

MEDICAL INSURANCE

Please make sure that you or your Administration have medical insurance in case of emergency in Japan. Without insurance, medical expenses in Japan may be very expensive.

VISA

Please check if you need a visa for entry into Japan: https://www.mofa.go.jp/j_info/visit/visa/index.html

If you have an official passport, please click “**Visa Exemptions for Diplomatic and Official Passport Holders**” above website.

Participants are responsible for obtaining their own visa.

The confirmation letter issued by the OECD Secretariat can be used as your invitation letter for your visa application.

GENERAL INFO.

Currency: YEN

Time Zone: JST (Japan Standard Time) [UTC + 9]

Weather: average 18 degrees centigrade in May

Water: Tap water is drinkable, unless otherwise noted.

Credit Card: You can use VISA, Master card in typical.

Tips: Prices typically include the amount of tips.

Phone: The code for Japan is 81. The fixed has 9 digits, including local area code. The number for cell phones, VoIP, and other non-geographic lines has 10 digits.



Electricity: The electric current is 100 V. The frequency is 50Hz. The plugs are typically type A (please see the image left). Please ensure you bring the correct plug adaptor with you, if necessary.

AIRPORTS

Please see the appendix document describing the way from / to airports. For getting to Wako-City (the hotel), the NTC supposes you to use Narita Airport or Haneda Airport, which are typically used to get to cities near Tokyo by international tourists.

You can enjoy pick-up services offered by a contracting company. The service will be available on May 26 from the airports, the Narita / the Haneda, and on June 1 to the two airports. In order to enjoy the services, you have to inform the NTC of your flight schedule in advance. Please give the information to the NTC (ntcic@nta.go.jp) right after you secure your flight **no later than May 15(Wed)**.

At the airports, staff of the contracting company will wait for the arrival lobby in accordance with your flight schedule.

*** We would like you to book a flight arriving at the Narita/ the Haneda airport between 7:00AM and 4:00PM.**

FYI: From Narita to Wako-City 90 min, from Haneda to Wako-City 60min by car.

*** You can check-in the hotel from 3:00PM. You can leave your luggage at the hotel, so you can spend your time freely until check-in time or you can wait near the hotel reception.**

If you are unable to book a flight that would allow you to arrive before 4:00PM, please notify ntcic@nta.go.jp as soon as possible.

We look forward to seeing you.