

## LOGISTICS NOTE (1/2)

### 1. General Information

#### VENUE



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

The NTC 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 all participants are expected to adhere to them.

#### <Commuting Shuttle Bus>

A commuting shuttle bus service will be provided between the NTC and the designated hotel described on the next page. The Staff from contracting company will assist you with boarding.

Bus Departure Time

Hotel→NTC	NTC→Hotel
8:00AM	5:15PM

*\* If you miss the shuttle bus, you will need to arrange and cover the cost of your own transportation.*

#### ARRIVAL AND DEPARTURE DATES

All participants should plan to arrive on **25 May (Sun)** and depart on **30 May (Fri)** or **31 May (Sat)**.

*\* If you arrive or depart outside of these dates, you will need to arrange your own accommodations and transportation.*

#### INTERNET ENVIRONMENT

As there is **no open Wi-Fi** at the NTC, a Wi-Fi router will be provided to each participant at the opening ceremony on 26 May (Mon).

*\* Wi-Fi routers will be collected after the wrap-up session on the final day. Participants will be fully responsible for any lost or damaged devices.*

#### BELONGINGS

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

#### DRESS CODE

The dress code for class is **business casual** (no T-shirts, jeans, shorts or open-toe sandals). However, formal attire is required for the group photo at the opening ceremony.

#### VISA

Please check if you need a visa to enter Japan: [https://www.mofa.go.jp/j\\_info/visit/visa/index.html](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**" on the website above.

Participants are responsible for obtaining their own visas.

The confirmation letter issued by the **OECD Secretariat** can be used as an invitation letter for visa applications.

#### SOCIAL EVENTS (mandatory)

On the first evening of the programme, **26 May (Mon), 6:00PM-7:30PM**, National Tax Agency (NTA) will host a welcome dinner for the participants.

#### COFFEE BREAK (mandatory)

Drinks and Snacks will be served during the daily coffee break. Please note that coffee break fees are **mandatory** for all participants (JPY 1000 total; JPY 200 per day for 5 days, from 26 May (Mon) to 30 May (Fri)). The fees can be paid by credit card through the application website described on the next page.

#### LOCAL INFORMATION

Currency: YEN

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

Weather: average 18 degrees Celsius in May

Water: Tap water is drinkable, unless otherwise noted.

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

Tips: Tips are not required, as service charges are typically included in prices.

Phone: Japan's country code is +81. Land-line numbers consist of 9 digits (including local area code). Mobile/VoIP numbers consist of 10 digits.



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

## LOGISTICS NOTE (2/2)

## 2. Services Application, etc.

Participants can apply for accommodation, lunch boxes, and airport pick-up services through the **Application Website**, set to launch in **mid-April**. The website will also allow participants to issue invoices, make credit card payments, and submit required documents online. **Please wait for a further announcement regarding the website's availability.**

## ACCOMMODATION



## &lt;Designated Hotel&gt;

**Toyoko Inn Wako-shi Ekimae**  
Maruyama-dai 1-10-7,  
Wako-City, Saitama-Prefecture,  
351-0112 Japan

**Check-In:** After 4:00PM

**Check-Out:** By 10:00AM

\* For early arrivals before check-in time, the hotel offers luggage storage.

## Special Room Rates (Including Breakfast):

- **Single room:** JPY 50730 total (JPY 8455 per night for 6 nights, from 25 May (Sun) to 31 May (Sat))
- **Twin room:** JPY 67830 total (JPY 11305 per night for 6 nights, from 25 May (Sun) to 31 May (Sat))
- **For Participants attending two consecutive weeks**, an additional night on 24 May (Sat) is available for JPY 10355 for a single room and JPY 13205 for a twin room.

## Why Stay at the Designated Hotel?

We strongly encourage participants to stay at the designated hotel for the following reasons:

- Staying in the same hotel as other participants and instructors provides an excellent networking opportunity.
- Commuting shuttle bus services between the hotel and the NTC ensure punctual arrival at classes.
- Free airport pick-up services are available **only** for those staying at the designated hotel.

## Accommodation Policy:

- According to hotel regulations, a **single room** accommodates **one person only**, while a **twin room** accommodates **two people**.
- **One child** up to the age of 12 who shares a bed with an adult may stay for free under the hotel's policy. For details, please refer to the hotel's website. [https://www.toyoko-inn.com/feature/child/?lcl\\_id=en](https://www.toyoko-inn.com/feature/child/?lcl_id=en)

## Reservation Guidelines:

- Each participant may reserve **only one room** through our application website.
- If you require additional rooms for extra companions or wish to stay outside of the specified dates (25 May to 31 May), please make reservations directly through the hotel's website. <https://www.toyoko-inn.com/eng/search/reserve/date>

\* The special room rates above are only available through our application website and do not apply to direct reservations.

\* Without an advance reservation, extending your stay may not be possible due to limited room availability.

