



**The World Organisation for Animal Health (WOAH) disease notification training,
including the use of World Animal Health Information System (WAHIS) for WOAH
National Focal Points for Disease Notification and
representatives from the Pacific countries
(Chiba, Japan, 21 – 23 June 2023)**

ARRIVAL INFORMATION

(Please read this note and carry a copy during your travel to the meeting)

1. Visit Japan application for arrival procedures

To get through quickly the arrival procedures, we would suggest you use [Visit Japan Web](#). If you register personal information prior to the departure, you can get through the immigration and customs quicker at arrival. Here is [a video showing how to set up](#).

As of 15 June 2023, Japan border control measures for COVID-19 have been lifted. No vaccination certificates or pre-departure test is not required to enter Japan; see the link, <https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html>

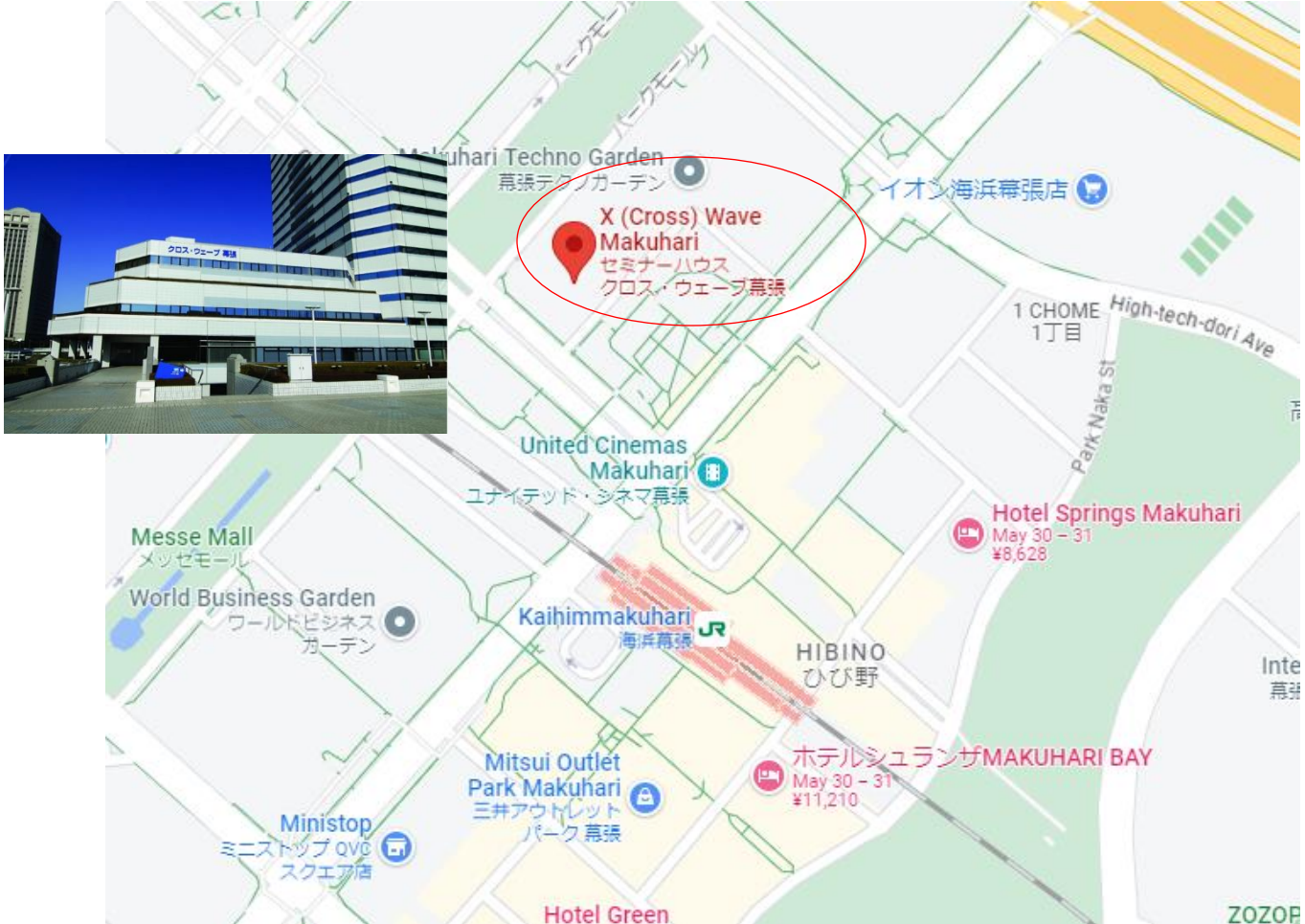
2. TRAINING VENUE

The training venue is

Cross Wave Makuhari (circled as of on the map)
Makuhari Techno-Garden A Building
1 Chome-3 Nakase, Mihama Ward, Chiba, 261-8501
Tel: 043-298-1161

クロス・ウェーブ幕張
幕張テクノガーデン A 棟
千葉県美浜区中瀬1-3

It takes approximately 3-minutes to walk from Kaihinmakuhari station (海浜幕張駅).
Official website (Japanese only): [Accommodation training facility "Seminar House Cross Wave Makuhari" Chiba \(orix.co.jp\)](#)



3. ACCOMMODATION: BOOKING AND PAYMENT

Accommodations for WOAH funded participants have been arranged by WOAH at Hotel Francs (approximately 9-min walk to the training venue) and Cross Wave Makuhari (an adjacent building to the meeting venue).

Hotel Francs

2-10-2 Hibino, Mihama-ku, Chiba-shi, Chiba pref. 261-0021 Japan

Tel: 81-43-296-2111, Fax: 81-43-296-2120

Official website: <https://www.francs.co.jp/en/>

<http://www.francs.co.jp/e/access/>

ホテル フランクス

千葉県千葉市美浜区ひび野2-10-2

Cross Wave Makuhari

Makuhari Techno-Garden A Building

1-3 Nakase, Mihama-ku, Chiba-shi, Chiba Pref. 261-8501 Japan

TEL: +81-43-298-1161, FAX: +81-43-298-1162

Official website: <http://x-wave.orix.co.jp/makuhari/index.htm>

クロス・ウェーブ幕張

千葉県千葉市美浜区中瀬 1 - 3 幕張テクノガーデン A 棟

