

Practical Information Guide
JAL Resort Sea Hawk Hotel
Fukuoka, Japan



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Japan

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<http://www.hawkstown.com/hotel/english/>

Index

- **Access to the Site**
 - Organised Group Transportation
 - By Air
 - By Rail
 - By Road
- **Arrival, On-site Registration & Conference Secretariat**
- **Registration**
- **Accommodation & Meals**
 - Accommodation
 - Extra Nights
 - Accompanying Guests
 - Meals
- **Conference Facilities**
 - Meeting Room & Equipment
 - Posters & Short Talks
 - Internet Access
- **Travel Contributions**
- **Useful Information**
 - Means of Payment
 - Passport & Visa Requirements
 - Insurance
 - Calling Japan/Making calls within Japan
 - Mobile phone usage in Japan
 - Facts for the Traveller

Access to the Site

Conferees will be accommodated in the **JAL Resort Sea Hawk Hotel in Fukuoka** which is situated in the northern extremity of Kyushu, facing the Sea of Suo to the northeast, the Sea of Genkai to the northwest, and the Sea of Ariake to the southwest. The conference venue will be the **Centennial Hall in Kyushu University School of Medicine**. Buses will be provided each day between the hotel and the venue.



By Air

Fukuoka Airport is located to the east of the city. There are daily flights from most European cities.

Go to Website ▶ http://www.fuk-ab.co.jp/english/frame_index.html

Useful websites to find the most competitive prices and information on airlines are:

<http://www.skyscanner.net/flights-to/fuk/airlines-that-fly-to-fukuoka-airport.html>

http://www.expedia.com/default.asp?mcecid=ipsplash_be

Please be reminded that only costs in Economy class will be reimbursed.

From Fukuoka Airport to the Hotel

By Car/Taxi

Departure from both Domestic and International terminals.

Fare: 3,800 Japanese yen (including Fukuoka Expressway Toll (600 Japanese yen))

The time required: about 20 minutes

Fukuoka City Taxi Association: Phone: +81 (0)92 852 7111 or take a taxi from the stand outside your terminal.

By Subway

Fukuoka Airport Station to Tojinmachi Station (beside the Hotel) takes about 17 mins

By Bus

Departure from Fukuoka Airport Domestic Terminal to Sea Hawk Hotel-mae

Destination: Fukuoka Tower & TNC Hall

Bus No: 39

Fare: 420 Japanese yen

The time required: about 40 minutes

Please confirm the timetable:

URL: <http://jik.nnr.co.jp/cgi-bin/Tschedule/menu.exe?pwd=gb/menu.pwd&mod=F&menu=F>

-Enter your Departure Place: Fukuoka Airport Domestic Terminal -Enter your Arrival Place: Sea Hawk Hotel-mae Then, please select the details of schedule and click the "schedules". After that the timetable will come up.

From the city centre:

Numerous Nishitetsu buses stop at the JAL Resort Sea Hawk Hotel Fukuoka area. The closest bus stops are Fukuoka Dome Mae, Kokuritsu Iryo Center Mae (Fukuoka Yahoo! Japan Dome Nishiguchi) and JAL Resort Sea Hawk Hotel Fukuoka.

Catch buses from the following bus stops...

Tenjin Bus Center Mae 1A bus stop > Nishitetsu Bus Nos. 300's, 14, 44, 151, 152 or 200

Hakata Station Kotsu Center No. 5 bus stop on the 1st floor > Nishitetsu Bus Nos. 300's or 39

Fukuoka Airport > Nishitetsu Bus No. 39

(Nishitetsu Bus No. 305 takes you directly to JAL Resort Sea Hawk Hotel Fukuoka from Tenjin.)