## LUNCH BOXES

Lunch boxes will be available on weekdays with a variety of menu options priced at approximately JPY 1000 to 1500 per meal.

\* There are very few places to eat out around the NTC. Due to potential crowding by local customers, returning on time from lunch may be difficult. Therefore, we strongly recommend pre-ordering lunch boxes or bringing your own meal.

## AIRPORT PICK-UP SERVICE

Free airport pick-up services between **Haneda Airport** or **Narita Airport** and the **designated hotel** will be available only on **25 May (Sun)** from each airport, and on **30 May (Fri)** or **31 May (Sat)** to each airport.

\* We recommend booking a flight that arrives at each airport between **7:00AM and 4:00PM**. If you arrive outside of these hours, you may have to wait longer for the shuttle.

\* For those not using the pick-up service, please refer to the appendix for transportation details to and from the airports.

## INVOICE AND PAYMENT

**Invoices** for accommodation, lunch boxes, and coffee break fees can be issued online through the application website.

**Payments** can be made online by **credit card (VISA or Mastercard)**. For those without a credit card, bank transfers are also available; however, additional transfer fees will apply.

## REQUIRED DOCUMENTS

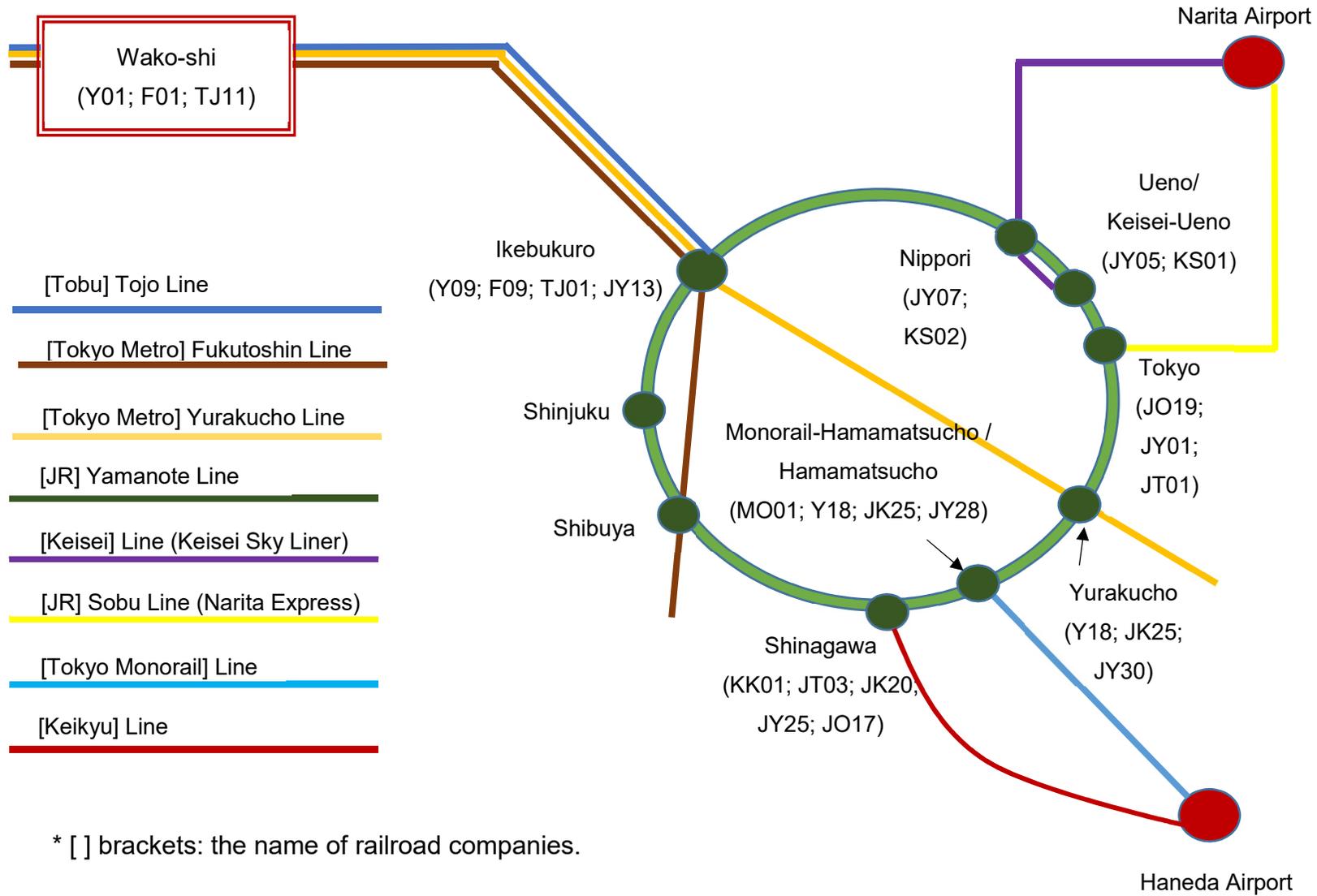
Participants must submit the following information and documents through the application website. Please prepare them in advance to ensure a smooth submission once the website is launched.

