

---

## INFORMATION CIRCULAR

### **Information for Participants of the 2<sup>nd</sup> APEC e-Government Forum and IAC Annual Meeting at Waseda University on 28<sup>th</sup> - 29<sup>th</sup> September 2015**

From the APEC/IAC Forum Secretariat

#### **Part 1: Useful Information for the Conference**

##### **I. Conference Venue:**

- September 28<sup>th</sup>, 2015: the 2<sup>nd</sup> APEC e-Government Forum (09:30 – 17:00) at **Ono Memorial Auditorium, Waseda (Ono Hall), B2F, Bld 27**, Waseda University, Shinjuku-ku, Tokyo, Japan. (see the Campus map)
- September 29<sup>th</sup>, 2015: **IAC Annual Meeting** (09:30 – 11:00) at **Okuma Kaikan**, 2F, next to Rihga Royal Hotel

##### **II. Transport Access (To Waseda University):**

###### **1. From Narita Airport**

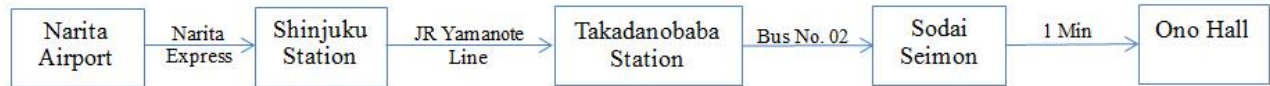
Narita International Airport is 66 kilometers outside of Tokyo so a taxi is not a good choice of transportation to Waseda University (It will cost more than \$200). Instead, trains or limousine buses (airport buses) are recommended.

There are two options for railway traveling: the Keisei Skyliner or the JR Narita Express (NEX). If you take the Keisei Skyliner, you will arrive at Keisei Nippori Station or Ueno Station in about an hour. Then you need to change trains to get to JR Takadanobaba where you can take a bus to Waseda University. If you take the NEX, you will arrive at JR Shinjuku Station in about 90 minutes and then transfer to the JR Yamanote Line to Takadanobaba station. Then take a bus to Waseda University.

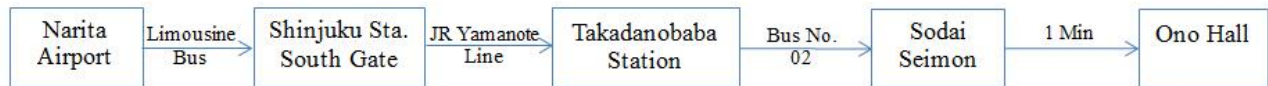
The Airport Limousine Bus is also available at <http://www.limousinebus.co.jp/en/information/>. If you take a limousine bus, you will get to Shinjuku station in approximately 90 minutes depending on traffic. You may take a taxi to Waseda Campus (it will cost approximately \$20).

For more information regarding transportation, please check the Narita Airport website at [http://www.narita-airport.jp/en/guide/service/list/svc\\_32.html](http://www.narita-airport.jp/en/guide/service/list/svc_32.html)

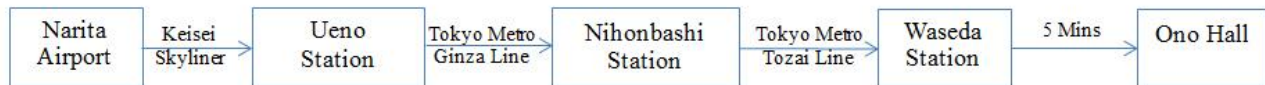
JR Narita Express: (Approx. 2 hours)



Limousine Bus: (Approx. 2 hours)



Keisei Skyliner: (Approx. 2 hours)



**Figure 1. From Narita Airport to Waseda Univ.**

## 2. From Haneda Airport

After arriving at the International Terminal, you can use the monorail or the Airport Limousine Bus. A more expensive option is to take a taxi (which costs \$35-40).

