

FANUC

JIMTOF 2024 JAPAN

5TH - 10TH NOVEMBER



Japan International Machine Tool Fair

Agenda and Travel Guide





Useful Info



FANUC Corporation headquarters

Oshino-mura, Yamanashi Prefecture 401-0597, Japan
Tel: +81-555-84-5555



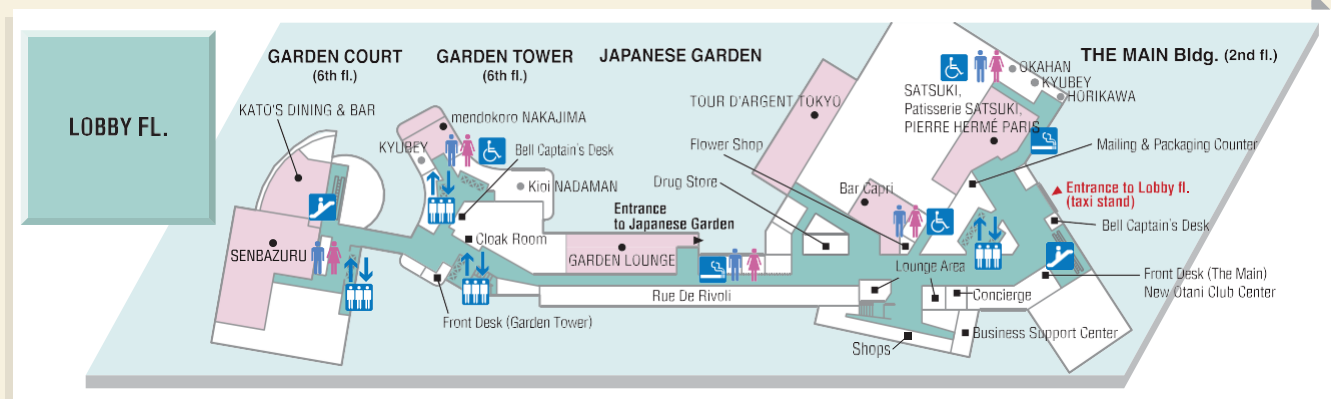
HOTEL Details:

Hotel New Otani (Tokyo)

4-1 Kioi-Cho, Chiyoda-Ku, 102-8578, Tokyo , Japan
Tel: +81 (3) 3265 1111 | [website](#)

Check-in: from 15:00 | Check-out: 12:00 am

It is possible to leave your luggage at the front desk in case your arrival time is earlier

