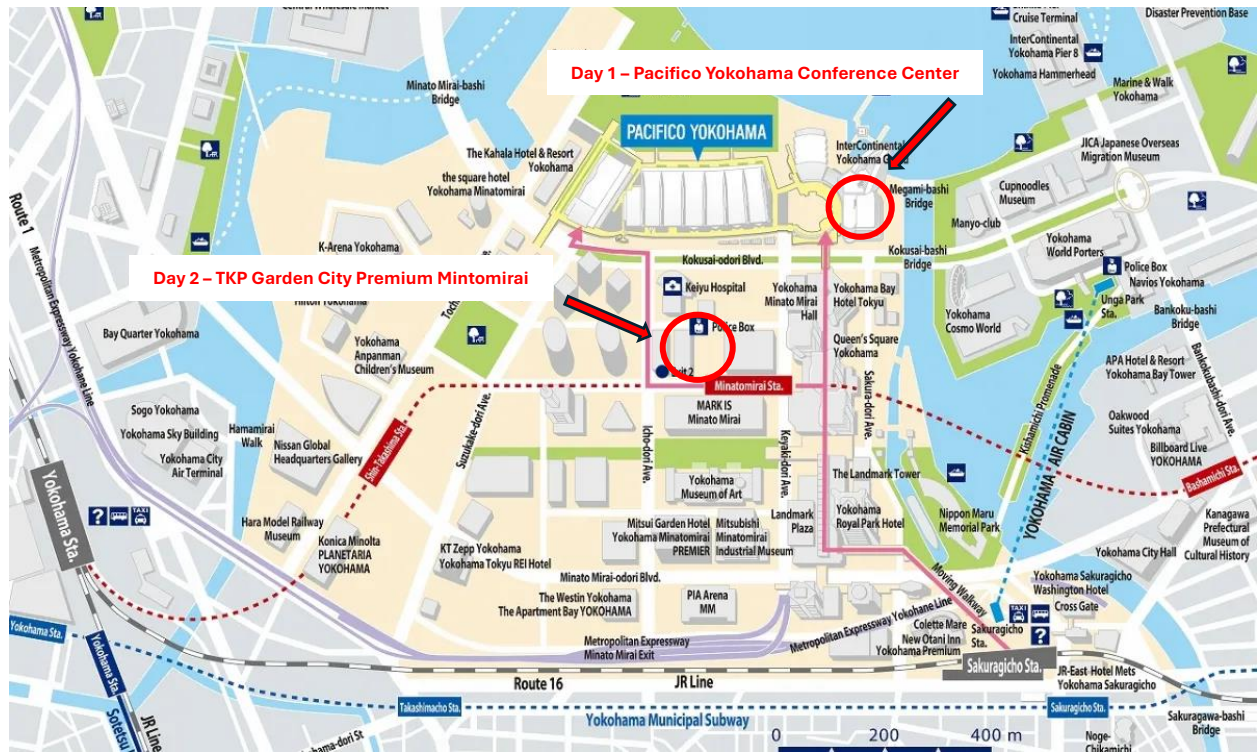


**LOGISTICS INFORMATION**  
**FIFTH ASIA PACIFIC CLEAN AIR PARTNERSHIP (APCAP) JOINT FORUM**  
20-21 March 2025 | Yokohama, Japan

**1. MEETING VENUE**

Thursday 20 March 2025	Friday 21 March 2025
<p><b>Time:</b> 09:00-18:00  <b>Venue:</b> Pacifico Yokohama Conference Center  <b>Address:</b> 1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan  <a href="#">Google Map</a>  <b>Phone Number:</b> Tel +81-45-221-2155  <b>Website:</b> <a href="#">PACIFICO Yokohama</a>  <b>Meeting room:</b> 315 (3rd Floor)</p>	<p><b>Time:</b> 09:00-12:00  <b>Venue:</b> TKP Garden City PREMIUM Minato Mirai (1 minute from Minato-Mirai Station)  <b>Address:</b> MM Park Building 5F, 3-6-3 Minatomirai, Nishi-ku, Yokohama City, Kanagawa  <a href="#">Google Map</a>  <b>Website:</b> <a href="#">TKP Garden City PREMIUM Minato Mirai</a>  <b>Meeting room:</b> Hall G (5th Floor)</p> <p><b>Site Visit</b>  <b>Time:</b> 13:30-17:00  <b>Venue:</b> to be announced</p>
<p><b>CONFERENCE CENTER</b></p> 	