From Hakata Train Station to the Hotel

We recommend taking a No. 306 Nishitetsu bus from Fukuoka Local Bus Terminal (Fukuoka Kotsu Center in Japanese) close to the station and get off at the Yahoo Dome Mae bus stop (literally translated as 'in front of the Yahoo dome'). It takes about 18 minutes and costs 220 JPY. **MORE INFORMATION ON HOW TO FIND THIS AND OTHER WAYS TO GET TO THE HOTEL FROM THE STATION ARE IN ANNEX I**

Some remarks on transportation:

Bus users should remember that only 1000 JPY bills or coins can be exchanged on board.

When you catch a taxi at Fukuoka Airport or Hakata Station and tell the driver that you want to go to the Sea Hawk Hotel Fukuoka, the driver may ask you if you take the Fukuoka Expressway (Fukuoka Toshi Kosoku in Japanese). It costs an extra 600 JPY and prevents you from getting stuck in a (possible) traffic jam around the center of the city.

Arrival, On-site Registration & Conference Secretariat

Upon arrival, participants should first register with the **ESF Conference Officer**, sign the attendance list and collect their name badges and then check in at the hotel reception. The conference registration desk, where supplementary information will be provided, will be located close to the hotel reception.

The ESF Conference Officer will be present for the whole duration of the conference.

Extra Expenses

Participants must pay directly to the conference venue – before departure – for any additional night on top of the nights covered by the conference booking. Any other expenses (i.e. drinks – other than those provided at meals – phone calls, etc) are also at participants' own expense. If any such costs are charged on the ESF invoice, the concerned participant will receive a post-conference invoice from our Office for their payment.

Accommodation

Accommodation

All participants will be accommodated at **JAL Resort Sea Hawk Hotel**.

Rooms have been booked for the nights of **27 February-03 March inclusive** (5 nights), with departure on **Thursday 04 March** (after breakfast). Accommodation will be in single rooms unless the ESF conference officer is notified otherwise.

Please note that you are expected to confirm your attendance and room requirements by filling in a **registration form**. This applies to invited speakers as well as all other participants.

Extra Nights

The conference booking covers the five nights of the conference in full board. If you require an extra night either before or after the conference, you are kindly requested to make your own arrangements by contacting the hotel directly (inform them that you will be attending this conference). Extra nights and all other expenses are not included in the conference fee sponsored by ESF and JSPS and will be at your own expense and should be paid directly to the venue.

Accompanying Guests

Participants with accompanying guests are informed that this will be at their own expense, for both travel and accommodation. Guest fees should be settled directly with the venue.

Conference facilities and equipment, such as access to the internet, are destined for the sole use of conferees. If guests wish to make use of certain facilities, they should arrange this privately with the conference venue, at their own cost.

Please note also that there is no specific programme for accompanying guests, who are kindly expected to make their own arrangements during the conference.

Meals

Times for meals are as shown in the conference final programme.

Non-resident conferees are expected to have all their meals with resident conferees (for both lunch and dinner).

Special diets can be arranged with advance notice. Please mention it on the **Registration Form** if you require one.

Conference Facilities

Meeting Room & Equipment

The conference meeting room will be the **Centennial Hall in Kyushu University School of Medicine**. It is equipped with a laptop, multi-media projector etc.

 **Participants making an ORAL PRESENTATION (invited lecture and/or short talk) can optionally bring their own laptop along with them to avoid incompatibility issues.**

Posters & Short Talks

Participants who have been chosen to give a short talk or a poster will be personally informed. The exact location of the posters will be indicated at the conference.

They can be fixed with blu-tack or self-adhesive tape onto poster panels which will be available. Recommended poster size is 100 cm high x 70 cm wide. Use letters and drawings that can be read from approximately 100 cm distance.

Internet Access

Connections will be available in on-site computer halls. LAN is also available and a password can be obtained from the hotel reception.

Travel Contributions

Travel Reimbursements

i Please remember that Travel plans must be first **approved** by Jean Kelly before bookings are made. If bookings are made without prior approval, we can not be responsible if costs are more than can reasonably be reimbursed.

