

Venue Information

Secretariat Office

Secretariat Office is located at Room 157 on the 1st floor.

Cloakroom

The Cloakroom is located at Room F on the 1st floor. Valuables cannot be left at the Cloakroom.

Opening Hours:

Saturday, Oct.15	9:00-19:30
Sunday, Oct.16	7:30-21:00
Monday, Oct. 17	8:00-19:30
Tuesday, Oct. 18	8:30-12:30
Wednesday, Oct. 19	8:30-21:30
Thursday, Oct. 20	8:30-18:00

Business Center

Computers and photocopiers are available at the Business Center on the 1st floor.

Opening Hours: 9:00-18:00

Location: the 1st floor, next to the souvenir shop

PC: JPY 100/15min. (3 English PCs, 3 Japanese PCs, 6 LAN cables)

Printer: Color printing: JPY 30/ page, Black & White: JPY 10/ page

Photocopies: Black & White: JPY 10/ sheet (A3, B4, A4, B5)

Color: JPY 20/ sheet

Internet

Wireless Internet Service is available at Event Hall.

Message Board

Message board is located beside the registration desk. Please make sure to remove the message by yourself.

Lost and Found

Please visit the registration desk for lost and found.

Foreign Exchanges and Travelers Checks

Foreign Exchange services are available at the accounting office, which is located next to Room 103, on the 1st floor.

Cash and traveler's checks are acceptable.

(Accepted currencies: Euros, US dollars, UK pounds, Canadian Dollars, Swiss francs)

Opening Hours: 9:00-17:00

Travel Desk

Travel Desk is located at Main Hall Lobby on the 1st floor.

Official Travel Agency: JTB Global Marketing & Travel Inc.

JTB Bldg. 14F, 2-3-11, Higashishinagawa, Shinagawa-ku, Tokyo 140-8604, Japan

TEL: +81-3-5796-5445 FAX: +81-3-5495-0685 E-mail: ws2011_travel@gmt.jtb.jp

Taxi

Taxi Berth is located outside of the Annex Hall.

Mobile Phones

As a courtesy to speakers and other delegates, all mobile phones should be switched to silent mode or switched off while you are attending the sessions.

Souvenir Shop

Business hour: 9:30-17:30

Vending machines are available anytime.

Smoking Areas

Smoking areas are located outside the South Entrance.