

## LOGISTICS NOTE (1/2)

## VENUE



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

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 21** and depart on **Saturday, May 27, 2023**.

## MATERIALS TO BE SUBMITTED IN ADVANCE

Please complete the materials listed below and submit to the following e-mail address by **April 21(Fri), 2023**: [ntcic@nta.go.jp](mailto: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

\* 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 NTC of in addition to the documents above, please freely reach out to 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 22(Mon) 5:00PM-6:30PM, the Deputy Commissioner of NTA will host a welcome dinner for the participants.

On May 24(Wed) 3:00PM-5:30PM, Culture Night will be held, where you are expected to make presentation with regard to your home country within 10 minutes. Considering the limited time and infection control measures, **please refrain from serving foods and drinks**.

Further details to follow.

## ACCOMMODATION



**Toyoko Inn Wako-shi Ekimae**  
1-10-7, Maruyama-dai,  
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 21(Sun) to May 27(Sat), 2023(6 nights)**. Participants will be assigned to individual single room of the hotel. Please follow the hotel information during your stay.

If you arrive in Japan outside of these dates due to flight schedules, you will have to book and pay for your own accommodations.

## COMMUTING BY SHUTTLE BUS

NTC will provide shuttle bus services between the hotel and 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	4:00PM

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

## INTERNET ENVIRONMENT

NTC will lend each participant a Wi-Fi router at the opening ceremony on **May 22(Mon)**.

\* Wi-Fi router will be collected at the end of the closing ceremony. **If you destroyed or lost your device, you would have to assume its full responsibility.**

## BELONGINGS

Some lectures will be online, so please be sure to bring **your laptop and headset**.

## 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, and 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 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.

### MEASURES AGAINST COVID-19

Frequent hand washing and sanitizing are recommended to prevent infection. Mask use will be recommended in crowded place (trains or buses, etc.).

If you feel unwell or have a fever, the staff will give you an antigen test kit, so please conduct a test.

If you are infected, the staff will support you in contacting hospitals or public health centers in Japan, but **you will be responsible for all medical expenses and accommodation expenses until you return to your country.**

Therefore, it is advisable that the contracted insurance covers the COVID-19 infection. Also, please check in advance the border measures to be taken in your country.

If you need a pre-departure test (PCR test) or an inspection certificate when you return to your country, the staff of the contracting company will take you to a testing agency, but **all expenses for inspections will be your own expense.**

### VISA

Please check if you need a visa for entry into 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**” above website.

Participants are responsible for obtaining their own visa.

The confirmation letter issued by 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), 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 21 from the airports, the Narita / the Haneda, and on May 27 to the two airports. In order to enjoy the services, you have to inform NTC of your flight schedule in advance. Please give the information to NTC ([ntcic@nta.go.jp](mailto:ntcic@nta.go.jp)) right after you secured your flight and **at the latest by May 8(Mon).**

At the airports, staff of the contracting company will wait for your 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.**

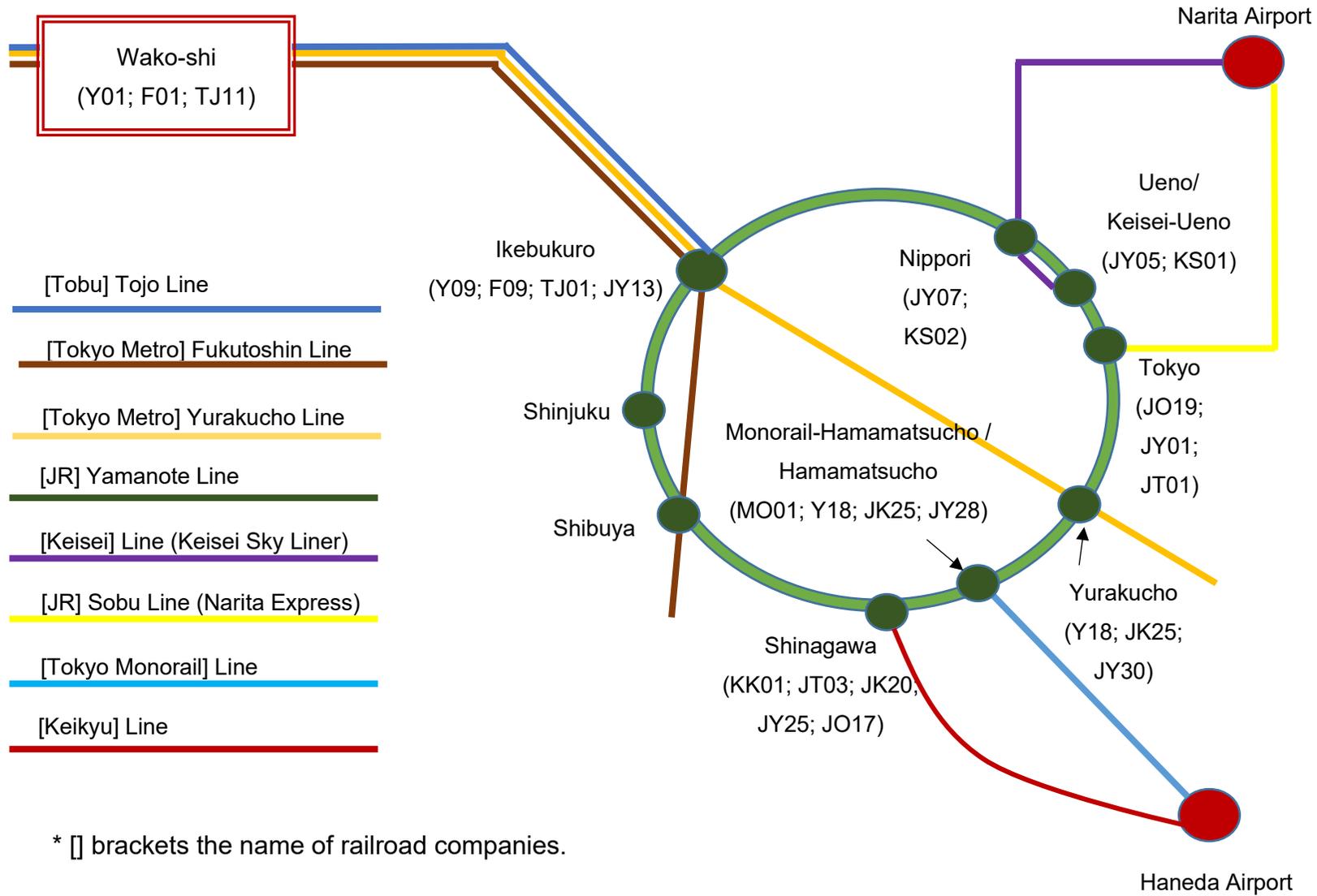
FYI: From Narita to Wako-City 90 min, from Haneda to Wako-City 60min by car.