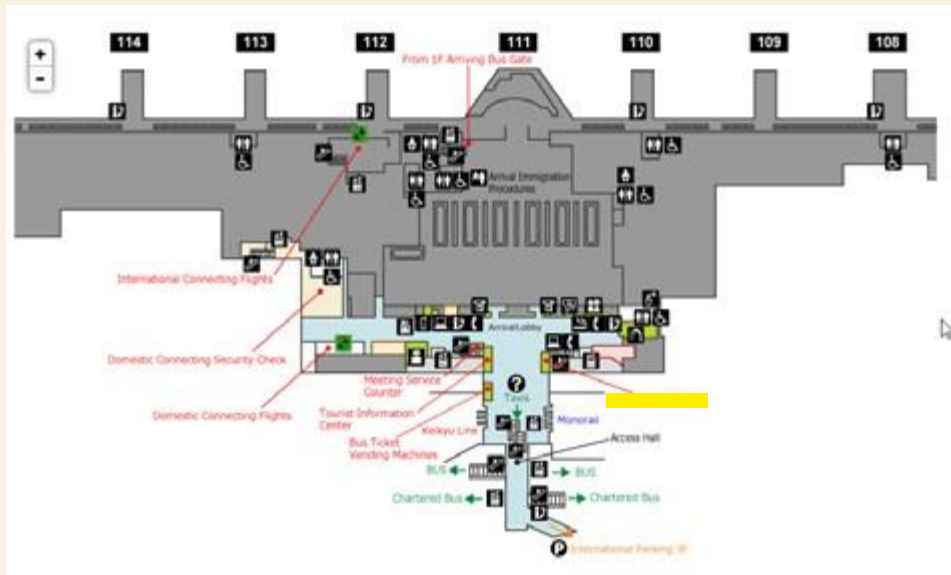




Tokyo International Airports

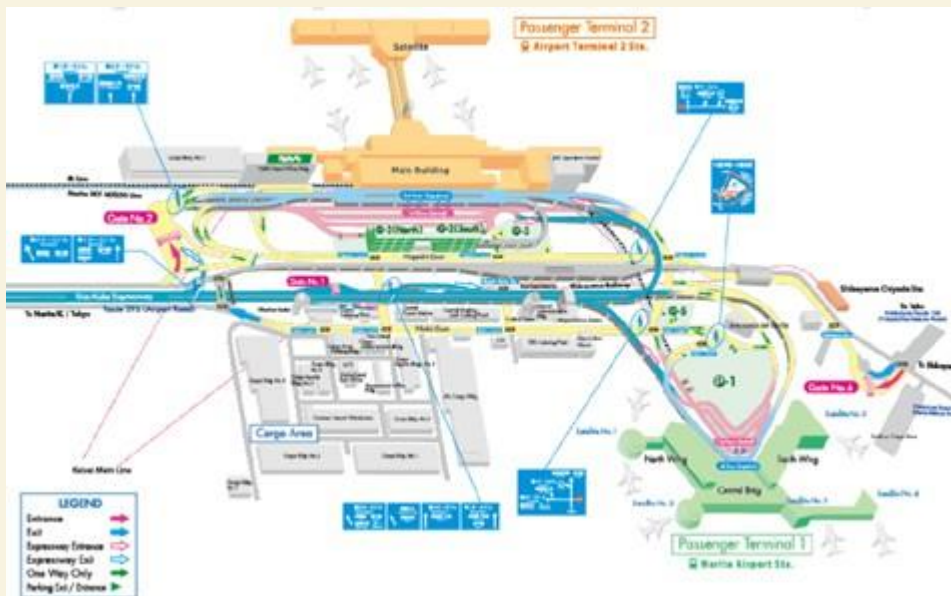
Upon arrival, you will go through immigration (passport control), baggage claim and then customs. Wait time to clear immigration will depend on time of your arrival, but typically within 30 min or less.

Haneda Airport <http://www.haneda-airport.jp/en/>



[Airport Limousine Bus: https://www.limousinebus.co.jp/en/](https://www.limousinebus.co.jp/en/)

Narita Airport <https://www.narita-airport.jp/en>



[Airport Limousine Bus https://www.limousinebus.co.jp/en/](https://www.limousinebus.co.jp/en/)



- **Sun, Nov 3rd** **Departure from Europe to Japan**



- **Mon, Nov 4th** **Arrival to Japan (Narita or Haneda Airport)**
Transfer to the hotel New Otani
Transfer from the airport to the hotel and from the hotel to the airport self arranged.



- **Tue, Nov 5th** **JIMTOF visit**
Customer event in the evening



- **Wed, Nov 6th** **FANUC Headquarters factory tour**
Common dinner in the evening



TRANSPORT / SHUTTLE INFORMATION

- Narita and Haneda airports are accessible by bus that stops at the New Otani hotel's entrance.
Transfer from the airport to the hotel and from the hotel to the airport self arranged.
- **From Narita International Airport:** about 120~150 minutes by Bus. Arrival and departure from the entrance of the hotel. Fare: ≈JPY3,200 (≈26 €) one-way for adult.
- **From Haneda International Airport:** about 30~45 minutes by Bus. Arrival and departure from the entrance of the hotel. Fare: ≈JPY1,230 (≈10 €) one-way for adult.
- From JR Shinjuku Station: Shinjuku Washington Hotel is directly connected to Shinjuku Station by an underground passageway (served by JR, Tokyo Metro, Odakyu, Keio and other railway lines) between 06:00 and 22:45 for comfortable access even in bad weather. 8 minutes walk from Shinjuku Station.
- **From Hotel to FANUC headquarters and back:** 120~150 minutes by Bus.
Arrival and departure from the entrance of the hotel (arranged by FANUC Europe).



