



*Sponsored by the Government of Japan*

**17<sup>th</sup> OECD-ADBI Tokyo Roundtable on Capital Market and  
Financial Reform in Asia**

**2-3 March 2017**

**Tokyo, Japan**

**INFORMATION NOTE FOR PARTICIPANTS**

The 17<sup>th</sup> **Roundtable on Capital Market and Financial Reform in Asia** will be held on **2-3 March 2017** at the Asian Development Bank Institute (ADBI) in Tokyo.

The events will be jointly organised and sponsored by the OECD and the ADBI, in co-operation with the Government of Japan.

**REGISTRATION**

Please note that participation is by invitation only. Delegates must register for this conference. To do so, please send your registration form (attached to your invitation letter) by **6 February 2017**, to:

Ms. Morven Alexander, OECD

E-mail: [morven.alexander@oecd.org](mailto:morven.alexander@oecd.org); Tel: +33 1 45 24 88 36

Event website: <http://www.oecd.org/daf/fin/financial-markets/2017-tokyo-roundtable-asia.htm>

**CONFERENCE VENUE**

The Roundtable and High-Level Panel will be held at the Asian Development Bank Institute, Tokyo. Please find below the address and contact person at the ADBI.

Shion Nomiyama (Administrative Assistant), ADBI

Tel: 81-3-3593-5542. (Direct); Email: [snomiyama@adbi.org](mailto:snomiyama@adbi.org)

Asian Development Bank Institute

Kasumigaseki Building, 8th Floor, 3-2-5 Kasumigaseki, Chiyoda-ku, Tokyo, Japan

Website: <http://www.adbi.org/>

**FOR FURTHER ENQUIRIES PLEASE CONTACT:*****For issues regarding the agenda:***

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OECD  
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Tel: +(33 1) 45 24 79 80

Ms. Miyuki Izumiyama  
Policy Analyst, OECD  
E-mail: [miyuki.izumiyama@oecd.org](mailto:miyuki.izumiyama@oecd.org)  
Tel: +(33-1) 45 24 78 70

***For logistical matters:***

Ms. Morven Alexander-Drane  
Project Co-ordinator, OECD  
E-mail: [morven.alexander@oecd.org](mailto:morven.alexander@oecd.org)  
Tel.: +(33-1) 45 24 88 36

**HOTEL SUGGESTIONS:**

If you wish to stay at any of the following hotels, please contact the hotel directly.

**Hotel Villa Fontaine Tokyo-Shiodome** (approximately 15-20 minutes' walk from ADBI)

1-9-2 Higashi-shinbashi Minato-ku  
Tokyo, 105-0021  
Tel: 03-3569-2220 /  
Fax: 03-3569-2111  
<http://www.hvf.jp/eng/location/shiodome.php>

**Daiichi Hotel Annex** (approximately 15 minutes' walk from ADBI)

Address: 1-5-2, Uchisaiwai-cho, Chiyoda-ku, Tokyo 100-0011  
Telephone: 81-3-3503-5611  
Email: [reserve@daiichi-hotel.co.jp](mailto:reserve@daiichi-hotel.co.jp)  
Fax: 81-3-3503-5777  
Website: <http://www.daiichihotelannex-tokyo.com/>

**Hotel Villa Fontaine Roppongi** (approximately 15-20 minutes' walk from ADBI)

Address: 1-6-2 Roppongi Minato-ku, Tokyo, 106-0032  
Tel: 03-3560-1110  
Fax: 03-3560-1388  
<http://www.hvf.jp/eng/roppongi.php>

**Atago / Shinbashi Atagoyama Tokyu REI Hotel**

Address: 1-6-6, Atago, Minato-ku, Tokyo 105-0002  
Tel: +81-3-3431-0109  
Fax: +81-3-3431-0434  
[http://www.tokyuhotelsjapan.com/en/hotel/TR/TR\\_ATAGO/index.html](http://www.tokyuhotelsjapan.com/en/hotel/TR/TR_ATAGO/index.html)

**Akasaka Excel Hotel Tokyu**

Address: 2-14-3, Nagata-cho, Chiyoda-ku, Tokyo 100-0014  
Tel: +81-3-3580-2311  
Fax: +81-3-3580-6066  
Website: [http://www.tokyuhotelsjapan.com/en/hotel/TE/TE\\_AKASA/index.html](http://www.tokyuhotelsjapan.com/en/hotel/TE/TE_AKASA/index.html)

### **Hotel Okura Tokyo**

Hotel Okura, 2-10-4 Toranomon, Minato-ku, Tokyo 105-0001

Telephone: +81-3-3582-0111 or +81-3-3224-6666 (room reservations)

Email: [reservation@tokyo.hotelokura.co.jp](mailto:reservation@tokyo.hotelokura.co.jp)

Website: <http://www.hotelokura.co.jp/tokyo/en>

<http://www.hotelokura.co.jp/tokyo/en/information/access/>

### **VISA FOR JAPAN AND INSURANCE**

You are advised to contact your local Japanese embassy or consulate to verify if you require a visa to enter Japan. If required, please complete the *Passport Information Form* (attached to your invitation) in order to receive the necessary Letter of Guarantee from the Japanese authorities, by **6 February 2017**.

