

18-20 December 2023

Tokyo, Japan

**#ESDfor2030**

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## General information note



From  
the People of Japan



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## VENUE OF THE MEETING

### United Nations University (UNU)

53-70, Jingumae 5-chome, Shibuya-ku  
Tokyo 150-8925 Japan  
Tel: +66 2 254 0404  
Website: <https://unu.edu/>



The address of the UNU in Japanese:  
東京都渋谷区神宮前 5-53-70

### How to get to UNU

UNU is located in Shibuya-ku, one of the largest commercial districts in Tokyo. The nearest hub station for subway and trains is Shibuya station.

UNU is located on Aoyama Dori (avenue) in Shibuya-ku.

- You can take the metro (either Hanzomon Line or Ginza Line) from Shibuya station and get off at Omotesando station. You can take exit “B2” and walk down 5 minutes via Aoyama-dori avenue to UNU.
- If you wish you can walk 10 minutes to UNU directly from Shibuya station.

The one-way ticket costs 178 Yen. You can buy tickets through machines set at the station, which has English display. More information on subways and trains is located in the ‘local transportation’ section.



## REGISTRATION

Participation in the ESD-NET 2030 Global Meeting is by invitation only. Invitees should confirm their participation by completing the online registration form issued with the invitation.

### **On-site Meeting Registration (for name tags and meeting documents)**

The Registration Desk will be open from 08:30 to 09:30 hrs on Monday, 18 December 2023. The Registration Desk will be located in the foyer of the United Nations University on the 2<sup>nd</sup> floor.

For security reasons, participants will be requested to show their passports or identification cards at the Registration Desk to receive their tags. Please note that you must wear your tags at all times during the meeting in order to access the venue and meeting rooms, as well as to facilitate identification, security and communication with other participants and members of the Meeting Secretariat.

## TRAVEL ARRANGEMENTS

**For organizer-funded participants:** The Meeting Secretariat will arrange return ticket(s) on economy fare with the most direct route. To facilitate issuance of air ticket, funded participants are requested to send a copy of their passport and signed Travel Statement Form to the Meeting Secretariat. The form will be sent to sponsored participants in due course.

All other participants are expected to make their own travel arrangements and cover all related costs.

## VISA

Visa fees will not be covered by the organizers. All participants should ensure that their passports are valid for at least 6 months from the travel date. Participants are required to obtain, if necessary, entry visa to Tokyo from the Japanese embassy or consular mission in their own countries. For more information on visa requirements to enter the country and visa applications, please visit: [https://www.mofa.go.jp/j\\_info/visit/visa/short/other\\_visa.html](https://www.mofa.go.jp/j_info/visit/visa/short/other_visa.html).

## ACCOMODATION

**For organizer-funded participants:** the Meeting Secretariat will reserve a room at one of the hotels within walking distance from the United Nations University. The meeting secretariat will provide more information on the hotel and booking separately. Please note that any other personal expenses (e.g., telephone, fax, items from mini-bar, laundry, etc.) incurred by the participant should be cleared directly with the hotel upon check-out.

**For self-funded participants:** The Secretariat recommends contacting the nearby hotels listed below. In addition, there are many other smaller hotels in the vicinity, which you can find online. Please contact the hotel directly to make a reservation.

## Recommended hotels near UNU

### Tokyu Stay Aoyama Premier

	Reservation Contact & Hotel Information	
	Website	<a href="https://www.tokyustay.co.jp/e/hotel/AO/">https://www.tokyustay.co.jp/e/hotel/AO/</a>
	Phone	+81-3-3497-0109
	Fax	+81-3-3497-1091
	Email	aoyama@tokyu-rs.co.jp
	Address	2-27-18 Minamiaoyama, Minato-ku, Tokyo, 107-0062
	Distance from UNU	16 min. walk (1200.0 m)

### Shibuya Excel Hotel Tokyu

	Reservation Contact & Hotel Information	
	Website	<a href="https://www.tokyuhotelsjapan.com/global/shibuya-e/">https://www.tokyuhotelsjapan.com/global/shibuya-e/</a>
	Phone	+81-3-5457-0109
	Fax	+81-3-5457-0309
	Email	shibuya-e.info@tokyuhotels.co.jp
	Address	Shibuya Mark City Building, 1-12-2, Dogenzaka, Shibuya-ku, Tokyo 150-0043
	Distance from UNU	15 min. walk (1000.0 m)