- **Flight information,**
- **A copy of your passport**
- **A copy of your medical insurance policy covering overseas travel**

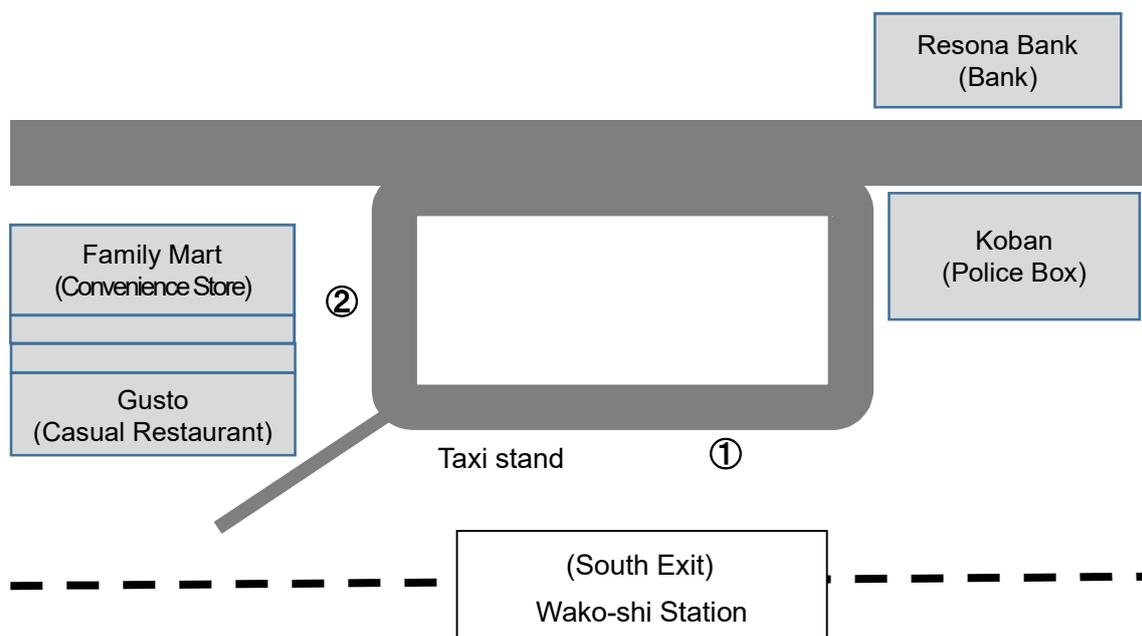
\* Regarding medical insurance, please ensure that you or your Administration have coverage for emergencies in Japan. Without insurance, medical expenses in Japan can be very costly.

We look forward to seeing you

### Train Map from / to the airports



## How to get on buses from Wako-shi Station to the NTC



### How to get on buses at the bus stop of Wako-shi Station South Gate

- 【①】 Tobu Bus (Bus in Orange)
- Heading For: Shiho-Kensyujyo Jyunkan (和 01: 司法研修所循環)
  - Please get off at “Zeimu-Daigakuko.”
  - It will take about 10 mins.
  - Pay later by cash (¥200) or IC card (¥200).
- 【②】 Seibu Bus (Bus in Blue)
- Heading For: Oizumi-Gakuen Eki Iki (泉 39: 大泉学園駅行)
  - Please get off at “Zeimu-Daigakuko.”
  - It will take about 10 mins.
  - Pay in advance by cash (¥180) or IC card (¥178).

## The map around the NTC: from the NTC to Wako-shi station



It takes 30 min to walk from Wako-shi Station to the NTC campus. (About 1.7km)  
 And it takes 20-30 min by train from Wako-shi Station to the center of Tokyo.  
 We believe that you can enjoy shopping and Japanese food around Tokyo.

This is the list of reasonable restaurants and supermarkets around the hotel.

### 1 Gusto

It is a casual and inexpensive restaurant.

With a wide variety of menus, you can easily find a menu that meets your dietary restrictions.

### 2 Mos Burger

It is a Japanese original hamburger restaurant.

They offer hamburgers using soy meat and menus that only use vegetables and soy meat.

### 3 Ito-Yokado

It is a large supermarket selling a variety of foods and side dishes, and there are also some restaurants and shops. You can take the food back to your hotel room, or you can also enjoy the food there. e.g. **KFC**, **Saizeriya** (inexpensive Italian restaurant), **Can★Do** (100 yen shop)

In addition to the above, there are many **restaurants**, cafes (e.g. **Starbucks**) and **Uniqlo** (which is famous as casual clothing store), **Seijo Ishii** and **KALDI** (supermarkets selling international foods) in the station building.

The area in front of Wako-shi station is a very attractive place. Please enjoy your stay!