## Map around the venue

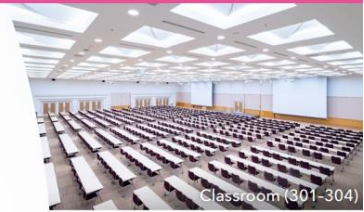
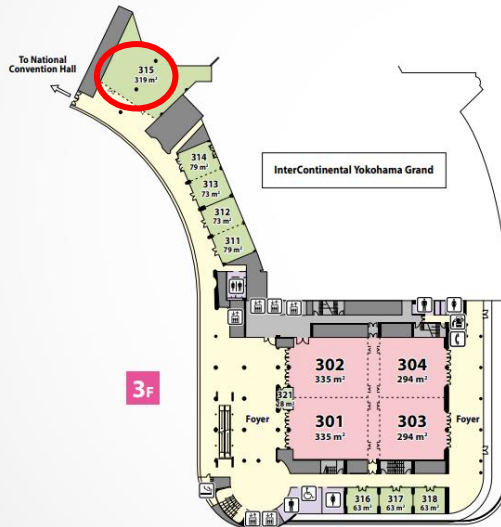


## Entrance of Pacifico Yokohama Conference Center



## Floor Plan at Pacifico Yokohama Conference Center, 3<sup>rd</sup> Floor (meeting room 315)

The 1,300 m<sup>2</sup> Large Meeting Room can be divided into four sections. Offering multiple layout options, small to mid-sized conferences can be held on a single floor. For large conferences, the floor can be used as the main seminar venue.



## 2. REGISTRATION AND MEETING DOCUMENTS:

Participants are requested to register online at the [Registration Form](#) well in advance to facilitate smooth coordination of the issuance of badges and compilation of the list of participants.

In addition to online registration, there will be an on-site registration desk at the meeting venue. During this on-site registration, participants will receive a meeting badge (name tag), which must be worn at all times during the event for identification and security purposes.

Meeting documents, including concept note and agenda is available online: <https://cleanairweek.org/>

## 3. HOTEL ACCOMMODATION

Participants are responsible for booking their own rooms and are requested to contact the hotel well in advance. Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel's policies. Please see a table below for list of recommended hotels.

Most hotels require a credit card guarantee or a cash deposit for incidental hotel expenses (e.g. mini-bar consumption, spa).

Before departure from Yokohama, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long distance telephone calls, Internet usage, business center usage, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.



**InterContinental Yokohama Grand**

Address: **1 Chome-1-1 Minatomirai, Nishi Ward, Yokohama, Kanagawa 220-8522, Japan**  
Phone Number: **+81452232300**  
Hotel website: [InterContinental Yokohama Grand](#)  
Estimated room rate: **JPY 41,690/night (USD271)**  
Walking distance to Pacifico Yokohama: **2 mins**  
Walking distance to TKP: **10 mins**  
[Google Map](#)  
**Nearest Station: Minatomirai (8 mins)**



**The Yokohama Bay Hotel Tokyu**

Address: **2 Chome-3-7 Minatomirai, Nishi Ward, Yokohama, Kanagawa 220-8543, Japan**  
Phone Number: **+81456822222**  
Hotel website: [The Yokohama Bay Hotel Tokyu](#)  
Estimated room rate: **JPY 35,900/night (USD233)**  
Walking distance to Pacifico Yokohama: **5-10 mins**  
Walking distance to TKP: **5-10 mins**  
[Google Map](#)  
**Nearest Station: Minatomirai (5 mins)**



**The square hotel Yokohama Minatomirai**

Address: **6-3-4, Minatomirai, Yokohama Nishi-ku, Kanagawa 220-0012**  
Phone Number: **+81452263711**  
Hotel website: [The square hotel Yokohama Minatomirai](#)  
Estimated room rate: **JPY 21,090/night (USD137)**  
Walking distance to Pacifico Yokohama: **10-15 mins**  
Walking distance to TKP: **10 mins**  
[Google Map](#)  
**Nearest Station: Minatomirai (10 mins)**



### **YOKOHAMA TOKYU REI HOTEL**

Address: **Kanagawa 4-3-6 Minato Mirai, Nishi-ku, Yokohama, Japan**  
Phone Number: **+81-45-663-0109**  
Hotel website: [Yokohama Tokyu Rei Hotel](#)  
Estimated room rate: **JPY 16,482/night (USD107)**  
Walking distance to Pacifico Yokohama: **10-15 mins**  
Walking distance to TKP: **10-15 mins**  
[Google Map](#)  
**Nearest Station: Minatomirai (10 mins)**