WOAH funded participants

WOAH will pay the accommodation for funded participants (bed & breakfast) to the hotels directly. Payment of additional incidental charges (i.e., mini bar, laundry, telephone calls, early check-in, late check-out, extension stay, etc.) are to be paid by individual participants on their own account directly to the hotel, if any.

In case of no-show without prior notice, WOAHA will reserve the right to charge the cost of accommodation for the booked room to the participant, and, in any case, will not be responsible for refunding or covering any cost or expenses incurred for different arrangements made by the participant without prior consent from WOAHA.

Self-funded participants

Please arrange and make payment of accommodation and other charges directly to the hotel/inn/other accommodations.

Additional information

WOAH will cover coffee breaks and lunches during the meeting from 21 to 23 June 2023.

Participants are kindly invited to a dinner reception hosted by WOAHA on **Thursday 22 June 2023 evening**. Further information on the dinner reception will be announced during the meeting. Dress code – casual.

4. TRANSPORTATION FROM AIRPORTS TO THE MEETING VENUE AND ACCOMODATIONS

In Tokyo area, there are two international airports: **Narita** and **Haneda**. The area where the meeting venue and hotels are located is called “Kaihin Makuhari” (海浜幕張) area. Narita International Airport is 45 km and Haneda International Airport is 50 km away from Kaihin Makuhari area. It is NOT recommended to take taxis from/to the airports to the area due to the expensive price (estimates appx. USD 150). This amount is far beyond the terminal expenses provided by WOAHA.

Also, any transfers between Narita Airport and/or Haneda Airport to “Kaihin Makuhari” area will NOT be arranged by the organiser. **Bus** is the easiest and cheapest mode of transportation from the two airports to Kaihin Makuhari area (the training venue and the hotels).

From Narita Airport:

To purchase a bus ticket, from Narita airport to 'Kaihin Makuhari station' (海浜幕張駅,) please go to the 'Bus Ticket Sales Counter' at the arrival terminal.