Visit JIMTOF/ FANUC's reception party



- **from 7:00** **Breakfast time for All at Garden Lounge**
Location: Garden Lounge, 2nd floor. Between the reception of the MAIN and the elevator to Garden Tower, opposite side of the shops

- **08:20** **Meeting time for transfer to JIMTOF**
Meeting point: Bus terminal at New Otani BANQUET FL., ground floor



- **08:30** **Departure time for the 2 buses**

- **09:00** **Arrival at JIMTOF**

- **18:30 – 20:00** **FANUC's customer event**
Location: Reception Hall, Tokyo Big Sight,
3-11-1 Ariake, Kotoku, Tokyo

- **20:30** **Departure time for those interested in returning to the hotel**
Location: tbd



Visit FANUC Headquarters “Factory tour” / Dinner

- **06:00 – 06:20** **Breakfast time for All at Garden Lounge**
Location: Garden Lounge, 2nd floor. Between the reception of the MAIN and the elevator to Garden Tower, opposite side of the shops

- **06:20** **Meeting time for transfer to FANUC headquarters**
Meeting point: Bus terminal at New Otani BANQUET FL., ground floor *(see floor plan below)*

- **06:30** **Departure time for the 2 buses**
Please be on time as the bus won't wait

- **07:30 – 07:45** **Short break DANGOZAKA Service Area**
- **08:45** **Arrival at FHQ / Distribution of the yellow jackets**
- **09:15** **Gather at lobby for Bus 1 & 2 members**
- **09:30** **Departure Factory tour – Bus 1**
Assignment of the buses on the next page.

- **09:45** **Departure Factory tour – Bus 2**

- **12:30** **Lunch**
Sandwich / rice-balls (self-service)

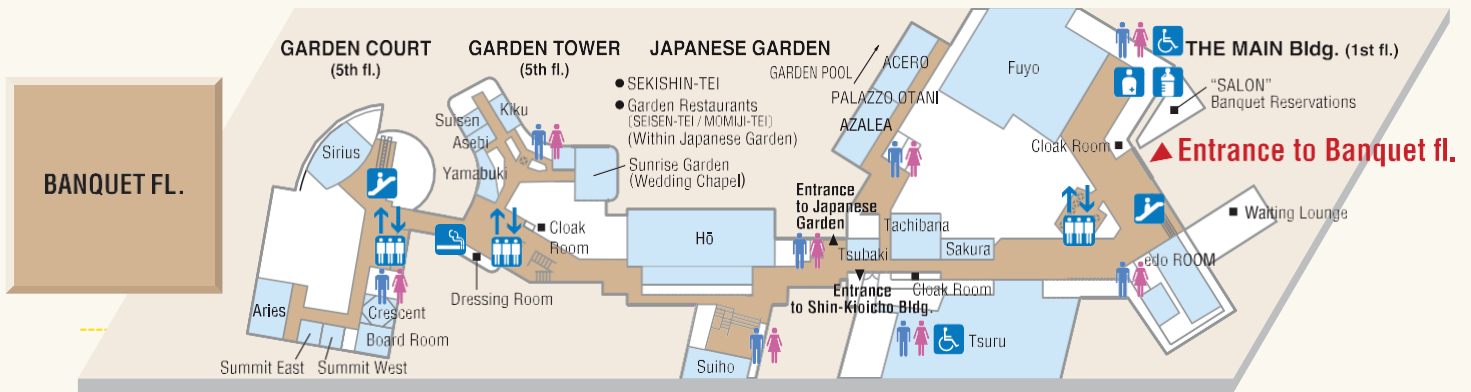
- **13:00 – 14:30** **Free time Visit Open House**

- **15:00** **Departure**
- **16:00** **Short break DANGOZAKA Service Area**
- **17:30** **Arrival at Hotel New Otani**

- **18.30 – 21.00** **Dinner**
Hotel New Otani Banquet Room < HŌ EAST >
Location: BANQUET FL., GARDEN TOWER (5th floor) East Room



Dress Code Visit: Business + yellow jacket
White shirt, FANUC yellow tie.
No JEANS, No SNEAKERS allowed.
Dress Code Evening: Casual



Common Dinner



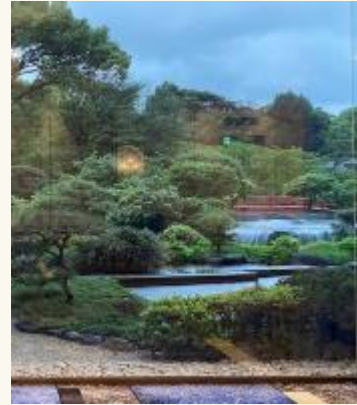
- 18.30 – 21.00

Dinner

**Hotel New Otani Banquet Room < HŌ EAST >
Garden Tower with view of the Japanese garden**

Location:

BANQUET FL., GARDEN TOWER (5th floor) East Room



19.00 Opening Stage Programm „Traditional Performing Arts“

Live Performance of Traditional Japanese Performing Arts



Travel Arrangements

We're anticipating that customers from all over Europe will attend this special event. During your visit to Tokyo, a representative from FANUC Europe will accompany you and be available to assist as needed. The following summarizes all expenses.

