



FIFTY-SEVENTH ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO)

HOSTED BY THE GOVERNMENT OF JAPAN

08 – 12 OCTOBER - TOKYO

NOTE: For latest updates please refer to <http://www.aalco.int> (AALCO)

ADMINISTRATIVE ARRANGEMENTS

1. The Fifty-Seventh Annual Session of AALCO will be hosted by the Government of Japan from 8th – 12th October 2018 in Tokyo.

The Venue for the Fifty-Seventh Annual Session would be:

Tokyo Prince Hotel
3-3-31 Shiba-koen, Minato-ku, Tokyo, 105-8560, Japan
Tel: +81-3-3432-1111, Fax: +81-3-3434-5551

2. **CONTACT INFORMATION OF THE GOVERNMENT OF JAPAN**

Email: aalcojapan@mofa.go.jp

3. **CONTACT INFORMATION AT THE AALCO SECRETARIAT IN NEW DELHI**

AALCO Secretariat
29-C, Rizal Marg, Diplomatic Enclave, Chanakyapuri, New Delhi.
Tel: 00 91 11 26117641/42 Fax: 00 91 11 26117640
Email: as57@aalco.int

4. **REGISTRATION**

An online registration system will be in operation from **30 July 2018** at the website (www.aalco.int). All the delegates are requested to fill out the registration form.

ALTERNATIVELY: If encounter technical problems in accessing to the registration system, delegates may also fill out registration form (attached) which can be downloaded from the above mentioned website, and send the form to <as57@aalco.int>.

All registrations besides VIP delegates are required to be submitted by **8th September 2018**. For VIP delegates, please refer to paragraph 7.

5. INAUGURAL SESSION

A social function will be hosted by a high-level representative of the Government of Japan on the evening of **8 October 2018**. All delegates are invited to the event and are recommended to schedule their arrival in Tokyo by early afternoon of the day.

The Inaugural Session will be held on Tuesday, 9 October 2018 at 9:00 am. All delegates are requested to be present and seated at 08:30 am.

After the completion of the Inaugural Session, there will be a “Group Photo Session” of all Heads of Delegations.

6. VIP DELEGATES

“VIP Delegate” status will be accorded by the Government of Japan to those bearing the position of Ministers and Solicitor/Attorneys General. The same status is accorded to the Secretary-General of AALCO.

7. TRANSPORTATION AND PROTOCOL

- (a) Arrival and Departure – At Tokyo International Airport (Haneda Airport)/Narita International Airport.

The Government of Japan will provide transportation from and to Tokyo International Airport for **VIP Delegates** on the following dates:

Arrival: 7-8 October

Departure: 12-13 October

Non-VIP delegates will be responsible to arrange transportation at their own expenses.

- (b) Local Transportation

The Conference Venue and the designated accommodation facility for delegates will be in a single location at Tokyo Prince Hotel. Therefore, delegates who stay at hotels other than the designated hotel will be responsible to arrange transportation between their hotels and the Conference venue.

Local transportation for VIP Delegates will be provided by the Government of Japan.

- (c) Return bookings/confirmation - Delegates are responsible for their return air-travel bookings confirmation.

8. ACCOMMODATION

- (a) All delegates are strongly recommended to stay at Tokyo Prince Hotel.

VIP Delegates are entitled to complimentary accommodation at Tokyo Prince Hotel. Their booking will be made through the Government of Japan. VIP Delegates should submit the registration form to as57@aalco.int by **31 August 2018**.

Other delegates are requested to pay for their accommodation. Booking should be made directly with Tokyo Prince Hotel at prk-rsv4@princehotels.co.jp. The rooms will be based on 'first come first serve' principle. The delegates are strongly recommended to make reservation by **7 September 2018** to enjoy preferential rates and ensure room availability.

Room rates

Standard room (29.7m²) JPY 22,696 (including breakfast)

Standard room (19.8m²) JPY 19,132 (including breakfast)

Delegates are reminded that, due to the high demand for hotel rooms in Tokyo during this period of the year, rooms and preferential rates will not be guaranteed after the above deadlines.

- (b) If delegates would like to book hotels of their own choice, please indicate the hotel names and addresses in the registration form.
- (c) The members of AALCO Secretariat will stay at Tokyo Prince Hotel.

9. MEETING ARRANGEMENTS

(a) **Registration upon Arrival**

Registration desks will be opened at the Venue on 8 October (12:00 noon - 06:00 pm) and 9 October.

Delegates should register their arrival and pick up the Meeting Badges and materials.

Delegates who fail to collect their badges in time are requested to approach Help Desk to get access to the Conference Venue.

(b) **Working Language**

The working language will be English and Arabic and all key documentation will be English and Arabic.

The Secretariat reports on the deliberated agenda items shall be translated to Arabic as well.

(c) **Dress Code**

Business attire or national Dresses will be required for the meetings and official dinners.

(d) Distribution of Documents

The meeting documents will be available on AALCO website: www.aalco.int. Additional copies can be downloaded from the website. The Secretariat of AALCO will be distributing an official set of the meeting documents to all Member States during the registration upon arrival (only one set per delegation). Delegates are reminded to bring their downloaded meeting documents with them as no additional copies will be distributed during the Annual Session. One set of the documents in Arabic would also be distributed at the Session.

Observer delegations will also receive one set of documents at the time of registration upon arrival.

(e) Secretariat and Help Desk

- (i) There will be a Secretary General's Office located at the Venue for bilateral consultations and other administrative issues.
- (ii) The AALCO Secretariat will be located at the Conference Venue.
- (iii) At the end of every working day, a summary report of all activities and outcomes will be prepared by the Secretariat.
- (iv) A help desk for all delegates will be made available by the Government of Japan at the Conference Venue from 08:00 am to 18:00 pm from 9th -12th October 2018 (Tuesday to Friday).

10. WORKING LUNCH AND REFRESHMENTS

Unless otherwise stated, working lunch, drinks and refreshments will be provided for all delegates at the Conference Venue from 9th to 12th October 2018.

11. PASSPORT AND VISA

To gain entry into the Japan, foreign nationals need to have in their possession passports with **at least 6 months** of validity and appropriate visas.

Delegates from all countries are requested to obtain necessary advice from the Japanese Embassy at their respective countries or the Ministry of Foreign Affairs of their respective countries for all information and applications relating to their travel visa to Tokyo.

Information regarding the AALCO's Annual Session will be notified to all the Japanese Missions in the AALCO Member States.

Delegates from countries that have no Japanese Embassy in their respective countries are suggested to obtain necessary advice by directing queries to aalcojapan@mofa.go.jp.

12. OTHER USEFUL INFORMATION

- (a) **Climate:** Autumn, pleasant with cooler mornings and evenings.
- (b) **Temperature:** The average high temperature is 20°C, with overnight lows at 15°C.
- (c) **Banking Services and Currency:** The official currency is Japanese Yen. Foreign exchange bureaus in the airport, in the city, hotels, and banks usually offer exchange service.
- (d) **Exchange Rate:** The exchange rate of 1 USD is 109.5 Japanese Yen. Transactions are subject to real-time rate.
- (e) **Tipping:** Tip is generally not required in Japan
- (f) **Time Difference:** GMT +09:00 hours
- (g) **Electricity Supply:** In Japan, the voltage for electric mains is 100 V and the frequency is 50 / 60 Hz.
- (h) **Car Hires and Taxi:** Car hires can be arranged by most hotels. All taxis use meter and there is no room to negotiate.

13. SOCIAL EVENTS

A number of social events would take place during the Annual Session.