

Practical Information Guide Shonan Village Center Kanagawa, Japan



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Index

- **Access to the Site**
 - Group Transportation
 - By Air
 - By Rail
 - By Bus
- **Arrival, On-site Registration & Conference Secretariat**
- **Registration**
 - Registration Form
 - Extra Expenses
- **Accommodation**
 - Accommodation
 - Extra Nights
 - Accompanying Guests
- **Travel Contributions**
 - Travel Reimbursements
- **Conference Facilities**
 - Meeting-room & Equipment
 - Posters & Short Talks
- **Hotel Services**
 - Phone Calls
 - Copies & Faxes
 - Internet Access
 - Means of Payment
- **Leisure Activities & Tourism**
 - At the Conference Center
 - In the Surrounding Area
- **Practical Information**
 - Passport & Visas Requirements
 - Insurance
 - Telephone calls
 - Facts for the Traveler

Access to the Site

The conference will take place at the **Shonan Village Center**, in the city of **Kanagawa**, which is situated approximately 50 km south-west of Tokyo. The center is located on a hill commanding a view of Mt. Fuji and overlooking Sagami Bay.

The conference will begin at 18.00 hours on Sunday, 9 March and end with breakfast on Saturday, 15 March 2008.

Invited speakers and participants are expected to **arrive in the afternoon/early evening of Sunday, 9 March and depart after breakfast on Saturday, 15 March 2005.**



Group Transportation

Bus transportation will be arranged on arrival day (March 9) from **Tokyo-Narita airport** to the conference center. The journey takes about 3 hours, depending on traffic.

JSPS staff members will be waiting for participants at the arrival exit of the airport to accompany them to the bus depot. The buses will also have a sign in the window indicating "ESF-JSPS Conference" for easy recognition.

Bus transportation back to **Tokyo-Narita airport** will be arranged in a similar way on departure day (15 March), after breakfast.

All participants are kindly expected to indicate on their **registration form** whether they would like to take advantage of the organised transportation or not. **Exact bus departure times will be emailed to conferees.**

You are strongly urged to take advantage of this organised transportation, which is included in the conference fee. A **taxi** from Tokyo airport to the venue costs about EUR 260.

By Air

Tokyo-Narita airport ([Go to Website](http://www.narita-airport.jp/en/) ▶ <http://www.narita-airport.jp/en/>) is the nearest international airport to Kanagawa. There are daily flights from most European cities.



By Rail

From Tokyo-Narita airport

- by JR Sobu-Yokosuka Line Rapid Train ('Airport Narita'). Get off at Zushi station (journey time is approximately 2 hours and a half).
- by JR Narita Express. Change at Yokohama station to JR Yokosuka Line. Get off at Zushi station (approximately 2 hours). From JR Zushi Station take Keikyu bus no. 16. Get off at Shonan Kokusaimura Center Mae. (approximately 30 min.).

From Tokyo

- by JR Yokosuka Line. Get off at Zushi Station (about 60 min. from Tokyo station).
- by JR Shonan-Shinjuku Line. Get off at Zushi Station (60 min. from Shinjuku station).
- by Keihin Kyuko (Keikyu) Line. Get off at Shin-Zushi or Shioiri station. (50 min. approx. from Shinagawa station).
- from JR Zushi or Keikyu Shin-Zushi or Shioiri stations, take Keikyu bus no. 16. Get off at Shonan Kokusaimura Center Mae. (approx. 30 min.).

From Haneda airport

- by Keikyu Haneda Airport Line. Change at Keikyu Haneda station to a train heading for Yokohama. Get off at Shin-Zushi or Shioiri station (60 min. approx. from Haneda airport).
- From Keikyu Shin-Zushi or Shioiri station take Keikyu bus no. 16 for Shonan Village. Get off at Shonan Kokusaimura Center Mae. (approx. 30 min.).

From Shin-Yokohama

- by JR Yokohama Line. Change at Yokohama station to JR Yokosuka Line. Get off at Zushi station. (50 min. approx. from Shin-Yokohama station). From Zushi station take Keikyu bus no. 16 for Shonan Village. Get off at Shonan Kokusaimura Center Mae. (approx. 30 min.).