Customers will be responsible for the following travel expenses:

- Roundtrip airfare to Tokyo
- Hotel New Otani (~€300 EUR)
 - Includes breakfast and local taxes
- Ground transportation to/from the hotel
 - From Narita – we recommend an Airport Limousine (airport shuttle bus service) from the arrivals level (~€26 EUR each way – YEN and CC are accepted)
 - From Haneda – we recommend a taxi (~€60-70 EUR each way)
- Incidentals and some meals

FANUC will be responsible for the following travel expenses:

- Roundtrip transportation to FANUC Corporation from the Hotel New Otani
- Meals during your visit to FANUC Corporation
- Some organized meals hosted by FANUC in Tokyo

Thank you!

We look forward to your visit!

Travel Tips

In the next pages you will find some tips to help you plan your visit to Japan and make your trip comfortable and successful.



BEFORE TRAVELING TO JAPAN

- **Cell phones, WiFi, Data roaming:** Disable data roaming on your company mobile phone when you leave Europe. If your company's tariffs don't cover data roaming in Japan, this could create extremely high costs. You can use free WiFi in the hotel. If you plan to use your cell phone in Japan notify your cell phone provider to have your phone activated for use in Japan. If you plan to use data roaming, check the rates and allowed data. It may be cheaper to rent a WiFi hotspot at the airport. See below for more details.
- **Notify credit card companies of your travel to Japan:** You might have to enable your credit card for Japan. Some credit cards are automatically blocked after the first payment in countries out of Europe.
- **Notify FANUC of any dietary needs,** such as food allergies, vegetarian or religious restrictions.



CREDIT CARD USAGE IN JAPAN

Japan has a low credit card usage rate when compared to the West. In this way it is safer to bring cash along with your credit cards when traveling in Japan. Visa and Master Card are widely accepted; American Express is a hit/miss and Discover cards are hardly accepted. Also, some merchants/vendors (such as train ticket machines) require the credit card to have a pin code setup in advance, so if you don't have it set up, you will need to go to the manned ticket window to authorize payment with a signature. Stores in the suburbs and countryside as well as many places with entrance fees such as Shinto shrines or Buddhist temples are cash only.



CURRENCY EXCHANGE

Although the rates are not good at the airport, it will likely be the most convenient place to get some Japanese yen for some small purchases. Some small stores such as the news-stands in the train stations, small gift shops may only take cash. Currency exchange is located in the arrival lobby after you clear customs.

TIPPING

There is no culture of tipping in Japan. At the restaurants, pay the amount shown on the receipt that includes consumption tax of 8%. Likewise, there is no tipping to the taxi drivers, porters or hotel staff.



WIFI HOTSPOT

You may want to consider renting a WiFi hotspot so that you do not have to use data on your cell phone. Wi-Fi hotspot rental vendors are located in the arrival lobby after you clear customs.

The provider Telecom Square is right after the arrival gate at Haneda Airport. They also have stores at Narita Airport. You need a passport and a credit card.

Telecom Square website: <https://wifibox.telecomsquare.co.jp/en/>
https://www.wi-ho.net/en_b/product/

Details: <https://www.econnectjapan.com/blog/pocket-wifi-rental-options-in-haneda-airport/>



eSIM - AIRALO

Airalo is a service that provides eSIM (Embedded Subscriber Identity Module) technology, enabling travellers to Japan and other countries to access mobile data services without the need to purchase a physical SIM card. Through the use of an eSIM-compatible device, users can download a digital SIM card over the internet, allowing for immediate connection to local networks upon arrival at their destination. This service is particularly useful for travellers looking to avoid the high costs associated with international roaming or the inconvenience of purchasing a local SIM card upon arrival. Airalo offers various data plans, catering to different lengths of stay and data usage requirements, providing a convenient and flexible solution for staying connected while traveling.