The monorail will take you to **JR Hamamatsucho Station**, where you need to **change** trains to get to **Takadanobaba** station via the **Yamanote** line. The Airport Limousine will go to Shinjuku station. For more information please access the website: <http://www.haneda-airport.jp/inter/en/>. From Shinjuku station, you can take the Yamanote line to Takadanobaba station or a taxi to **Waseda Campus and the Conference Venue**.

From JR Takadanobaba station or Waseda metro station, please see Figure 2 to reach the conference venue. The venue is **ONO MEMORIAL AUDITORIUM (ONO HALL)**; it is located in Waseda building #27, B2F.



Figure 2: Waseda Campus Map from JR Takadanobaba station

### 3. Access to Rihga Royal Hotel (official hotel for the conference)

#### a. From JR Takadanobaba Station

- **Take the Rihga Royal Hotel Free Shuttle Bus:** Please see Figure 2, to find the **Rihga Royal hotel free shuttle bus stop (dark green bus)** on the east side of Takadanobaba station (on the far side of the bus rotary, around the corner from Mizuho Bank).

#### Operation hours (from Takadanobaba Station):

Weekdays: 09:00 to 21:00, 10 minutes and 40 minutes after the hour

Weekends and holidays: 08:00 to 21:00, 10 minutes and 40 minutes after the hour (also operates every 25 minutes and 55 minutes after the hour only between 10:00 to 17:00).

#### RIHGA ROYAL HOTEL TOKYO

1-104-19 Totsuka-machi, Shinjuku, Tokyo 169-8613, Japan

Phone: +81-3-5285-1121

Fax: +81-3-5285-4321

<http://www.rihga.com/tokyo/index.html>

- **Take bus number 02** to Waseda University (180 JPY) in front of Takadanobaba station to Sodai-Seimon (main gate of Waseda Univ.) bus stop (last stop), then you can walk to the Rihga Royal Hotel (about 3 minutes). You may ask anyone how to get to the hotel.

**b. From Waseda Metro Station:**

You can walk from Waseda station to the Rihga Royal Hotel. It takes about 6 minutes.

**4. Access to the Conference Venue - Rihga Royal Hotel to Ono Hall (5 mins)**

Staff members will guide you from the lobby of the hotel to Ono Hall. Okuma Park (Garden) is open between 09:00-17:00. Before and after those hours please use the narrow corridor between the hotel and Okuma Kaikan for the shortest route to Ono Hall. Please see the Figure 3 below for your reference.



**Figure 3: From Rihga Royal Hotel to Ono Memorial Hall**

## Part 2: Agenda

### I. Conference Program

September 28 <sup>th</sup> , 2015	
Time	Contents
09:30 – 09:45	<b>Opening Remarks</b> 1. Professor. Dr. Toshio Obi: Director of both APEC e-Government Research Center and the Institute of e-Government, Waseda University 2. Mr. Andrey Mukhanov: Chair of APECTEL
09:45 - 11:00	<b>Session 1 [ICT and Woman]</b> <b>Keynote Speech:</b> Professor, Dr. Iwasaki Naoko, Waseda University, Chair of IAC’s “ICT and Woman” Committee <b>Moderator:</b> Mrs. Jantima Sirisaengtaksin, ex-Director General, Revenue Dept. Ministry of Finance, Thailand
	<b>Speakers:</b> 1. Prof. Dr. Dahlberg, University of Turku, Finland 2. Dr. Elena Bellio, Senior Researcher, Bucconi University
	<b>Session 2 [Internet of Things, Open/Big data]</b> <b>Keynote Speech:</b> Mr. Toshiyuki Minami, Director General of MIC Japan <b>Moderator:</b> Mr. Jirapon Tubtimhin: Consultant, Thammasat University, Thailand
11:10 - 12:30	<b>Speakers:</b> 1. Prof. Lim Swee Cheang: National University of Singapore, Singapore. 2. Prof. Dr. Francisco Magno: Director, Institute of Governance, De La Salle University, Philippines. 3. Prof. Dr. Zhou-Peng Liao: Taiwan e-Government Research Center, Taiwan. 4. Prof. Dr. Alexander Ryzhov: Federal Academy of National Economy, Russia. 5. Prof. Dr. Hiroko Kudo, Chuo University.
12:30 - 13:45	Lunch
13:45 - 15:15	<b>Session 3 [Internet/Digital Economy]</b>