[Where you can find Bus Ticket Sales Counter in Narita](#)

Take an express bus bound for "Makuhari new city, and Inagekaigan" (幕張新都心・稲毛海岸方面) (see the table below). It takes appx. 60 minutes and costs JPY 1,000. If your destination is Hotel Francs, please confirm with the bus operator/driver that the bus will also stop at Hotel Francs (this is because some buses may not stop at Hotel Francs).

The timetable is provided below.

For Makuhari new city and Inagekaigan Sta.

Fare(Yen/Adult)	Bus Operating Company		NAT	City	NAT	NAT	City	City	Ketsel	NAT	City	Ketsel
-	Narita Airport Terminal 3	Dep.	9:05	11:05	12:25	13:45	15:05	16:25	17:25	18:15	19:05	20:05
-	Narita Airport Terminal 2	Dep.	9:10	11:10	12:30	13:50	15:10	16:30	17:30	18:20	19:10	20:10
-	Narita Airport Terminal 1	Dep.	9:15	11:15	12:35	13:55	15:15	16:35	17:35	18:25	19:15	20:15
1,000 (Children: 500 yen)	Hotel Springs Makuhari	Arr.	↓	11:53	13:13	↓	15:53	17:13	18:13	↓	19:53	↓
1,000 (Children: 500 yen)	Kaihimmakuhari Sta.	Arr.	9:53	11:57	13:17	14:33	15:57	17:17	18:17	19:03	19:57	20:53
1,000 (Children: 500 yen)	APA Hotel & Resort	Arr.	↓	12:02	13:22	↓	16:02	17:22	18:22	↓	20:02	↓
1,000 (Children: 500 yen)	Hotel New Otani Makuhari	Arr.	↓	12:07	13:27	↓	16:07	17:27	18:27	↓	20:07	↓
1,000 (Children: 500 yen)	Hotel Francs	Arr.	↓	12:08	13:28	↓	16:08	17:28	18:28	↓	20:08	↓

From Haneda Airport:

To purchase a bus ticket, from Haneda airport to 'Kaihin Makuhari station' (海浜幕張駅,) please go to the 'Bus Ticket Sales Counter' at the arrival terminal, alternatively you could purchase a ticket at a vending machine. Ask a member of staff at the Information Desk if you require assistance.

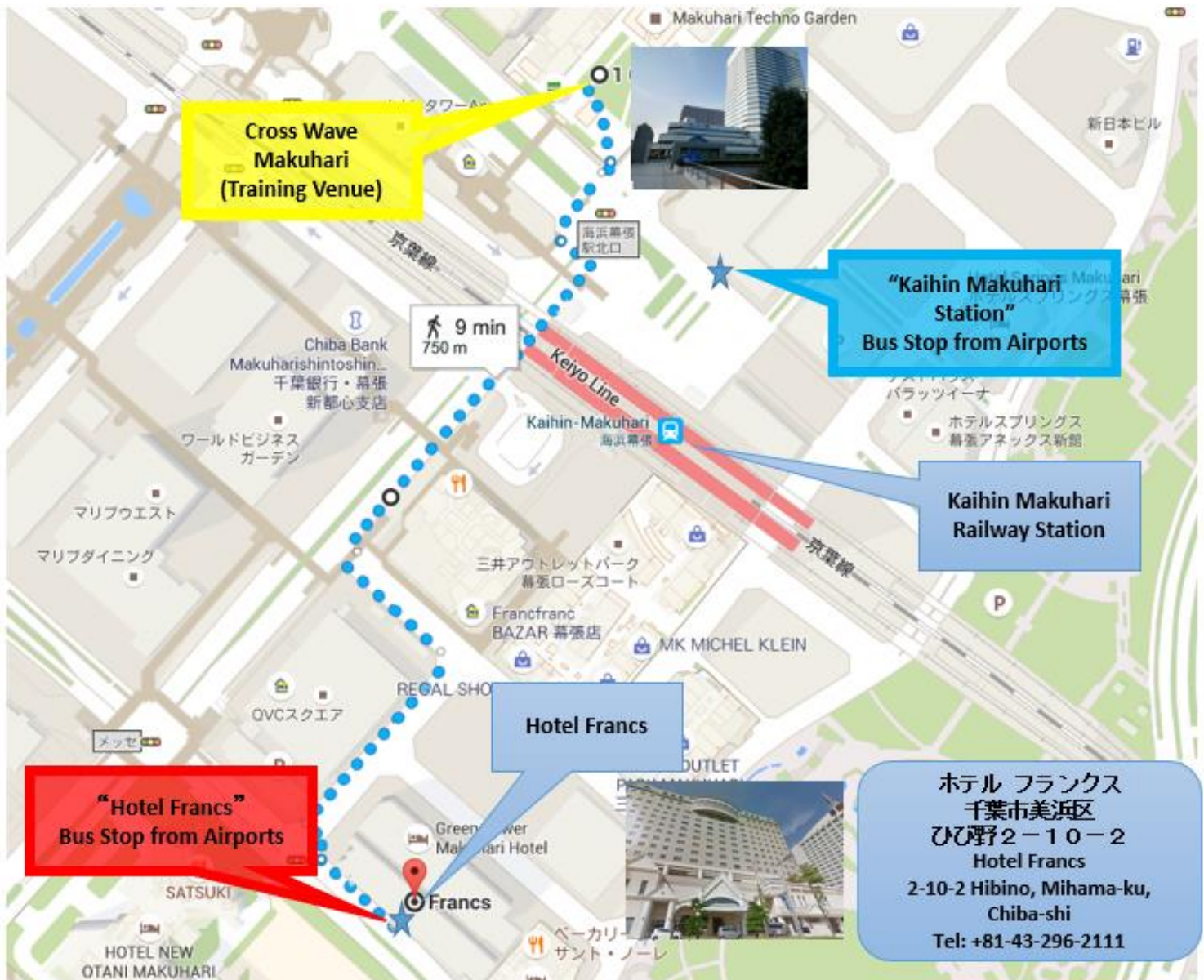
[How to buy a bus ticket in Haneda airport](#)