### Shibuya Stream Excel Tokyu

	Reservation Contact & Hotel Information	
	Website	<a href="https://www.tokyuhotelsjapan.com/global/stream-e/">https://www.tokyuhotelsjapan.com/global/stream-e/</a>
	Phone	+81-3-3406-1090
	Fax	+81-3-3407-1711
	Email	shibuya-st.ro@tokyuhotels.co.jp
	Address	2-27-18 Minamiaoyama, Minato-ku, Tokyo, 107-0062
	Distance from UNU	14 min. walk (1000.0 m)

### Cerulean Tower

	Reservation Contact & Hotel Information	
	Website	<a href="https://www.tokyuhotelsjapan.com/global/cerulean-h/">https://www.tokyuhotelsjapan.com/global/cerulean-h/</a>
	Phone	+81-3-3476-3000
	Fax	+81-3-3476-3001
	Email	
	Address	26-1 Sakuragaoka-cho, Shibuya-ku, Tokyo 150-8512
	Distance from UNU	17 min. walk (1300.0 m)

### Shibuya-Tobu Hotel

	Reservation Contact & Hotel Information	
	Website	<a href="https://www.tobuhotel.co.jp/shibuya/en/">https://www.tobuhotel.co.jp/shibuya/en/</a>
	Phone	+81-3-3476-0111
	Fax	+81-3-3476-0903
	Email	cerulean-h.ro@tokyuhotels.co.jp
	Address	3-1Udagawacho, Shibuya-ku, Tokyo 150-0042
	Distance from UNU	13 min. walk (1000.0 m)

### Tokyu REI Shibuya

	Reservation Contact & Hotel Information	
	Website	<a href="https://www.tokyuhotelsjapan.com/global/shibuya-r/index.html">https://www.tokyuhotelsjapan.com/global/shibuya-r/index.html</a>
	Phone	+81-3-3498-0109
	Fax	+81-3-3498-0189
	Address	1-24-10, Shibuya, Shibuya-ku, Tokyo 150-0002
	Distance from UNU	9 min. walk (750.0 m)

### JR-East Hotel Mets Shibuya

	Reservation Contact & Hotel Information	
	Website	<a href="https://www.hotelmets.jp/en/shibuya/">https://www.hotelmets.jp/en/shibuya/</a>
	Phone	+81-3-3409-0011
	Fax	+81-3-3409-0023
	Email	shibuya@hotelmets.jp
	Address	3-29-17 Shibuya, Shibuya-ku, Tokyo 150-0002
	Distance from UNU	13 min. walk (1000.0 m)

### Tokyu Stay Shibuya

	Reservation Contact & Hotel Information	
	Website	<a href="https://www.tokyustay.co.jp/e/hotel/AO/">https://www.tokyustay.co.jp/e/hotel/AO/</a>
	Phone	+81-3-3477-1091
	Fax	+81-3-3477-1092
	Email	shibuya@tokyu-rs.co.jp
	Address	8-14 Shinsen-cho, Shibuya-ku, Tokyo, 150-0045
	Distance from UNU	22 min. walk (1700.0 m)

### Tokyu Stay Shibuya Shin Minamiguchi

	Reservation Contact & Hotel Information	
	Website	<a href="https://www.tokyustay.co.jp/e/hotel/SIM/">https://www.tokyustay.co.jp/e/hotel/SIM/</a>
	Phone	+81-3-5466-0109
	Fax	+81-3-5466-1091
	Email	shibuya2@tokyu-rs.co.jp
	Address	3-26-21 Shibuya, Shibuya-ku, Tokyo, 150-0002
	Distance from UNU	16 min. walk (1200.0 m)

## MEALS

For all registered participants, lunches and coffee/tea breaks during the meeting days (18-20 December 2023) will be provided.