### **APA Hotel & Resort Yokohama Bay Tower**

Address: **5 Chome-25-3 Kaigandori, Naka Ward, Yokohama, Kanagawa 231-0002, Japan**  
Phone Number: **+81570055111**  
Hotel website: [APA Hotel & Resort Yokohama Bay Tower](#)  
Estimated room rate: **JPY 14,650/night (USD95)**  
Walking distance to Pacifico Yokohama: **10-15 mins**  
Walking distance to TKP: **15-20 mins**  
[Google Map](#)  
**Nearest Station: Bashamichi Station (5 mins)**



## **4. TRANSPORTATION TO HOTEL/MEETING VENUE**

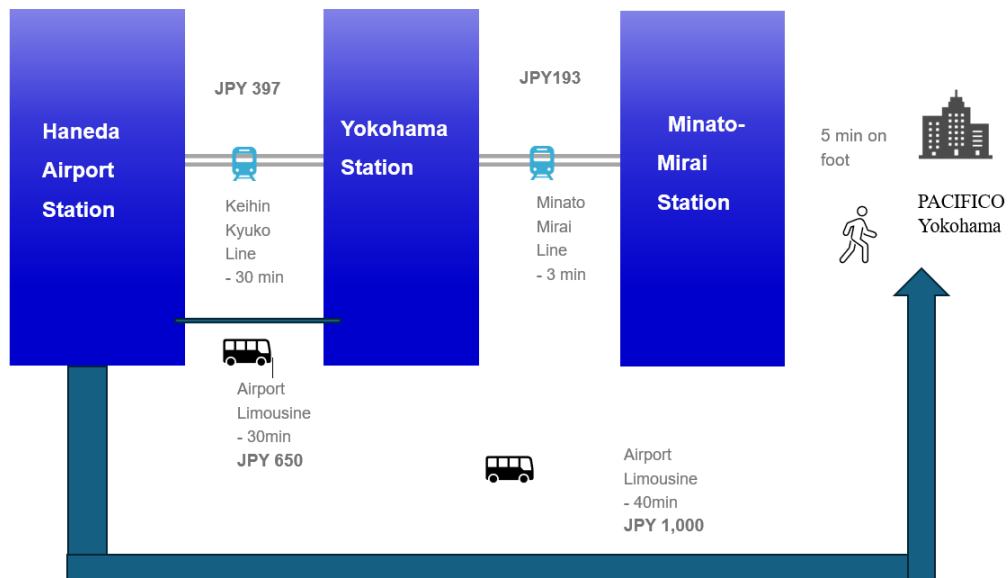
From Haneda Airport

### **Option 1: Train**

Take express train bound for Zushi on the Keihin Kyuko Line, get off at **Yokohama Station**, change to a train on the **Minato Mirai Line** and get off at **nearest station** (Minatomirai Station or Shin-Takashima Station) (Total travel time about 35 minutes).

### **Option 2: Airport shuttle bus services (Airport Limousine)**

About 40 minutes by airport shuttle bus to **YCAT (Yokohama Station)** and then take a taxi or a train on the Minato Mirai Line from **Yokohama Station** and get off at **nearest station** (Minatomirai Station or Shin-Takashima Station).



Train fare between Haneda Airport and Minato-Mirai: JPY590 for one-way

\* Bus and train fare between Haneda Airport and Minato-Mirai Station: JPY843 for one-way