Take an express bus bound for “Makuhari new city, Inagekaigan Station and Chibachuo.

Journey number	Haneda Airport Terminal 3	Haneda Airport Terminal 2	Haneda Airport Terminal 1	Kaihimmakuhari Station	Hotel Francis
	Map	Map	Map	a. Adult:1200 yen Child:600yen Map	Adult:1200 yen Child:600yen Map
1	5:00	5:10	→	5:44	→
2	5:30	5:40	→	6:14	→
3	6:45	6:55	7:00	7:36	→
4	7:20	7:30	7:35	8:11	→
5	8:10	8:20	8:25	9:01	→
6	9:00	9:10	9:15	9:55	10:02
7	9:30	9:40	9:45	10:21	→
8	10:00	10:10	10:15	10:55	11:02
9	10:30	10:40	10:45	11:21	→
10	11:00	11:10	11:15	11:55	12:02
11	11:30	11:40	11:45	12:21	→
12	12:00	12:10	12:15	12:55	13:02
13	12:30	12:40	12:45	13:21	→
14	13:00	13:10	13:15	13:55	13:59
15	13:30	13:40	13:45	14:24	→
16	14:00	14:10	14:15	14:55	14:59
17	15:00	15:10	15:15	15:55	15:59
18	15:30	15:40	15:45	16:24	→
19	16:00	16:10	16:15	16:54	→
20	16:30	16:40	16:45	17:24	→
21	16:50	17:00	17:05	17:44	→
22	17:10	17:20	17:25	18:05	18:09
23	17:40	17:50	17:55	18:34	→
24	18:10	18:20	18:25	18:57	→
25	18:50	19:00	19:05	19:37	→
26	19:10	19:20	19:25	19:57	→
27	19:30	19:40	19:45	20:17	→
28	19:50	20:00	20:05	20:37	→

29	20:05	20:15	20:20	20:54	20:58
30	20:35	20:45	20:50	21:22	→
31	20:50	21:00	21:05	21:37	→
32	21:10	21:20	21:25	21:57	→
33	21:50	22:00	22:05	22:37	→
34	22:10	22:20	22:25	22:57	→
35	22:40	22:50	22:55	23:27	→
36	23:20	23:30	23:35	0:04	→

Map of “Kaihin Makuhari” area



Here are some links about Makuhari city guides:

<https://www.m-messe.co.jp/en/newcityguide/index.html>

<http://www.ccb.or.jp/e/chiba-city-makuhari>

Please note, WOAHA is not affiliated, associated, authorised, endorsed by, or in any way officially connected to the websites mentioned throughout the document. Also, only WOAHA funded participants will be reimbursed for their terminal expenses, including local transportation in their home country at a fixed rate.