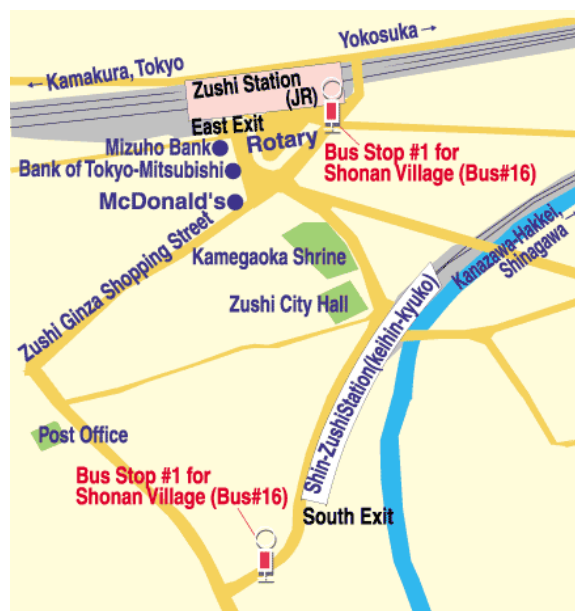
Japan Rail [Go to Website](http://www.japanrail.com/) ▶ <http://www.japanrail.com/>

East Japan Railway Company [Go to Website](http://www.jreast.co.jp/e/index.html) ▶ <http://www.jreast.co.jp/e/index.html>

By Bus

- from either **JR Zushi** or **Keikyu Shin-Zushi** station. Take **bus no. 16** for Shonan Village, which leaves from bus stop number **1** at both stations (approx. 30 min.). A one way bus ticket costs JPY 340.
- from **Keikyu Shioiri** station. Take **bus no. 16** for Shonan Village, which leaves from bus stop number **2** (approx. 35 min.). A one way bus ticket costs JPY 380.

Bus timetables [Go to Website](http://www.shonan-village.co.jp/english/bus.timetable_E.html) ▶ http://www.shonan-village.co.jp/english/bus.timetable_E.html



Arrival, On-site Registration & Conference Secretariat

Upon arrival, participants should first register with the **Conference Secretary**, 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 and JSPS Conference Secretaries will be present for the whole duration of the conference and will take care of the administrative aspects and the day-to-day running of the conference. They will be pleased to answer any request you may have.

Registration Form

i Please confirm your attendance by filling in a registration form. The form will be e-mailed to you along with your official letter of invitation.

i **Participants with travel grants** are requested to indicate their full **bank account details** – including: IBAN and BIC numbers – when filling in form. Further information available from the “Travel Contributions” section.

Closing date for Registration: Friday, February 22.

Extra Expenses

Participants must pay directly to the conference venue – before departure – for any additional night over the nights covered by the conference booking. Any other expenses not included in the conference fee (i.e. drinks – other than those provided at meals – phone calls, etc) are also at participants' own expense.

Conference Facilities

Meeting-Room & Equipment

The conference will take place in the Auditorium of the conference center. It is equipped with an overhead projector, two slide projectors and two screens for simultaneous projection. A **data projector** and a **computer** will as well be at participants' disposal. There is no need for oral presenters (invited lectures or short talks) to bring their own laptop. Presentations can simply be saved on an **USB key**.

Posters & Short Talks

There will be no **short talks** other than those listed on the final programme.

All posters are accepted, unless the Conference Chairs or the ESF-JSPS Secretariat inform you otherwise. Posters will be displayed for the whole duration in the **Foyer next to the main conference room.**

Poster size should be 120 cm high x 90 cm wide. Fixing will be with drawing pins. Please use letters and drawings that can be read from 100 cm distance.

Accommodation & Meals

Accommodation

All participants will be accommodated at the **Shonan Village Center**. Rooms have been booked for the nights of **9-14 March inclusive** (6 nights), with departure on **Saturday 15 March** (after breakfast). Accommodation will be in single and twin rooms (no double rooms available). All rooms have private bathrooms, TVs and direct-dial telephones.

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

Extra Nights

The conference booking covers the nights necessary for the duration of the conference - from arrival on Sunday 9 March to departure on Saturday 15 March.

If you require an extra night either before or after the conference, you are kindly requested to make your own arrangements by contacting the **Shonan Village Center** (inform them that you will be attending this conference). Extra nights will be at your own expense.