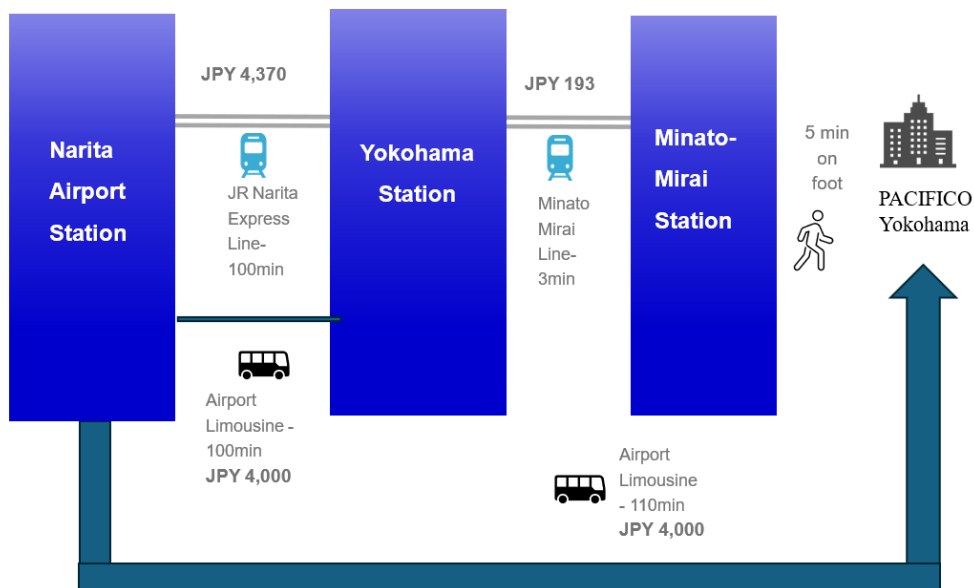
#### From Narita Airport

##### **Option 1: Train**

Take the JR Narita Express Line to Yokohama Station, then transfer to the Minato Mirai Line and get off at Minato-Mirai Station. The total journey takes about 110 minutes. Afterward, walk for about 5 minutes.

##### **Option 2: Airport shuttle bus services (Airport Limousine)**

About 100 minutes to YCAT (Yokohama Station) and then a taxi or train on the Minato Mirai Line from Yokohama Station and get off at Minato-Mirai Station. Afterward, walk for about 5 minutes.



## 5. VISA ARRANGEMENT

Participants are REQUIRED to obtain an appropriate entry visa from the Embassy/Consulate General/Consular Office of Japan to entering Japan. You are encouraged to carry a printed agenda, invitation, and hotel booking to prove your entry to Japan.

### General Visa Process:

1. Check Visa Requirements: Depending on your nationality, you may need a visa or be eligible for visa exemption. Some countries have agreements with Japan, allowing short stays without a visa.
2. Gather Documents:
  - Valid passport
  - Visa application form (usually available on the Japanese embassy website)
  - Passport-sized photos
  - Proof of travel plans (e.g., flight bookings, hotel reservations)
  - Financial documents (bank statements or income proof)
  - Additional documents may be required based on visa type (e.g., invitation letter for a tourist visa, work contract for a work visa).
3. Submit Application: Submit your completed visa application to the Japanese embassy or consulate in your home country. Some countries allow online applications.
4. Wait for Processing: Processing time can vary, but generally, it's between 5 to 10 business days. In some cases, it may take longer if additional documentation is needed.
5. Visa Issuance: If your visa is approved, you will be issued a visa, which you can use to travel to Japan.

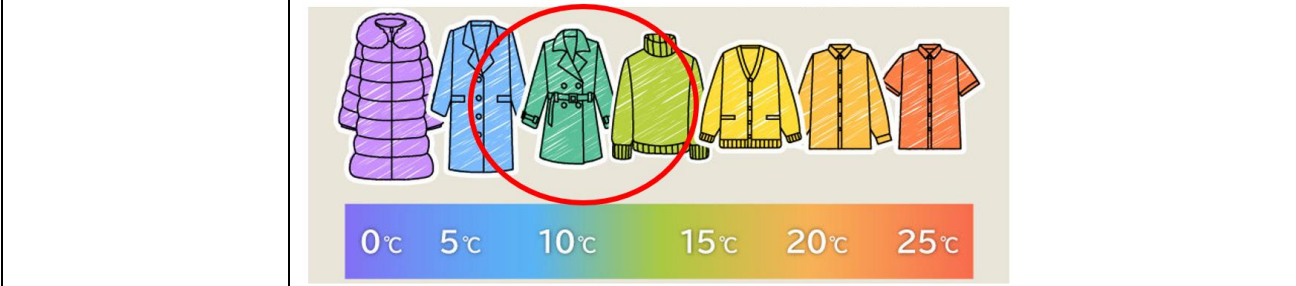
### Visa Exemption:

Citizens of certain countries can enter Japan without a visa for stays of up to 90 days for tourism, business, or family visits. This includes countries like the U.S., Canada, the EU member states, and some others.

