



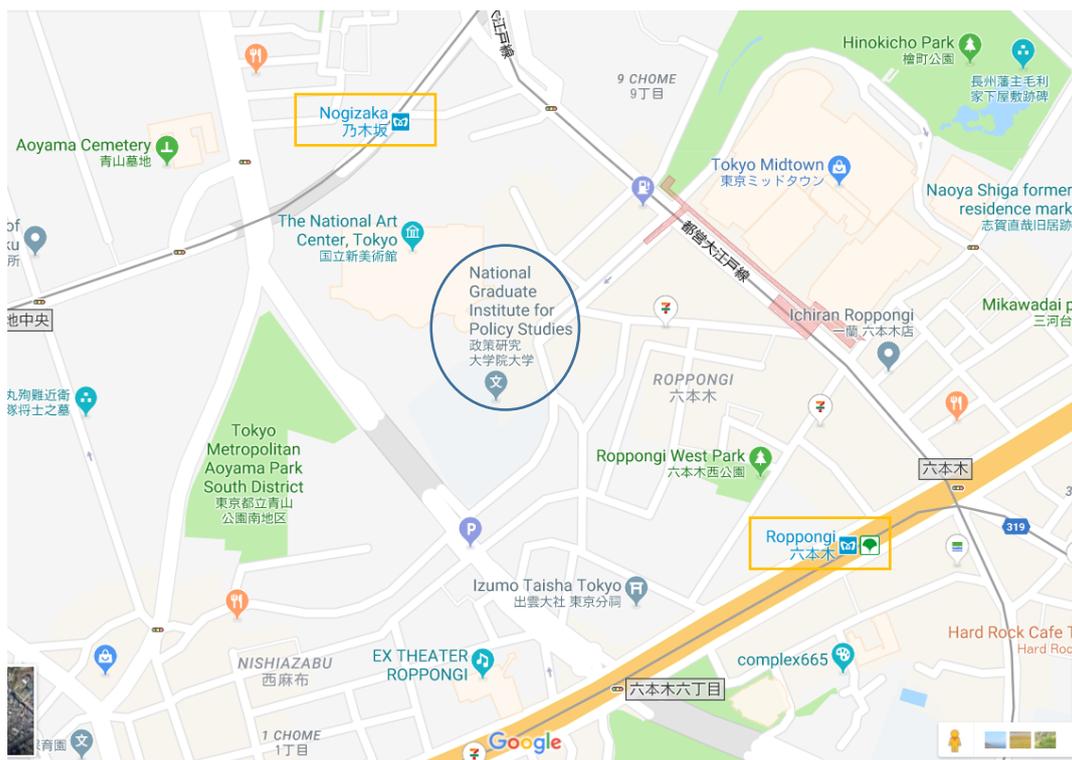
Thank you for confirming your attendance and involvement at INGSA2018

This pack is intended to assist you with the logistics of organising your attendance. It also outlines the expected processes for preparing for the sessions as we approach the conference date.

If you have any questions don't hesitate to contact conference liaison, Grant Mills (g.mills@ingsa.org)

Location of the Conference

The National Graduate Institute for Policy Studies
7-22-1 Roppongi, Minato-ku, Tokyo 106-8677



Area: Roppongi, Minato area of Tokyo

Closest Stations: Roppongi (Hibiya Line) and Nogizaka (Chiyoda Line), both a 7 minute walk

Interactive map of Tokyo's subway: https://www.tokymetro.jp/lang_en/station/index.html

Logistical Information for Participants

Unless previously negotiated with INGSA, **all conference attendees are required to book, manage and pay for their own flights and accommodation.**

It is the responsibility of attendees to know whether they require a visa to visit Japan. It will be up to the attendee to arrange their visa, though some assistance will be available through the conference organiser, once appointed.

Visa requirements for Japan

There might be visa requirements for you to enter Japan.

<https://www.into.go.jp/eng/basic-info/tourist-info/visa-information.html>

This is only a guide and should not be considered to contain the most recent information. To confirm whether you are required to apply for a visa, see your own country's Foreign Affairs website.