In the evening of 18 December 2023, all participants are invited to a **Dinner Reception at the United Nations University- Reception Hall on 2<sup>nd</sup> floor from 18.00 hrs.**

Participants with dietary requirements are requested to inform the Meeting Secretariat in advance via the online registration form.

## TELECOMMUNICATIONS

Participants are requested to bring their personal laptops or digital devices for their own use during the meeting. Internet connection at the meeting venue will be available for all participants.

Japanese SIM cards can be purchased at either Narita or Haneda airport. More information can be found in the following links.

At Narita airport: [https://www.narita-airport.jp/en/service/svc\\_19](https://www.narita-airport.jp/en/service/svc_19)

At Haneda airport: [https://tokyo-haneda.com/en/service/facilities/cellular\\_phone\\_rental.html](https://tokyo-haneda.com/en/service/facilities/cellular_phone_rental.html)

## LOCAL TRANSPORTATION

Participants are responsible for transport arrangements to and from the port of departure and arrival. In Tokyo, there are two international airports, “Narita” and “Haneda”. Please check with your airline/travel agent to confirm your destination. Please note that no airport pick-up will be provided.

### Traveling from/to Narita International Airport

Narita Airport Access Navigation: <https://www.narita-airport.jp/en/access>

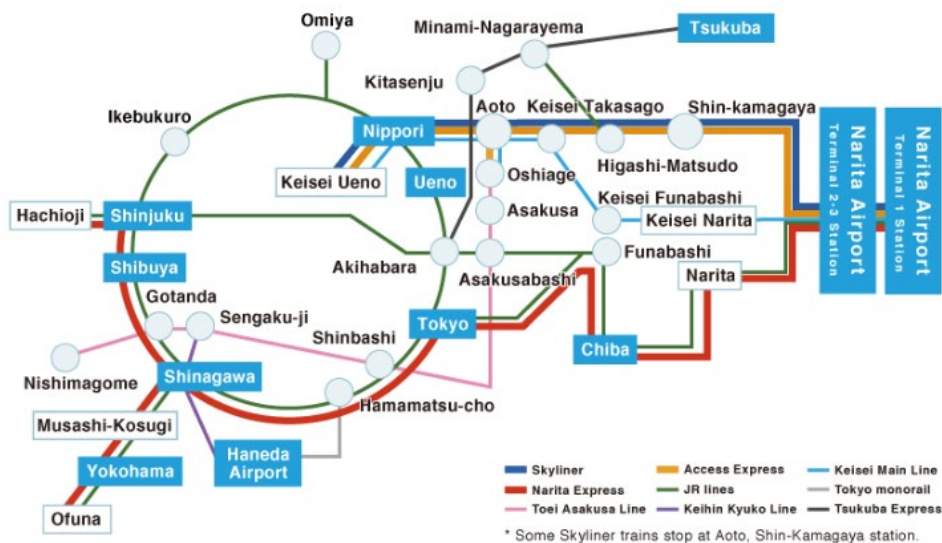
#### <Airport Rail Link>:

From Narita Airport to Shibuya station, you can take either the **Keisei Skyliner** (you take off at either **Nippori station** or **Keisei Ueno station**, then change trains to use **JR line** for **Shibuya station**) or the **Narita Express** (which goes to Shibuya station directly), which take between 65 and 70 minutes. You can find the train station on floor B1 of both Terminal 1 and 2. Please find more detail of the floor map in the following link: <https://www.narita-airport.jp/en/map?terminal=1&map=1>

Rail tickets can be purchased for either rail line in front of the station entrances. A single-trip journey costs about JPY 4,000.