For more information, please visit [VISA | Ministry of Foreign Affairs of Japan](#)

## 6. OTHER INFORMATION

<b>Dress Code</b>	Business Casual
<b>Time</b>	Japan is 9 hours ahead of GMT
<b>Currency</b>	Currency in Japan is Japanese Yen (JPY). Foreign currency can be exchanged through authorized money changers at airports.
<b>Weather</b>	In Yokohama city, average daily temperature in mid to end of March is between <b>14°C and 6°C</b> , with an average of 9 rainy days in March. Around this time of the year, the sun rises at 5:45 and sets at 17:53.



**Electric plug and socket**

Your need for an adapter or converter depends on the voltage, frequency, and power plugs in the country you live in. In Japan, voltage: 100 V, frequency: 50/60 Hz (50Hz in Tokyo and Yokohama), and plug & socket: Type A

The voltage in Japan is different from most other regions of the world. If the standard voltage in your country is in the range of 220V–240V (as in the UK, Europe, Asia, Africa, and Australia) and/or the frequency in your country differs from 50/60 Hz, you need a power converter in Japan.

**Transportation card (Optional)**

The Welcome **Suica** is an e-money card for transportation and shopping. Just touch your Welcome Suica to the ticket gate and the fare is automatically deducted from your Welcome Suica. The Welcome Suica can be used not only for JR East trains, but subways and buses as well.

- No deposit needed. One Welcome Suica card—28 days of use. No refunds can be made, regardless of the validity period status or balance loaded on the card.
- You can also use it to pay at any store where the logo (the picture to the right) is displayed.

**Where to buy**

- **JR EAST Travel Service Center** (Narita Airport Terminal 1 Station, Narita Airport Terminal 2 or 3 Station, Haneda Airport Terminal 3 Station, Tokyo, Shinagawa, Shibuya, Shinjuku, Ikebukuro, Ueno)
- **Welcome Suica vending machine** (Narita Airport Terminal 1 Station, Narita Airport Terminal 2 or 3 Station, Haneda Airport Terminal 3 Station)

**How to recharge Transportation Card**

- The Welcome Suica can be loaded and used as many times as desired.
- The Welcome Suica can be loaded up to a maximum of 20,000 yen at Automatic Ticket Vending Machines and Fare Adjustment Machines displaying the Welcome Suica mark.



	<ul style="list-style-type: none"> <li>➤ Only yen may be used to load a card. A credit card cannot be used to load a Welcome Suica.</li> </ul>
<b>Tourist Information</b>	<ul style="list-style-type: none"> <li>➤ Haneda Airport: <a href="https://tokyo-haneda.com/en/">https://tokyo-haneda.com/en/</a></li> <li>➤ Narita Airport: <a href="https://www.narita-airport.jp/en/">https://www.narita-airport.jp/en/</a></li> <li>➤ Yokohama official visitor's guide: <a href="https://x.gd/l4Xnf">https://x.gd/l4Xnf</a></li> </ul>

## 7. CONTACT INFORMATION

UNEP	Asia Center for Air Pollution Research (ACAP)
<b>For the forum-related concerns, please contact:</b>	
<p><b>Ms. Maria Patdu</b> APCAP Coordinator UNEP Asia and Pacific Office Email: <a href="mailto:mariakatherina.patdu@un.org">mariakatherina.patdu@un.org</a></p>	<p><b>Mr. Ryuji Tomisaka</b> Deputy Director General Head of General Affairs Department TEL: +81-25-263-0553 Email: <a href="mailto:tomisaka@acap.asia">tomisaka@acap.asia</a> For emergency: +81-80-4741-9123</p>
<b>For logistical inquiries or additional information, please contact:</b>	
<p><b>Ms. Sirinart Suanyam</b> Programme Assistant UNEP Asia and Pacific Office Email: <a href="mailto:suanyam@un.org">suanyam@un.org</a></p> <p><b>Ms. Glaziel Kae Go Tagamolila</b> Asian Institute of Technology (AIT) Email: <a href="mailto:kae@ait.asia">kae@ait.asia</a></p>	<p><b>Ms. Miho Tamura</b> Planning and Training Department TEL: +81-25-263-0556 Email: <a href="mailto:tamura@acap.asia">tamura@acap.asia</a></p> <p><b>Mr. Katsuyoshi Uehara</b> Planning and Training Department TEL: +81-25-263-0556 Email: <a href="mailto:uehara@acap.asia">uehara@acap.asia</a></p>