All reimbursements will be made by post-conference bank transfers. Participants who are granted a travel contribution (please refer to your letter of invitation) are requested to provide their **bank account details** – including: IBAN (or ABA for US accounts) and BIC numbers – when filling in their registration form.

Travel tickets must be returned to the ESF Research Conferences Unit within a maximum of one month after the conference. No reimbursement can otherwise be guaranteed.

Itinerary, price and currency must clearly feature on any ticket. Where no price is indicated on the ticket, the corresponding invoice must be enclosed.

Allowable Costs

Travel costs may not be higher than:

- The cheapest economy class air fare
- OR second class train fare

The following may NOT be considered as allowable travel costs and therefore may NOT be presented when claiming the travel contribution:

- Local travel in the city or locality of the event
- Costs of health, life and luggage insurance
- Food and drinks bought during travel

Use of a private/rented car is covered on the basis of a 2nd class return train fare documented by an estimate from a certified travel agent.

Practical Information

Means of Payment

The hotel accepts all major credit cards.

Passport & Visa Requirements

Please check your passport and visa requirements with your travel agent BEFORE departure. If you need help to obtain your visa, please contact the ESF conference officer.

Insurance

The European Science Foundation (ESF) and the Japanese Society for the Promotion of Science (JSPS) do NOT provide insurance and cannot take any responsibility for incidents, accidents or illnesses that might occur during the conference or in the course of travel to or from the meeting place. It is therefore the responsibility of participants to check ALL insurance requirements.

Calling Fukuoka / Making Calls within Fukuoka

The local area code is '092'. When calling from outside Japan, dial the country code (+81), followed by the area code (dropping the 0) and the number.

Mobile Phones: The majority of European mobile phones do not work in Japan. It is recommended to contact your mobile phone network before travelling to Japan. Depending on whether your phone is 3G compatible your phone may work at very high roaming charges. The cheapest way to use a mobile phone in Japan is to rent it. We can recommend **Go Mobile**. Phones can be delivered to your hotel room ready to use on your first day in Japan. When finished with the phone, just leave at your hotel reception where they organise a pick up service. 7 days rental costs from 2,995 Japanese yen, which includes 15 minutes of local calls. This service is convenient, easy to use, good value and reliable. However, it is recommended to order your phone in good time as the inventory for rental phones to foreign visitors is limited.

Further information about the service can be found here: <http://www.gomobile.co.jp/>