The Route Diagram is as below:





Further information:

<https://www.narita-airport.jp/en/access/train>

[https://www.narita-airport.jp/en/access/city\\_access](https://www.narita-airport.jp/en/access/city_access)

**<Bus>:**

From Narita Airport, you can take a limousine bus to Shibuya area. The bus stops are located on the exit of the International Arrival Lobby at 1<sup>st</sup> floor (in both terminal 1 and 2). The cost of the bus is from JPY 1,300. Please find the location of the bus stops in the following link:

<https://www.narita-airport.jp/en/access/bus>

**<Public meter-taxi>**

Traveling to Tokyo from Narita Airport by taxi is not recommended due to the high cost for a long distance trip from Narita to Shibuya-ku, Tokyo

**Traveling from/to Haneda International Airport**

Haneda Airport Access Navigation: <https://tokyo-haneda.com/en/access/index.html>

**<Airport Rail Link>:**

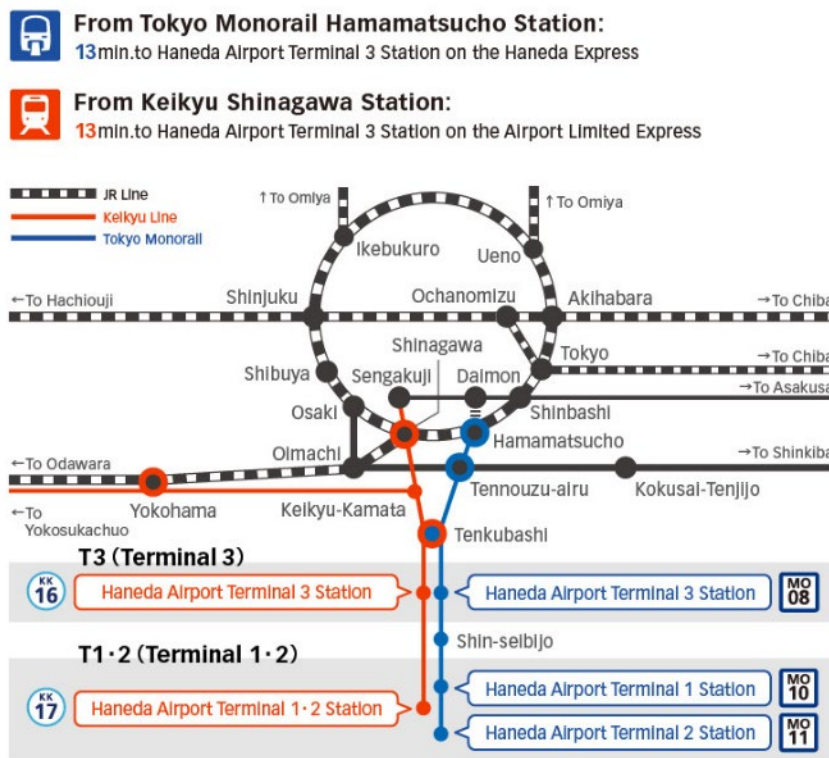
From Haneda Airport to Shibuya station, you can take either **Tokyo Monorail** or **Keikyu Line** which takes about 45 minutes. You can find the station on the 2nd floor of the international terminal.

Please find more detail of the floor map in the following link: <https://www.narita-airport.jp/en/map?terminal=1&map=1>

Rail tickets can be purchased for either rail line in front of the station entrances. A single-trip journey costs between JPY 500 and 800.

To get to Shibuya station, you need to change trains at **Hamamatsucho station** (by Tokyo Monorail) or at **Shinagawa station** (by Keikyu Line) for **JR Line**.

The Route Diagram is as below.



Further information:

<https://tokyo-haneda.com/en/access/train/index.html>

#### <Bus>

From Haneda Airport, you can take a bus (Keikyu Bus) to Shibuya area. The bus stops are located at the exit of the Arrival Lobby on 2<sup>nd</sup> floor of the international terminal. The cost of the bus is JPY 1,100 and the duration is about 40 minutes. Tickets can be purchased from the bus ticket counter or the bus ticket machine. Please find more information of the buses in the following link:

<https://tokyo-haneda.com/en/access/bus/index.html>

#### <Public meter-taxi>

You can find the flat fare taxi stand on the exit of the Arrival Lobby on the 2nd floor of the international terminal. Travel to Shibuya area costs JPY 7,800.

For further information, please see the following links:

<https://tokyo-haneda.com/en/access/taxi/index.html>

<https://www.taxi-tokyo.or.jp/teigaku/from.html>

## Getting around Tokyo

Trains and subways are the easiest way to travel around Tokyo. Please find the general information of the Tokyo Metro and JR lines in the links below.

