

## Tokyo - must know information

The ICS office has compiled the below must know information for you ahead of your visit to Tokyo.

1. Cash- Whilst credit cards can be used at big hotels and department stores not everywhere will take them so make sure you bring cash with you! Not all bank cash machines will allow foreign card withdrawals. If you do need to withdraw cash then 7/11 ATM's generally will accept foreign cards.
2. 2. Getting Around:
  - (a) Within Tokyo: Hyper efficient, sparkling clean and virtually crime-free, Tokyo's public transport system is the envy of the world. The most popular method being the train and subway system. These are set up for tourists and include easy to navigate signage in English. Make sure to get a Suica or Pasmo card which makes transferring between the two a breeze. The only downside is that the whole system shuts down between midnight and 5am, when the city's fleet of taxis pick up the slack. Taxis are clean and safe in Tokyo and whilst drivers' English is limited most will understand basic instructions. [Click here](#) to read an article about how to navigate Tokyo's train system.

The convention centre, [Tokyo International Forum](#) is in the heart of the city close to the Imperial Palace. Although we recommend that you travel to your hotel first, you can reach the convention centre via a number of options:

Haneda airport-Tokyo International Forum: Take the monorail from Haneda airport to Hamamatsucho Station (23 minutes) and then transfer to JR Hamamatsucho Station to Yurakucho Station (4 minutes) Yurakucho station is then only 1 minute walk away from the convention centre. Alternatively a taxi from Haneda is not too expensive.

Narita airport-Tokyo International Forum: There are two train lines to Tokyo downtown, JR Narita Express or Keisei Skyliner. JR Narita Express takes 53 minutes to Tokyo station and then the convention centre is a 5 minute walk (connected by B1 concourse with Keiyo Line at Tokyo Station). Keisei Skyliner takes 40 minutes to Nippori station, where you can transfer to Yamanote line to Yurakucho station (10 minutes), just 1 minute from the venue.

There are more details of how to get to the convention centre on our [handy tips print out](#).

3. Wifi- There are strict regulations on free Wi-Fi in Japan, therefore many establishments don't offer Wi-Fi for free. But you can hire portable Wi-Fi boxes to take out and about with you- so you can use Google maps on the move. Or use Google translate to understand signs and posters. There are a range of options to choose from light users (10GB cap) at 400JPY/day to Unlimited at 1,000JPY/Day. You simply order online and collect from the airport or your hotel. Instructions are provided in English and it is quick and simple to connect these to your devices (up to 10 devices) can be connected to each router. Then simply pop your device in the prepaid envelope and post back- simple!

4. Water- You will find at most restaurants they will provide you with free water as soon as you sit down. The water is safe to drink but it is a personal choice whether you drink the water.



You will notice water fountains/dispensers in parks and public places. These are free and safe to use.

5. Etiquette- There are a lot of etiquette rules that you should be aware of! A few key points are:

(a) Punctuality- The Japanese are extremely punctual so make sure that you are on time for all meetings with local delegates.

(b) Greetings- It is traditional/normal to bow when greeting people. There are many rules regarding how big/low a bow should be, but generally for foreigners a simply head nod will suffice.

(c) Business cards- The card should have the information facing your counterpart. You bow slightly and hand your card over with both hands. This is the same when taking a card.

For more information on etiquette whilst in Japan please [click here](#).

6. Quiet please! The Japanese place great emphasis on public spaces being enjoyable for all. So you won't find people using their phones on trains/buses and generally try to keep noise to a minimum- which is lovely whilst you are travelling. It is therefore advisable to avoid being noisy in these areas to avoid disrespecting locals.

7. Eating/drinking on the go- Japanese people do not eat/drink whilst walking around, it is seen as embarrassing. So to avoid a faux pas please try to avoid doing so whilst you are there.

8. Tips- The Japanese do not tip! If you leave money in a restaurant then you are likely to be chased by your server, who thinks you have left the money by mistake! So please no tipping, anywhere!

9. Queues- You will find orderly queues wherever you go. People will happily join the end of a queue- no worries about people queue jumping! So just join the end and wait your turn.

10. Rubbish- Tokyo is very clean but surprisingly you won't find any rubbish bins around. This is due to tax reasons- local taxes do not cover refuse collection, so bins are not provided in public spaces. Locals generally take their rubbish home with them and dispose of it there. Some key tourist places will provide bins- keep your eye out. Alternatively if you don't want to drag your rubbish around with you then convenience stores normally have a bin within them, so just pop inside and see if one is available.