	<p><b>Moderator:</b> Mr. Edwin Lau, Head, e-Government OECD</p> <p><b>Speakers:</b></p> <ol style="list-style-type: none"> <li>1. Prof. Dr. Suhono Harso Supangkat: Director, Center for Smart City, Bandung Institute of Technology, Indonesia</li> <li>2. Mr. Ashish K Mukherjee: President of IAC India</li> <li>3. Prof. Dr. Brabec Zdenek: Czech Technical University, Czech Republic</li> <li>4. Miss Joey Lam: Deputy Government Chief Information Officer (Policy and Community) of the Office of the GCIO, Government of the Hong Kong Special Administrative Region</li> <li>5. Prof. Dr. Luca Boccoliero: Bocconi University, Italy</li> <li>6. Mr. Colin McDonald, Government CIO, New Zealand</li> </ol>
15:25 - 16:55	<b>Session 4 [e-Government case studies]</b>
	<p><b>Keynote speech:</b> Mr. Hoe Chan CIO, Infocomm Development Authority of Singapore</p> <p><b>Moderator:</b> Prof. Dr. Jean-Pierre Auffret: Director for CIO Program, George Mason University, USA</p> <p><b>Speakers:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Sak Segkhoonthod: President of E-Government Agency, Thailand</li> <li>2. Prof. Dr. Yang Fengchun: Dean of e-Government, Peking University, China</li> <li>3. Prof. Dr. Huang, Director, Taiwan E-Government Research Center</li> <li>4. Prof. Dr. Sang Yirl Nam, Korea</li> </ol>
16:55 – 17:00	<b>Waseda Statement – Prof. Toshio Obi</b>
<b>September 29<sup>th</sup>, 2015</b>	
09:30 – 11:00	Annual General Meeting of IAC at Okuma Kaikan 2F, Waseda University
OECD E-Leaders Meeting 2015 in Tokyo (Back-to-Back Event at Imperial Hotel) – (invitation only) <a href="http://www.oecd.org/governance/eleaders">http://www.oecd.org/governance/eleaders</a>	
<b>Date : September 29, 2015</b>	
9:00 - 17:00	<p>Session 1: Data-driven public sector</p> <p>Session 2: Infrastructure needed for a data-driven public sector</p> <p>Lunch</p> <p>Session 3: Highlight the types of institutional set up and governance frameworks</p>

	Session 4: The design of communications strategy for a data-driven public sector
--	----------------------------------------------------------------------------------

**@ At the reception desk in the APEC /OECD delegates corner of Ono Hall B2 of the building, please pick up your badge which is very important for security purposes.**

**@ Lunch will be served at the Rihga Royal Hotel (2F) from 12:40-13:30. The staff will guide you to the restaurant from Ono Hall after the morning session.**

**@ For official participants, you will be invited to the Welcome Reception in the Diamond room of the Rihga Royal Hotel (2F) from 17:30-19:30 immediately after the PM session. The staff will guide you from Ono Hall.**

## **II. OECD Meeting (29<sup>th</sup> ) and Sightseeing Program (September 29<sup>th</sup> 11:30 am – 5:30 pm)**

After the Annual General Meeting of IAC (which will be finished at 11:00 am), there are two optional programs for official participants:

1. For participants with an official invitation letter from OECD for the “E-Leaders Meeting” at the Imperial Hotel, please gather at the lobby of Rihga Royal Hotel at 11:30 am to transfer to the OECD meeting’s venue by bus.
2. For **participants who want to join the free sightseeing tour**, please gather at the lounge in front of the Annual General Meeting conference room at 11:30 am. The program will be as follows:

@ Please register at the reception desk in Ono Hall at the APEC/IAC Forum on September 28<sup>th</sup>. We have enough room for 25 persons on a first-come first-served basis.

