ASAC Face to Face Meeting
2007 May 07 – 08, Japan

Logistical Information

2007 March 19

1. Dates and Venue
   Dates: May 07 (Monday) and 08 (Tuesday), 2007
   The venue: Room 338 (Third Floor), The Faculty of Science Bldg -1
   (= “Rigakubu Ichigoukan” in Japanese)
   at the University of Tokyo Hongo Campus
   The University of Tokyo will provide internet connection at the venue.

2. Schedule
   May 07
   Meeting venue: Room 338
   00:00 am – 00:00 (JST) (UT: 00:00 – 00:00): (TBD)
   00:00-00:00: Lunch
   00:00-00:00: The reception (Location and time will be informed later)

   May 08
   Meeting venue: Room 338
   00:00 am – 00:00 (JST) (UT: 00:00 – 00:00): (TBD)
   00:00-00:00: Lunch
   00:00-00:00: Lab Tour (National Astronomical Observatory of Japan)
3. **Hotel**

Single rooms have been booked May 06 through 09 at the following hotel.

**Tokyo Garden Palace**
7-5 Yushima 1-chome, Bunkyo-ku, Tokyo, 113-0034, Japan
Phone: +81-3-3813-6211  
Fax: +81-3-3818-6060
Check in: from 15:00  
Check out: before 11:00

**Room Rate (Special Rate)**
Single, rate for one person: 9,124 yen per night  
Room rate includes tax and service charge. Please note breakfast is not included in the room rate. Breakfast is another 1,260 yen per serving. If necessary, please apply to the reception desk at the time of check in.
Free internet connection available.

In order to complete your reservation, your schedule and preference are required. Please let the following person know them by Mar. 31.

**Ms. Yumiko Osada**

secretary@almasy2.mtk.nao.ac.jp
ALMA-J Project Office
National Astronomical Observatory of Japan
Fax: +81-422-34-3764
4. **Logistics in Tokyo**

The most convenient airport to arrive in is **Narita International Airport (NRT)**.  

**From Narita Airport to Tokyo Garden Palace (Hotel)**

- **Narita Airport** = (JR / Narita Express “N’EX”) → **JR Tokyo station** (53 min /2,940 yen)  
- **Tokyo** = (JR / Chuo line) → **JR Ochanomizu station Hijiribashi Exit** (5 min /160 yen)

See the following URL to find the guide map of Tokyo station  
[http://www.jreast.co.jp/e/estation/index.html](http://www.jreast.co.jp/e/estation/index.html)
From Tokyo Garden Palace to the University of Tokyo Hongo Campus
You can get there on foot and it’s about 1 kilometer.

Access Map to the University of Tokyo Hongo Campus