Airalo website: <https://www.airalo.com/>



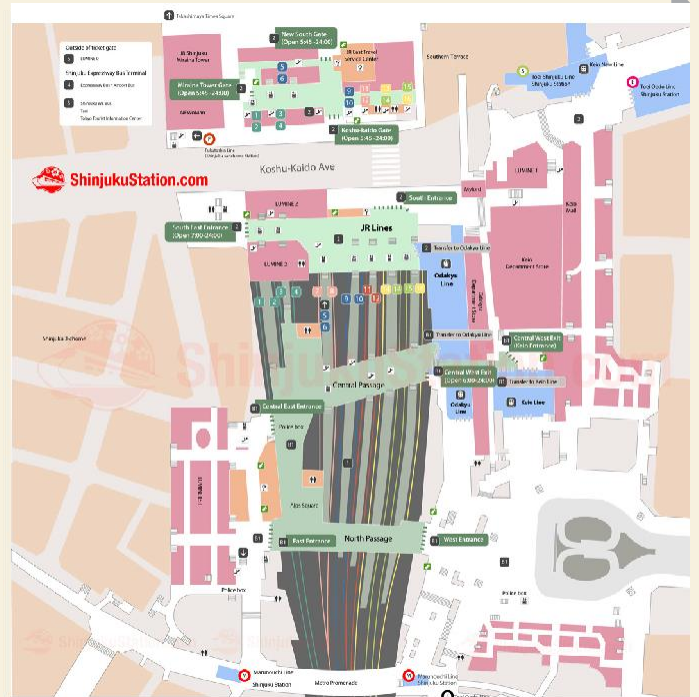


SHINJUKU STATION

Shinjuku Station is the largest and busiest transport hub in Tokyo ([see more info here](#)). An estimated 3.6 million people pass through this station daily and there are over 200 exits! It includes JR Train Lines, Subway Lines and access to the Expressway Bus Terminal (Basuta Shinjuku).

<https://www.shinjukustation.com/shinjuku-transportation/>

Tip: *It's super easy to get lost and overwhelmed here and it's best to know what Exit Gate to look for. The exit gates will let you out to where you need to go. If lost, ask one of the station guards. Usually, they are near the toll booths.*



SHINJUKU EXPRESSWAY BUS TERMINAL

<http://shinjuku-busterminal.co.jp/en/>

<https://www.shinjukustation.com/new-shinjuku-expressway-bus-terminal-basuta-shinjuku/>



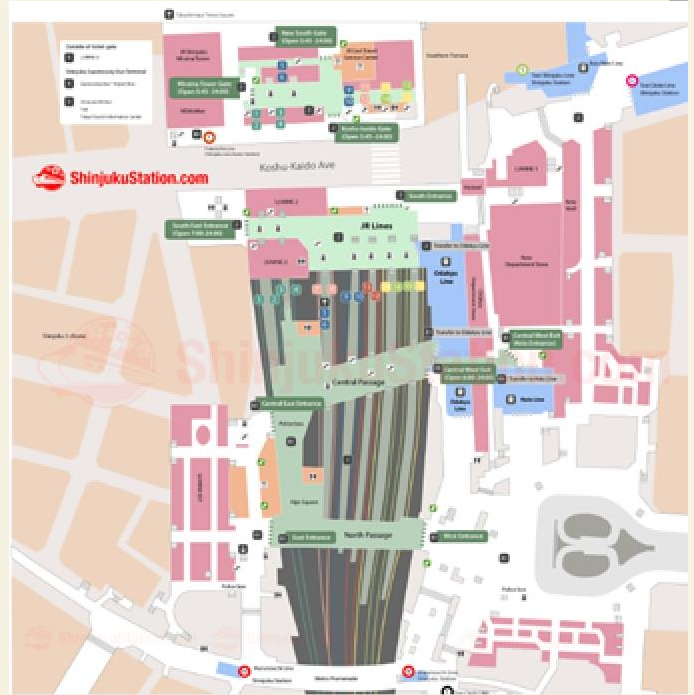


Shinjuku Station

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Shinjuku Expressway Bus Terminal

<http://shinjuku-busterminal.co.jp/en/>

<https://www.shinjukustation.com/new-shinjuku-expressway-bus-terminal-basuta-shinjuku/>





GENERAL TIPS ON USING PUBLIC TRANSPORTATION

At Train Stations

- At train stations, stand on the left side of escalators along with your luggage to allow others to walk up on the right side. *Note that you may need to stand on the right side if you are visiting the Western Japan such as Osaka and Kyoto.
- When you enter a train station through an automated gate, insert your ticket into the slot at the entrance and retrieve your ticket at the end of the gate.
- Upon arriving at your destination and exiting the station, insert your ticket into the gate again. The ticket will NOT come out of the end this time, so just pass through. If the gate shuts on you, just wait for the station attendant to come assist. Do not try to force your way through the gates.