5. PER DIEM (ALLOWANCES)

WOAHA funded participants will be provided with an ad hoc per diem taking into account all expenses directly covered by the WOAHA RRAP, Tokyo. Preferably method of transfer is through bank transfer (payments will be done after the training). Kindly be aware it may take 3-4 weeks for the payment to be completed via wire transfer. Please provide your bank account details to asia.pacific@woaha.org.

Any additional costs for goods or services that are not directly covered by the organisers, will be paid by participants under their expenses.

6. INSURANCE

It is important to note that foreign visitors/travellers are not eligible for free medical care while in Japan. Foreigners on travel visas (or tourists/visitors) that require medical attentions, will need insurance to cover all medical expenses. WOAHA will not be responsible for participants' life/medical/travel insurance.

7. CURRENCY

The local currency is the Japanese Yen (JPY¥). The exchange rate is USD 1= 139.55 Japanese Yen as of 13th June at ECB.

We highly recommend you exchange money to Japanese Yen (JPY) in your country, or at Haneda and/or Narita airports. This is important as you would need some cash (Japanese Yen) to pay expenses upon arrival at the airport (i.e., bus tickets, or meals, except the ones WOAHA has agreed to cover).

8. FOOD RESTRICTIONS

WOAHA would try to accommodate to all requests related to special dietary requirements, as specified in the registration form, but kindly understand we may not be able to fulfil fully your requirements.

Please note, we cannot guarantee sauces, condiments, utensils and other related aspects to preparing the food would be safe for your consumption purposes according to your specific dietary restrictions. Therefore, it is highly recommended to arrange own meals in advance if you feel uneasy. Thank you for your cooperation.

9. SCHEDULE

Participants will meet at the training venue, Cross Wave Makuhari at 0800 hrs on Wednesday, 21 June 2023 for the registration. The programme will begin at 0900 hrs.

10. LANGUAGE

The training will be carried out in English with no interpretation.

11. USEFUL CONTACTS

For any query on the organisation, please contact Jacqueline Lusat and Ami Kitagawa at the WOAHH RRAP (j.lusat@woah.org, a.kitagawa@woah.org) with copy to asia.pacific@woah.org or telephone +81 3 5805 1931 (international call).

For local support and information, kindly contact asia.pacific@woah.org or telephone WOAHH RRAP at 03 5805 1931 (domestic call)

12. REIMBURSEMENT

Reimbursement for visa fees or airfares, if applicable for WOAHH funded participants, will be made via bank transfer after the training along with ad-hoc per diem. Please ensure to bring original receipts, boarding passes, e-ticket, etc. for the claim purpose, if necessary.

13. ESSENTIAL ITEMS TO ATTEND THE TRAINING

Please bring a **laptop computer** that could connect to WI-FI network, and **conversion plug**.

For electricity, voltage is 100 AC at 50 Hertz in Japan. Japanese electrical plugs (type A) have two, non-polarised pins, identical to North American outlets. In Japan it is almost impossible to find conversion plugs for other than type A. If you use other types such as type B, C, BF, SE or O, please be sure to get a conversion plug in your country or airports, as WOAHH nor the training venue would be able to provide conversion plugs should you require one.



14. CONSENT FOR DATA PROTECTION PROTOCOL

WOAH, as data controller, collects and processes your personal data for the purposes of arranging your travel, as well as for making statistics about the travel demands on an anonymised basis. The data collected will be processed internally for the aforementioned purpose and shared with WOAH staff members in charge of the administrative follow-up of your travel as well as the WOAH service providers in charge of travel booking. The data shall be kept for at least two years. In any case, the retention period of your data will not exceed the duration necessary to support the administrative follow-up of the expenses related to your travel.

We collect and process the following categories of personal data:

Identification data

When you make a travel request, the identification data we collect include your surname and first name. In accordance with French and applicable laws, the non-communication or the inaccuracy of certain data may lead to a decision to deny boarding or entry into a foreign territory (for example on the decision of a customs service), without the WOAH incurring any liability.