Once a Conference Organiser has been appointed, they will be able to assist with documentation required for your visa applications.

Airports

Tokyo is serviced by two International Airports: Haneda (15kms from central Tokyo) and Narita (65kms from central Tokyo).

Both are serviced by transport (trains and taxis) and you can be in central Tokyo in ~ 1 hour by train. This is faster than by taxi and is very convenient.

Main Conference Agenda (6-7 November)

The INGSA2018 conference main agenda will take place over two full days – 6th and 7th November.

For more information on the themes and a some of the announced speakers see: <http://www.ingsa.org/ingsa2018/programme/>

Plenary panels and parallel sessions are expected to include a Moderator and five Speakers. Initial interventions from each panellist will be followed by moderated discussion from the floor.

Please see the 'Draft Conference Programme – INGSA2018.pdf' for more information.

Satellite events and workshops (5 November and 8 November)

A number of invitational satellite events and workshops will take place on the 5th November and 8th November. **Spaces are limited and you will be given an opportunity, in advance of the conference, to nominate yourself for any that interest you.** Below is the current list, though there might be additional workshops added.

- Global Young Academy workshop – 5th Nov
- Science Diplomacy Workshop – 5th Nov
- Urban Science Advice Workshop – 8th Nov
- Parliamentary Science Advice Workshop – 8th Nov

Hotels

Participants are expected to arrange their own travel and accommodation. The Roppongi area has a large selection of hotel options, enabling you to stay within walking distance of the conference.

We do encourage everyone to book accommodation as soon as possible as we are already seeing hotels booking up for November.

We have found that online booking platforms tend to offer the best available prices. Some hotel options in the Roppongi area are listed below:

Name and web link:	Distance from venue	Price:
B Hotel Roppongi	700m (9 min walk)	\$
Asia Centre of Japan	1km (12 min walk)	\$
Candeo Roppongi	700m (9 min walk)	\$\$
APA Hotel Roppongi Itchome Ekimae	1.2km (14 min walk)	\$\$
Remm Roppongi	1km (10 min walk)	\$\$
International House of Japan*	1.3km (16 min walk)	\$\$
Villa Fontaine Roppongi	1.4km (16 min walk)	\$\$
Hotel S	650m (8 min walk)	\$\$
Intercontinental ANA	1.6kms (20min walk)	\$\$\$
Hotel Okura	2.2km (27 min walk)	\$\$\$
Grand Hyatt Roppongi Hills	700m (9 min walk)	\$\$\$
Ritz Carlton Roppongi	450m (5 min walk)	\$\$\$\$

** Please note GRIPS can potentially get a small discount on the iHouse. If you plan on booking here contact INGSA first*

To Presenters:

If you have been invited to participate in the conference as a Session Moderator, INGSA will be in contact shortly to discuss the session. We will then ask Moderators to contact their session panel members with information relating to the session.

For keynote speakers, INGSA will be in touch directly once the Programme has been finalised.

Registrations:

Once a Conference Organiser is in place, we will probably be asking everyone to register their attendance with the Organiser via an online form. This will enable you to express your interest for which conference sessions you are likely to attend, and also for any satellites you would be interested in joining. This will be important in assisting us to plan for the event, as well as enable us to send out invitations to the satellite workshops.

Science AGORA

INGSA2018 has been timed to precede the Japan Science and Technology Agency's annual Science Agora. This will take place on the 9th-11th November. Location: Telecom Centre Building in Miraikan.

Science Agora is an open event which INGSA2018 delegates may wish to attend following the INGSA conference.

If anyone would like to be on the program for Science Agora, the JST will be calling for contributors soon. Keep an eye on the website for more information (<http://www.jst.go.jp/csc/scienceagora/en/>)

For More Information

Should you have any questions relating to the conference, please contact INGSA Programme Officer, Grant Mills (g.mills@ingsa.org)

Keep an eye on the conference website for updates as participants for each session are confirmed: <http://www.ingsa.org/ingsa2018/>