On the Train

- Always be courteous to other passengers on board. Try not to take up too much space with your luggage. If you have a backpack, carry it in front of you so you don't bump other passengers
- Talking on the cell phone in public (in front of people) is considered rude. If you need to talk on the cell phone, go to the end of the carriages (common deck area).
- Do not talk in loud voices or talk across aisles, which may disturb other passengers.

Taxis

- Japanese taxis are clean and safe, but the driver may not understand English. Be prepared with a written destination to hand to the driver.
- Confirm whether you can pay for the ride by credit card before getting on. Pay the amount shown on the meter upon arrival. No tipping is necessary.



JET LAG (BOTH ARRIVAL AT JAPAN AND RETURN TO EUROPE)

Author's experience is to try to stay awake upon your arrival as long as possible. Go to bed at a normal local time at night. The idea is to get as tired as possible when you go to sleep so that you can sleep through the night. Do not take a nap because it will mess up with your sleep pattern and will make it more difficult to adjust.



POWER OUTLET

In Japan the power plugs and sockets are different from Europe. The standard voltage is 100 V and the standard frequency is 50 / 60 Hz. Please note that this voltage is less than in Europe (230 V).

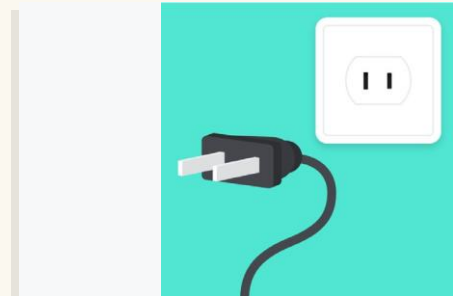
Modern low-power devices are likely to auto-detect and auto-adapt to different voltages. This is common for chargers of tablets/laptops, photo cameras, cell phones, etc.

Be especially careful with devices with bigger motors and/or devices that rotate or generate heat like shavers, hair-dryers and electric fan heaters.

To be sure, check the label on the appliance. If the label states 'INPUT: 100-240V, 50/60 Hz' the appliance can be used in all countries in the world.

Check here if you need a power plug adapter for Japan:
<https://world-power-plugs.com/luxembourg-to-japan>

Tip: *Bring an Universal travel adapter.*



RECYCLING

Recycling is very strict in Japan. Sorting out the trash into proper categories is very important, so you have to be careful. Each city has its own rules but, in general, the rules are pretty similar. Make sure you throw away PET bottles, cans, combustible and non-combustibles into their appropriate bins.



SHOES

It is customary to take off shoes at certain venues such as Japanese izakaya (bar/restaurant) or when going into personal living quarters. As you may experience the need to take off your shoes, please check your socks to be presentable (no holes; conservative colours/designs suggested).





Useful Phrases in Japanese

Good morning	Ohayo gozaimas (o-haa-yoh go-zye-mas)
Good afternoon	Konnichiwa (kon-nee-chee-wa)
Good evening	Kombanwa (kom-ban-wa)
Thank you	Arigato gozaimas (ah-lee-ga-toh go-zye-mas)
Go ahead; please do it.	Dozo (doh-zo)
<p>“Best regards” “Thank you in advance”</p> <p>1. Greeting when finishing up a conversation with someone you just met to say you are looking forward to the future relationship</p> <p>2. A phrase to say after asking someone a request/favor</p>	Yoroshiku onegai shimas (yo-loh-she-koo oh-nay-guy she-mas)
Excuse me	Sumimasen (soo-me-ma-sen)
Thank you for the meal (greeting before meal)	Itadakimas (ee-ta-da-kee-mas)
Thank you for the meal (greeting after meal)	Gochisoosama (go-chee-so-samah)
Cheers!	Kampai! (kam-pie)



In addition to what you normally pack for your travel, make sure to bring:

- Flight ticket
- Passport → check validity, expiration date
- Visa (if applicable)
- Business suit/outfit
- Business cards
- Printout of emergency contact information
- Phone charger
- Travel adapter
- Laptop (including charger)
- Medication (if applicable)
- Leftover change/cash from your previous visit
- Small umbrella (rains are usually stronger than in Europe)
- Check the weather forecast and bring proper clothes accordingly.
FHQ is at 1000 m above sea level and temperatures can be 10° C colder than in Tokyo. In case of snow don't forget to bring appropriate shoes.
- Disable data roaming on your company mobile phone when you leave Europe



Contact person



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