Participants are advised to have adequate medical and travel insurance to cover their visit to Japan.

### **PROCEDURAL ARRANGEMENTS**

Participants are requested to arrive by **9:00 am on Thursday 2 March 2016** for registration. The Roundtable will end at 17h30 on Friday 3 March.

### **WORKING LANGUAGE**

The working language of the events will be English.

### **DOCUMENTATION AND WEBSITE**

If you have been asked to contribute a paper or presentation to the Roundtable or wish to submit any relevant background materials, please send your material to

**Ms. Miyuki Izumiyama, OECD** (email: [miyuki.izumiyama@oecd.org](mailto:miyuki.izumiyama@oecd.org)) by **15 February 2017 at the latest**.

Please note that unless presenters advise OECD otherwise, all presentations will be posted on OECD's website, after the event, at the following link:

<http://www.oecd.org/daf/fin/financial-markets/2017-tokyo-roundtable-asia.htm>

Registered participants will receive a set of documents upon arrival at the Roundtable.

### **MEALS AND SOCIAL EVENTS**

All participants are invited to the social events described below.

- **Lunch: Thursday 2 March and Friday 3 March:**

Buffet lunch for all participants will be provided by the ADBI and the OECD, at the conference venue.

**Please confirm your attendance via the Registration Form** (attached to your invitation letter).

- **Dinner reception: Thursday 2 March:**

A buffet dinner reception will be co-hosted by the ADBI and the OECD, from 6.30pm to 8.30pm.

Venue: Kazan Kaikan Restaurant "Shosetsu and Kobai Room", Common Gate Building 37F (building next to ADBI's Kasumigaseki Bldg)

**Please confirm your attendance via the Registration Form** (attached to your invitation letter).

The organisers regret that no programme can be arranged for spouses/partners.

## **GOING TO THE CONFERENCE VENUE - ADBI**

A map of the area indicating the Kasumigaseki building can be found at the end of this note.

The venue of the Roundtable is on the 8<sup>th</sup> floor of the ADBI building.

- **By taxi**

You can show the Japanese message below to the driver.

霞ヶ関ビルまでお願いします。 (“Please go to the Kasumigaseki Building”).

## **AIRPORT TRANSFERS**

Airport transfers to and from the hotel cannot be arranged by the organizers. Please use one of the following transportations to the centre of Tokyo. Cash should be prepared for a ticket. Cash exchange is available at the airport.

### **(1) Taxi**

Please note: it is **not** advisable to take a taxi all the way from Narita Airport, as it is a 90-minute journey by car and is very expensive.

From Narita Airport: approx. 25,000 yen, time: approx. 90 minutes

From Haneda Airport: approx. 6,000 yen, time: approx. 30 minutes

### **(2) Limousine bus**

Please visit the website for details of airport limousine bus (ticket counter and bus stop) at <http://www.limousinebus.co.jp/en/>

### **(3) Train**

- **From Narita airport (JR Narita Express)** <http://www.jreast.co.jp/e/nex/>

*Fare: 3,020 yen (To Tokyo Station), Time: 1 hour*

Note: The station is located on the basement level of Narita Airport. Please follow the signs to the ticket counter and purchase a ticket to Tokyo Station from which you can take a taxi to your hotel.