<https://www.tokyometro.jp/en/>

<https://www.jreast.co.jp/multi/en/>

The Metro map can be found here: <https://www.tokyometro.jp/en/subwaymap/index.html>)

The JR train map can be found here: [https://www.jreast.co.jp/e/info/map\\_a4ol.pdf](https://www.jreast.co.jp/e/info/map_a4ol.pdf)

## **Ticketing**

Instead of buying tickets each time, there are other possibilities such as “Tokyo Subway Ticket”, “1-Day Open Tickets”, “PASMO” and “Suica Card”. The latter two are IC cards which are prepaid and rechargeable transportation cards that can be used at tickets gates and can also be used as electronic money.

For more information about these options, please find the following links:

- <https://www.tokyometro.jp/en/ticket/index.html>
- Suica | Fares & Passes | JR-EAST ([jreast.co.jp](http://jreast.co.jp))

## **CLIMATE**

December is winter in Tokyo. The average temperature in Tokyo at this time of the year ranges between 5°C (41°F) and 12°C (54°F), but temperatures can drop further, especially at night, and snowfall isn’t uncommon. The dress code for the meeting is business casual, and we advise you to bring clothing appropriate for cold weather.

## **CURRENCY EXCHANGE**

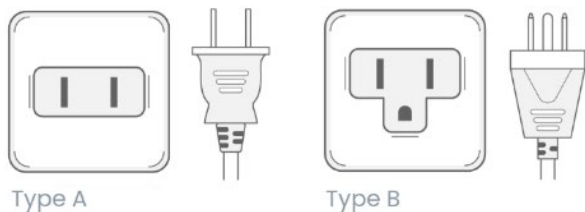
The currency of Japan is Japanese Yen (JPY). The commercial exchange rate is subject to change daily. There are banks and currency exchange kiosks located at the airport. For more information on currency, banking and the currency exchange rate, please visit:

<https://www.japan.travel/en/plan/currency/>

<https://www.xe.com/currencyconverter/>

## **ELECTRICITY**

The voltage used in Japan is 100 V with 50 Hertz. For Japan there are two associated plug types, A and B. Plug type A is the plug which has two flat parallel pins and plug type B is the plug which has two flat parallel pins and a grounding pin. You are advised to bring a universal adapter/converter as necessary.




## **MEDICAL EMERGENCY**

Participants are advised to bring any prescribed medication for health care during the meeting.

Recommended hospitals near UNU


**Sanno Hospital**

	Contact & Hospital Information	
	Website	<b><u><a href="http://sannoclc.or.jp">Sanno Hospital (sannoclc.or.jp)</a></u></b>
	Phone	+81-3-3402-3151
	Address	8-10-16 Akasaka, Minato-ku, Tokyo, Japan 107-0052
	Distance from UNU	29 min. walk (2100.0m)

**Japanese Red Cross Medical Center**

	Contact & Hospital Information	
	Website	<b><u><a href="http://jrc.or.jp">JAPANESE RED CROSS MEDICAL CENTER (jrc.or.jp)</a></u></b>
	Phone	+81 3-3400-1311
	Address	4 Chome-1-22 Hiroo, Shibuya City, Tokyo 150-8935, Japan
	Distance from UNU	20 min. walk (1500.0 m)

**Ito Hospital**

	Contact & Hospital Information	
	Website	<b><u><a href="https://www.ito-hospital.jp/english/">https://www.ito-hospital.jp/english/</a></u></b>
	Phone	+81-3-3402-7438/+81-3-3402-7411
	Fax	+81-3-3402-7419
	Email	apec-jimukyoku@ito-hospital.jp
	Address	4-3-6, Jingumae, Shibuya-ku Tokyo, 150-8308, Japan
	Distance from UNU	8 min. walk (650.0 m)

For more information on how to access healthcare in Japan, please consult the guide below:

For safe travels in Japan - Guide for when you are feeling ill | Japan : the Official Guide (jnto.go.jp)

## **CONTACT INFORMATION**

All correspondence, information or any enquiries related to the meeting, please contact the Meeting Secretariat at [esd-net@unesco.org](mailto:esd-net@unesco.org).

### **UNESCO HQ**

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