\* **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.**

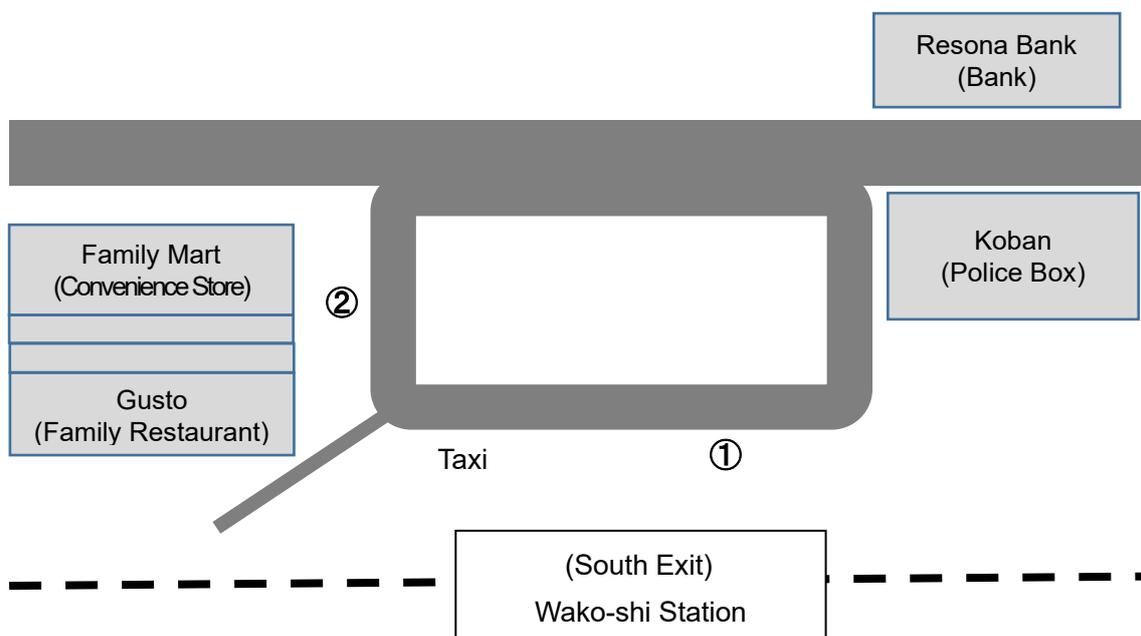
**If you are unable to book a flight that would allow you to arrive before 4:00pm, please notify [ntcic@nta.go.jp](mailto:ntcic@nta.go.jp) as soon as possible.**

**We look forward to seeing you!**

### Train Map from / to the airports



## How to get on buses from Wako-shi Station to 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-Kensyujo 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 (¥180) or IC card (¥178).

#### 【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 NTC: from NTC to Wako-shi station



It takes 30 min from Wako-shi Station to NTC campus on foot.  
 And it takes just 20-30min from Wako-shi Station to center of Tokyo by the train.  
 We believe that you can enjoy Japanese food around Tokyo.

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

### 1 Gusto

It is a casual, 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 also offer hamburgers using soy meat and menus that only use vegetables and soy meat.

### 3 Ito-Yokado

It is a large supermarket that sells a lot of food and side dishes and there are some restaurants and shops. It would be nice to bring food and eat it at the hotel or enjoy the food there.

Ex.) **KFC**, **Saizeriya** (inexpensive Italian restaurant), **Can★Do** (100 yen shop)

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

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