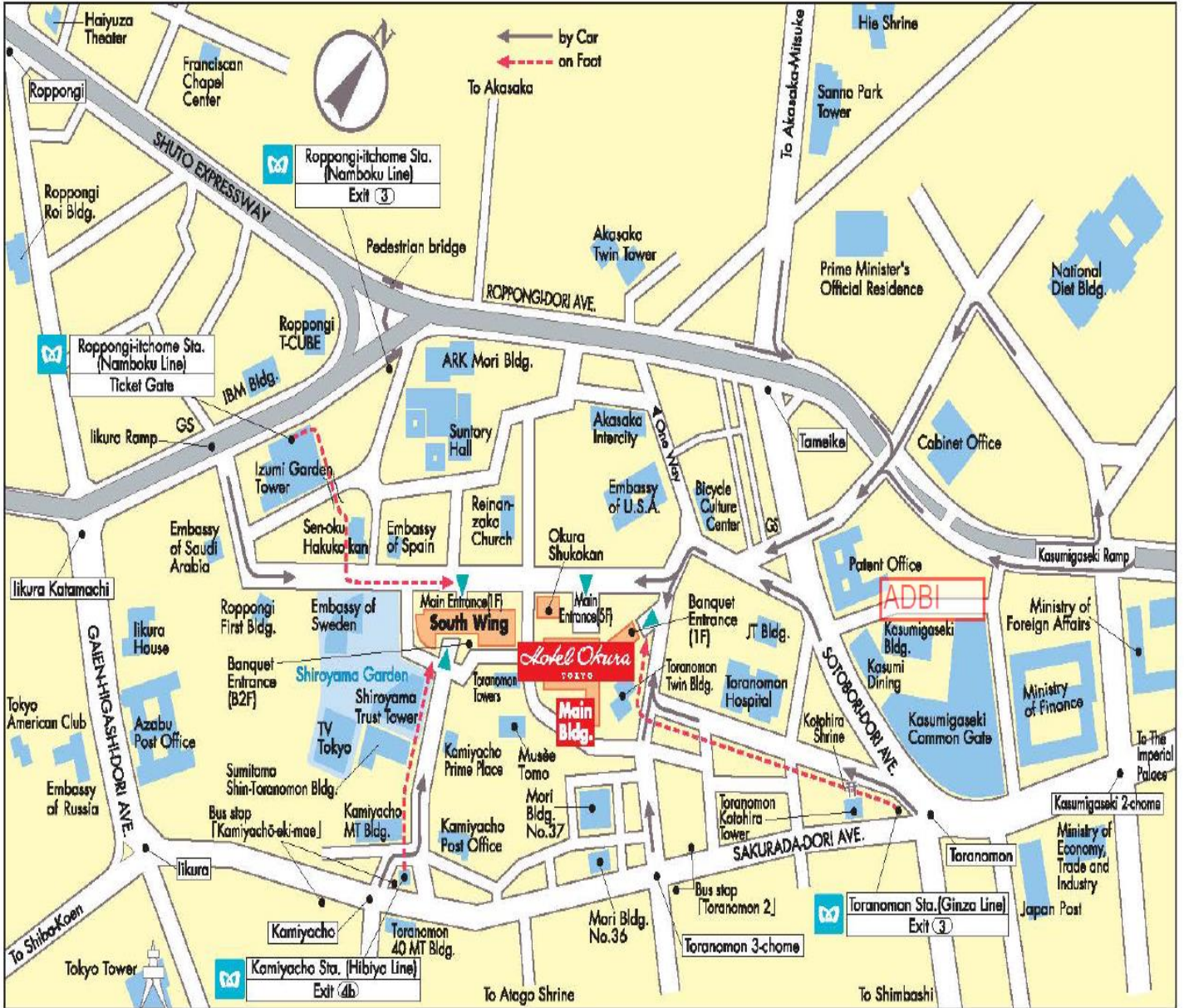
- **From Haneda airport (Tokyo Monorail)**

<http://www.tokyo-monorail.co.jp/english/guidance/index.html>

*Fare: 490 yen (To Hamamatsucho Station, the last station), Time: 20 minutes*



### Map showing ADBI (in red)



*Hotel Okura*  
TOKYO

2-10-4 Toranomon, Minato-ku, Tokyo 105-0001  
TEL.(03)3582-0111  
[www.hotelokura.co.jp/tokyo/en/](http://www.hotelokura.co.jp/tokyo/en/)

Less than ten-minute walk from any of the subway exits below:  
Exit 3, Toranomon Sta. on the Ginza Line.  
Exit 4b, Kamiyacho Sta. on the Hibiya Line.  
Ticket Gate, Roppongi-itchome Sta. on the Namboku Line.



Ginza Line, Toranomon Station

Marunouchi Line, Kasumigaseki Station

Hibiya Line, Kasumigaseki Station

Chiyoda Line, Kasumigaseki Station

Exit 11  
(1-minute walk from the exit)

Exit A13  
(6-minute walk from exit)

Exit A13  
(6-minute walk from exit)

Exit A13  
(6-minute walk from exit)

1. Come out of the exit and continue walking straight.

1. Come out of the exit and continue walking straight. Walk towards Tokyo Tower, visible ahead.

2. Take the stairs or escalators to Kasumigaseki Common Gate and cross the open space. The building in front of you is the Kasumigaseki Building.

2. At the first intersection, cross the pedestrian crossing and continue along this street which curves slightly right.

3. Keep the brown brick building on your right. Turn right at the end of this building.

4. Take the stairs or escalators to Kasumigaseki Common Gate and cross the open space. The building in front of you is the Kasumigaseki Building.