Facts for the Traveller

Electricity supply	100V, 60HZ
Time zone	UTC(GMT) +9
Currency	JPY

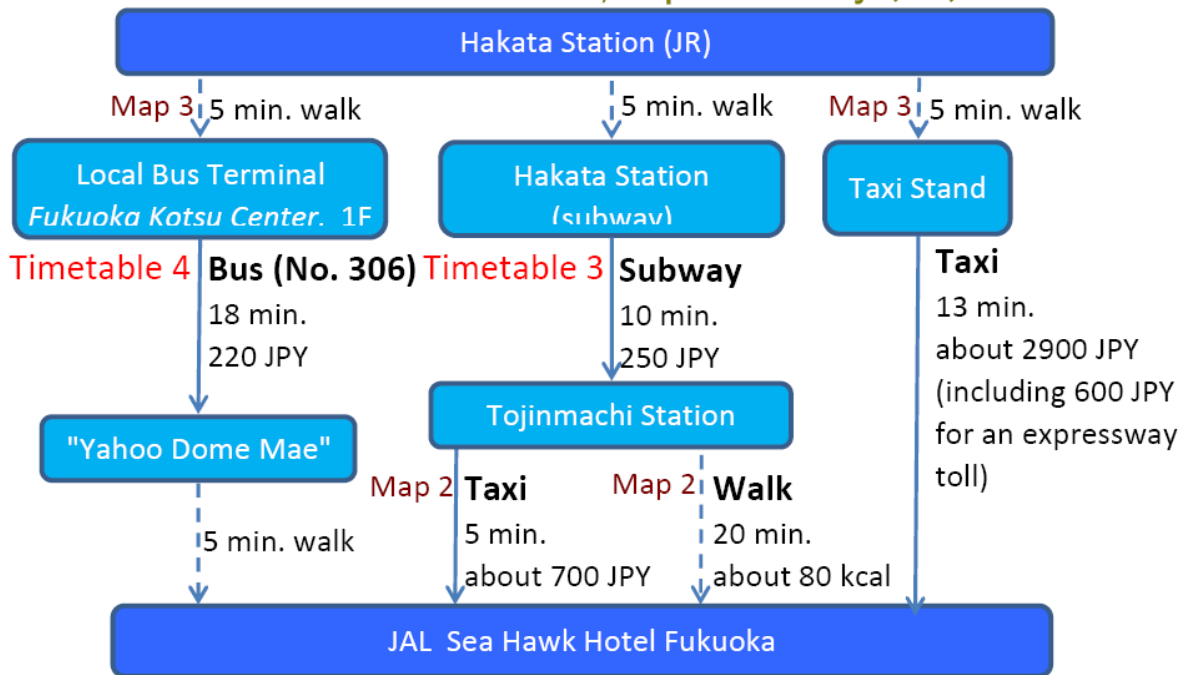
Note: Please ensure that you bring the necessary adaptor with you for your laptop and any other appliances you may bring. Make sure your device has a built in transformer or you may burn it out. The standard Japanese plug has two identical flat prongs with holes in the end. Please ask your local electrical outlet for more details.

Emergency telephone numbers:

Police	110
Fire Department	119
Medical Rescue	119
Coast Guard	118

ANNEX I

Access from Hakata Station, Japan Railway (JR)



Nishitetsu Bus No. 306 Timetable

Route No.	306		
Destination	Fukuoka tower south entrance/Fujisaki (福岡タワー南口/藤崎)		
	Weekday	Saturday	Sunday
hour	min.		
4			
5			
6	19 42 50 58	18 41 58	18 41 58
7	13 36	15 21 30 39 50	21 38
8	00 04 08 18 20 30 31 50	00 04 14 24 50 41	02 10 22 30 38
9	04 12 16 31 41 42 51 56 59	00 20 14 21 40 55 56	04 12 19 20 40 54
10	01 11 21 31 41 42 56	00 04 14 20 22 26 35 40 50 57	06 12 20 24 36 42 51 55
11	01 16 36 42 51 59	14 19 20 34 50	05 18 30 40 50
12	16 36 42 51 59	00 11 20 30 40	00 10 20 30 40
13	16 36 42 51 59	00 10 20 30 40 46	00 10 20 30 40
14	16 26 36 51 59	00 10 20 30 40	00 10 20 30 40
15	16 26 36	00 10 20 30 40	00 10 20 30 40
16	01 08 22 28 44 52	00 10 20 25 40	05 20 35
17	01 08 25 41 59	00 10 20 30 40 50 57	05 20 35 50 55
18	09 24 44 59	15 21 35 41 50 57	05 18 31 42 55
19	39 44 56	19 25 49 55	16 46
20	09 28 50	19 25 42 55	16 39 53
21	24 49	19 49	17 47
22	21		
23			
24			
25			

Get off at the bus stop "Yahoo Dome Mae."

It costs 220 JPY from Fukuoka Kotsu Center Local Bus Terminal to Yahoo Dome Mae.

Fukuoka Kotsu Center Map



Local Bus Terminal *Fukuoka Kotsu Center*



Go out Exit *Hakata Guchi* (博多口), you can find the bus terminal on your right side.



Subway Route Map

Hakata and Tojinmachi are both on the orange line the Airport Line



Fukuoka Airport Sta.

Hakata Sta.



timetable board

Trains run between 5:30 and 24:25.
Trains will come every 4-8 minutes.



information board

Track 2
For Nishijin,
Meinohama, Karatsu