



Centre for
Economic
Policy
Research



The Daiwa
Anglo-Japanese
Foundation



Research Institute of Economy, Trade & Industry, IAA

Corporate Finance and Governance: Europe- Japan Comparisons

JOINT CONFERENCE with CEPR and RIETI

Supported by the Japan Foundation and the Daiwa Anglo-Japanese Foundation

Tokyo, September 13-14

Local Information

Venue

Pearl Room (10F, Room 1001)/Golden Room (11F)
Keidanren Kaikan
1-9-4, Otemachi,
Chiyoda-ku,
Tokyo 100-8188
Japan

Tel: 00 81-3-5204-1500
Fax: 00 81-3-5255-6255
Email: webmaster@keidanren.or.jp

Audio Visual Equipment

An overhead projector, blackboard, whiteboard, data projector and a computer will be available in the meeting room. Participants wishing to use these facilities should request them by 7 September (Japanese time), and speakers should send their presentations to Sarah Doberska (sdoberska@cepr.org) in advance.

Please note: you are strongly encouraged to use Powerpoint or other presentation software. If you would like to use your own laptop, please advise Sarah Doberska of the make and model, as incompatibility problems have been experienced in the past.

Translation Facilities

Translation facilities will only be available at the symposium on 14 September.

Faxes/Telephone Messages

Incoming faxes should be sent to **00 81-3-5255-6255** and marked for the attention of **Ms Okuma** (please also 'cc' Ms Tomoko Kase). Telephone messages should be directed to **00 81 3-3501-8398** for the attention of **Ms Tomoko Kase**.

Car Parking

Car parking space is available for participants at the conference venue, at a rate of 252Yen per 30 minutes.



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Accommodation

For those requiring accommodation, rooms have been reserved at the following hotel in Tokyo:

Hotel Okura Tokyo
2-10-4 Toranomom
Minato-ku
Tokyo 105-8416
Japan

Guest Tel: 00 81-3-3582-0111
Office Tel: 00 81-3-3224-6700

Guest Fax: 00 81-3-3582-3707
Office Fax: 00 81-3-3589-0373

Website: <http://www.okura.com/tokyo/index.html>
Email: fujimotoky@tokyo.hotelokura.co.jp

Car parking is available at the hotel – please visit the following website for further information:
<http://www.okura.com/tokyo/info/access.html>

Those participants who have been offered accommodation funding are reminded that incidental expenses such as the mini-bar, laundry, telephone, or any other service offered by the hotel, will not be covered and should be paid for on departure. All major credit cards are accepted. Those participants covering their own accommodation costs should settle their hotel bill upon departure.

The cost of a single room at the Hotel Okura is 20.990 Yen, excluding breakfast. The cost of a double room at the Hotel Okura is 26.650 Yen, excluding breakfast.

Breakfast at the Hotel Okura costs 2.887 Yen per person.

A business centre is available at the hotel - for information about the hotel's facilities, please visit the following website: <http://www.okura.com/tokyo/info/facility.html>

Directions

Airport/Train Station to Hotel

The nearest airport to the hotel/conference venue is **Narita International Airport**. From the airport, participants can travel by Limousine Bus (Terminal 1 or 2 to Hotel Okura), by the JR Narita Express (Narita Airport Station or Terminal 2 Station to Tokyo Station), or by taxi (Narita Airport to Hotel Okura).

Hotel Okura is a 10-15 minute taxi ride from **Tokyo Station**. The hotel is also a 5 minute walk from the following subway stations: Toranomom, Kamiyacho, Tameike Sanno and Roppongi 1-chome.

For further information about transportation links in Tokyo, please visit the following websites:

<http://www.okura.com/tokyo/info/trans.html>

<http://www.okura.com/tokyo/info/access.html>



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Hotel to Conference Venue

If you are staying at Hotel Okura, please go to the hotel lobby by 8:40am on 13 September. A member of RIETI staff will greet you and will arrange a cab from the Hotel to the venue. (RIETI will cover the fee for the cab.)

If you are staying at Hotel Okura, please go to the hotel lobby by 9:00am on 14 September. A member of RIETI staff will greet you and will arrange a cab from the Hotel to the venue. (RIETI will cover the fee for the cab.)

If you are staying at Hotel Okura but would like to travel to the conference venue on your own, please let us know in advance. (If you are coming on your own, RIETI will not cover the transportation fee from the hotel to the conference venue.)

If you are not staying at Hotel Okura, please make your own way directly to the conference venue.

Directions: the nearest station from the Conference Venue, Keidanren Kaikan, is Otemachi subway station. Take Hibiya line from Kamiyacho to Kasumigaseki and transfer to Marunouchi line from Kasumigaseki to Otemachi. Alternatively, take Ginza line from Toranomon to Ginza and transfer to Marunouchi line to Otemachi. Keidanren Kaikan is a short walk from Exit A1 of Otemachi subway station. The journey will take about 20 minutes.

Meals

Breakfast, lunch and dinner will be provided each day of the conference.

Lunch will be provided at the conference venue in Room #1103 on both days of the conference. Please confirm your availability for both days.

A working dinner (buffet) will be held on the 13 September and a reception (with audiences) will be held on the 14 September. Please let us know your availability by 5 September.

13 September: 18:00pm-20:00pm, venue: Room #1104

14 September: 18:30pm-20:00pm, venue: Room #1001, Keidanren Kaikan

Special dietary requests can be accommodated if indicated in advance.

General Information

The local time at midday GMT is 21.00 (20.00 at midday British Summer Time).

Local Contact

Should you need to contact someone **during the workshop** in Tokyo, please contact:

Ms Yuki Katagiri/Ms Tomoko Kase
METI Annex 11th Floor
1-3-1 Kaumigaseki
Chiyoda-ku
Tokyo

Tel: 00 81 3-3501-8398
Fax: 00 81 3-3501-8416
Email: secretariat-conference@rieti.go.jp



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Useful web links

For further information about...

- **Narita Airport**, please visit: <http://www.narita-airport.jp/en/index.html>
- the **JR Narita Express**, please visit: <http://www.jreast.co.jp/e/nex/index.html>
http://www.jreast.co.jp/e/info/map_a4ol.pdf
- the **Tokyo Metro**, please visit: http://www.tokyometro.jp/network/pdf/rosen_eng.pdf
- **Hotel Okura**, please visit: <http://www.okura.com/tokyo/index.html>
- the **conference venue area**: <http://www.keidanren.or.jp/english/profile/map.html>