<b>Time</b>	<b>Program</b>
From 11:30 am	Waseda Campus Tour
12:30 pm	Lunch at Faculty Restaurant



Asia-Pacific  
Economic Cooperation



<p>01:30 pm</p>	<p>Visit “Asakusa Temple” by Bus</p>  A photograph of the Kaminarimon Gate and the five-story Pagoda of Sensoji Temple in Asakusa, Tokyo, illuminated at night under a dark blue sky.
<p>3:00 pm</p>	<p>Take the “River Boat” cruise in Tokyo Bay</p>  A photograph showing a view of the Tokyo skyline from a river boat. The Tokyo Skytree is prominent in the background, along with other skyscrapers and a bridge over the water.
<p>4:00 pm</p>	<p>Visit “Hamarikyu Garden Park”</p>






Asia-Pacific  
Economic Cooperation



IAC   
International Academy of CIO

	
<p>5:00 pm</p>	<p>Take the “Yurikamome” (driverless) train to Shinbashi Station</p> 
<p>5:30 pm</p>	<p>Finish the tour near Ginza Shopping Street (You are free to anywhere afterwards).</p>

**@ General Enquiries on the conference - Contact**

For all general enquiries please contact: IAC President Office, email: [silver.innovation@gmail.com](mailto:silver.innovation@gmail.com)

**■ Please contact with us through mobile phone in case of emergency:**

**IAC Secretariat:**

Mr. Hien: 080-4797-8558

Mr. Banda: 080-4614-3939

Mr. Pingky: 080-4757-2017

Ms. Yoyo: 080-4480-7572 (sightseeing only)

### **Part 3: Non-Conference Information**

#### **1. Public Transport**

- Keisei Line: [http://www.keisei.co.jp/keisei/tetudou/keisei\\_us/top.html](http://www.keisei.co.jp/keisei/tetudou/keisei_us/top.html)
- Airport Limousine Bus: <http://www.limousinebus.co.jp/en/>
- JR East: <http://www.jreast.co.jp/e/index.html>
- Train Route Finder: <http://www.jorudan.co.jp/english/norikae/e-norikayin.html>

#### **2. Travel Information:**

- Japan Hotel Reservations <http://www.japan-hotel-reservations.net/japan-travel-guide.html>
- Nihon Travel Agency: <http://www.nta.co.jp/english/index.htm>
- Japan National Tourist Organization: <http://www.jnto.go.jp/eng/>
- Hotel Travel: <http://www.hotelstravel.com/japan.html#tok>
- Infomap Japan: <http://www.infomapjapan.com/>
- Digi Joho Japan: <http://www.digi-promotion.com/>
- Narita Airport <http://www.narita-airport.jp/en/>

#### **City Guides:**

- Tokyo Essentials: <http://www.tokyoessentials.com/>
- Tokyo Guide: <http://www.japan-guide.com/e/e2164.html>

#### **Sightseeing:**

- Nihon Travel Agency: <http://www.nta.co.jp/english/index.htm>
- Japan National Tourist Organization: <http://www.JNTO.go.jp/eng>

#### **3. Currency: Japanese Yen (JPY)**

- Notes are in denominations of 1,000, 2,000, 5,000, and 10,000 Yen. Coins are in denominations of 1, 5, 10, 50, 100, and 500 Yen.

- 
- **Currency Exchange:** Exchange services are provided at Narita Airport and at major bank outlets throughout Tokyo.
  - **Credit cards:** Major credit cards such as Visa, MasterCard, JCB, and American Express are accepted throughout Japan. Visitors are advised to carry at least one major credit card, as it is common to request prepayment for hotels rooms. Small shops and restaurants usually do not accept credit cards.
  - **Sales Tax:** Consumption tax on purchases (goods and services): 8%.

#### **4. Other Information**

- **September Temperature in Tokyo:** Average maximum temperature is 26.4 Celsius, 79.5 Fahrenheit: <http://www.worldclimate.com/cgi-bin/data.pl?ref=N35E139+1200+0048130G2>
- **Emergency Number:** Dial 110 to call the police, and dial 119 to call an ambulance or a fire engine.
- **Time Zone:** Japan has one time zone. GMT + 9 hours
- **Electricity supply:** 100V, 50 Hz in Tokyo