Contact data

We collect your telephone number and email address.

Information about your travel and health data

We collect and process data about your flights/train itinerary as well as the prices and dates of your bookings. We also process information about your online or airport check-in, your mobile or hardcopy boarding pass, and information about any travel companions you may have. We lastly process information relating to the additional services you may request, such as extra luggage and seat options, specific assistance in moving around the airport and on board of your aircraft, as well as your meal preferences. Be informed that you consent explicitly that WOAH process these health data for travel purposes. You may request deletion through travel@woah.org.

Photo taken during the training

Your presence in the training both physical and virtual will be recorded for the purpose of publication or news on social media i.e., organiser's website.

You have rights to access and rectify your personal data, as well as to request erasure and obtain data portability under certain circumstances. To exercise these rights or if you have any questions about the processing of your data, you can contact our data protection officer at dpo@woah.org.

15. DEPARTURE INFORMATION

The arrival airport is not necessarily same as the departure airport. Make sure which airport you will depart from; **Narita** or **Haneda**.

Bus timetable to **Narita** Airport

1,000 (Children: 500 yen)	Kaihimmakuhari Sta.	Dep.	6:25	6:57	7:32	7:42	9:25	10:15	11:50	12:55	14:15	16:25
-	Narita Airport Terminal 3	Arr.	7:02	7:34	8:09	8:19	10:02	10:52	12:27	13:32	14:52	17:02
-	Narita Airport Terminal 2	Arr.	7:05	7:37	8:12	8:22	10:05	10:55	12:30	13:35	14:55	17:05
-	Narita Airport Terminal 1	Arr.	7:10	7:42	8:17	8:27	10:10	11:00	12:35	13:40	15:00	17:10

Participants depart from **Narita** airport with the flights on 23 June or flights between 0:00~7:00 am on 24 June, you will need to take **16:25 bus** at the latest. It is the **last bus to Narita** airport on 23 June. Day 3 of the training is planned to close before lunch at around 1300 hrs.

Bus timetable to **Haneda** Airport

Journey number	Hotel Francs	Kaihimmakuhari St	Haneda Airport Terminal 2	Haneda Airport Terminal 1	Haneda Airport Terminal 3
	Adult:1200 yen Child:600yen Map	a. Adult:1200 yen Child:600yen Map	Map	Map	Map
1	→	5:13	5:50	5:55	6:02
2	→	5:40	6:17	6:22	6:29
3	→	6:10	6:50	6:55	7:02
4	→	6:30	7:17	7:22	7:29
5	→	6:50	7:37	7:42	7:49
6	7:20	7:36	8:23	8:28	8:35
7	→	7:53	8:40	8:45	8:52
8	→	8:25	9:07	9:12	9:19
9	9:12	9:28	10:10	10:15	10:22
10	→	10:00	10:42	10:47	10:54

Journey number	Hotel Francs	Kaihimmakuhari St	Haneda Airport Ter	Haneda Airport Ter	Haneda Airport Ter
	Adult:1200 yen Child:600yen Map	a. Adult:1200 yen Child:600yen Map	minal 2 Map	minal 1 Map	minal 3 Map
11	10:19	10:35	11:17	11:22	11:29
12	→	10:55	11:37	11:42	11:49
13	→	11:55	12:37	12:42	12:49
14	12:12	12:28	13:10	13:15	13:22
15	→	12:42	13:29	13:34	13:41
16	13:04	13:20	14:07	14:12	14:19
17	→	13:45	14:32	14:37	14:44
18	14:24	14:40	15:27	15:32	15:39
19	→	14:55	15:42	15:47	15:54
20	→	15:25	16:12	16:17	16:24
21	→	16:15	17:02	17:07	17:14
22	→	16:35	17:22	17:27	17:34
23	→	17:45	18:32	18:37	18:44
24	18:09	18:25	19:12	19:17	19:24
25	→	19:05	19:47	19:52	19:59
26	→	19:40	20:17	20:22	20:29
27	→	20:10	20:42	20:47	20:54
28	→	20:45	21:17	21:22	21:29
29	→	21:45	22:17	22:22	22:29