Accompanying Guests

Accompanying guests are welcome to stay at the Shonan Village Center. Participants with guests will be accommodated in **twin rooms** (there are no double rooms available at the center).



Participants who will be accompanied should indicate this clearly in appropriate section of their registration form.

Please note that accompanying guests are not entitled to take part in any of the actual conference activities, ie. attend talks or short presentations within the conference room. Conference facilities and equipment, such as access to the internet, are destined for the sole use of conferees. If guests wish to have the 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 sightseeing arrangements.

Travel Contributions

Travel Reimbursements

  All reimbursements will be made by post-conference bank transfers. Invited Speakers or Participants who are granted a travel contribution are requested to provide their **bank account details** – including IBAN and BIC numbers – when filling in their registration form.

Copies of travel tickets must be returned to the ESF Research Conferences Unit within a maximum of one month after the conference.

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

Hotel Services

Phone Calls

All rooms are equipped with direct-dial telephones. All phone calls should be paid for at the hotel reception before departure.

Copies & Faxes

A **copy room** is at your disposal. The copy card can be obtained from the hotel front desk. Copies should be paid for when checking out

Faxes may be sent via the hotel reception.

Internet Access

Free Internet Access is available in all guest rooms. Please pick up internet cable at the front desk.

Free wireless Internet access is available at 1F & CF(BF) lobby area. Please use your own PC.

A Computer Room with PC, Internet access and printer is available for 300yen/ 15mins.

Means of Payment

The conference center accepts major credit cards such as American Express, Visa or Mastercard. It is also possible to cash travelers' checks and/or exchange currency at the hotel.

Leisure Activities & Tourism

At the Conference Center

An indoor heated pool and a jacuzzi are available in the Aqua Club of the Shonan Village Center. Swimming suits and towels can be rented from the front desk. Opening times: 07.00-22.00.

There are no shops or restaurants within close walking distance except the "Motomachi Union" supermarket (3 min. walk from the center), where it is possible to buy food, drinks or stationery (opening times: 10.00-19.00). For further information, please contact the front desk.

In the Surrounding Area

Some places of interest in the area are:

- **Kamakura** (ancient capital of Japan) and its Great Buddha ("Kotoku-in" or "Daibutsu")



Kamakura Today

Go to Website ▶ <http://www.kamakuratoday.com/e/>

A Guide to Kamakura

Go to Website ▶ <http://www.asahi-net.or.jp/~qm9t-kndu/>

- **Hakone:** Hakone is part of the Fuji-Hakone-Izu National Park. It is famous for its hot springs and the view of nearby Mt. Fuji.



An introduction to Hakone

Go to Website ▶ <http://www.japan-guide.com/e/e5200.html>

Practical Information

Passport & Visa Requirements

Please check your passport and visa requirements with your travel agent **before** departure. If you need help obtaining your visa, please contact Mrs. Anne Blondeel-Oman from ESF.

Insurance


The European Science Foundation (ESF) and the Japanese Society for the Promotion of Science (JSPS) do not provide insurance and do not take any responsibility for accidents or illnesses that might occur during the week or in the course of travel to or from the meeting place. It is therefore the responsibility of participants to check their health insurance requirements before departure.

Calling Japan / Making Calls within Japan

Japanese telephone codes consist of an area code plus a local code and number. Don't dial the area code when making a call in the area itself. When dialing Japan from abroad, dial the country code (81), followed by the area code (drop the 0) and the number.

Mobile Phones: Japan uses PDC, which is incompatible with GSM, TDMA, and CDMA systems. 3G phones in Japan use either WCDMA or CDMA2000. Because Japan has its own mobile phone system, your mobile phone from Europe will not function while in Japan.

Facts for the Traveller

Electricity supply	100V 50HzHz	Japanese-style plug with two parallel flat blades 
Time GMT/UTC	GMT/UTC +9 (Standard Time)	
Weights & measures	metric	
Currency	Yen (¥)	

Every effort has been made to give you detailed information about the conference practical arrangements in this guide. Should you however not find the answer to your query, please contact:

Mrs. Anne Blondeel-Oman
 ESF Research Conferences Unit
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