

Practicalities in Japan: Arrival

✈️ Airports & Transfer Times

▪ Haneda (HND) → Recommended

- 30–40 min to Nihonbashi
- Monorail or Keikyu → Tokyo Station
- Taxi: ~25–35 min

▪ Narita (NRT)

- 60–75 min via Narita Express → Tokyo Station
- Taxi not recommended (long & costly)



Getting around Tokyo

- Google Maps: Fully reliable for transit directions.
- Taxis: Safe and cashless-friendly. Apps recommended: **GO Taxi** or **Uber Japan**.
- Tokyo's public transportation uses rechargeable IC cards. The two main ones are:
 - **Suica** (issued by JR East)
 - **PASMO** (issued by Tokyo Metro & private railways)
- You can use them for:
 - Metro & trains
 - Buses
 - Many taxis
 - Convenience stores
 - Vending machines
- You simply **tap in and tap out** at ticket gates. Fare is automatically calculated.

Public transportation cards in Japan

Option 1: Add to Your Phone

- If you have an **iPhone (Apple Wallet supported)**:
 - Open **Wallet**
 - Tap “+”
 - Select **Transit Card**
 - Choose **Suica**
 - Add funds via Apple Pay
 - Tap your phone at ticket gates
- No physical card needed.
- Official Suica mobile info: <https://www.jreast.co.jp/multi/en/welcomesuica/welcomesuica.html>
- Apple Wallet guide: <https://support.apple.com/en-us/HT207155>

Android Users

- For international Android phones, mobile Suica **will not work**.
→ Recommended: buy a **physical IC card** at the airport.

Option 2 - Physical Card:

Best option for short-term visitors: **Welcome Suica**
(no 500 yen deposit required)

- Available at:
 - Haneda Airport
 - Narita Airport
 - Major JR stations
- Valid for 28 days.
- Charge and load with cash (around ¥1,000 is enough for 1 day)
- Official page: <https://www.jreast.co.jp/multi/en/welcomesuica/>

Where to stay in Tokyo

📍 Venue

Nihonbashi Life Science Building

2-3-11 Nihonbashi-Honcho, Chuo City, Tokyo
103-0023

- 1–3 min walk from Mitsukoshimae Station
- 10–15 min walk from Tokyo Station
- **For taxi driver:** 日本橋ライフサイエンスビルディング.

🏨 Recommended Hotel Areas

- **Nihonbashi** – 3–8 min walk
- **Tokyo Station / Marunouchi** – 10–15 min walk
- **Ginza** – 1 metro stop (5–7 min)
- All within 15 minutes of the venue.
- Unfortunately we cannot offer any discounts.

💡 Booking Tips

Book early — April is cherry blossom season and hotels fill fast.

🌟 Recommended Hotels in order

1 Hotel Kazusaya ★★★★★

2 Hotel Villa Fontaine ★★★★★

3 Horidome Villa Hotel ★★★★★

What to bring and prepare

☁ Weather

- 10–20°C (spring)
- Cool mornings/evenings
- Light jacket recommended
- Occasional rain

Bring:

- Comfortable shoes, expect lots of walking
- Business cards
- Formal attire
- Adapter (Type A, 100V, same as in US)
- Carry some cash (¥10,000–20,000 recommended)

Connectivity

- Wi-Fi is widely available.
 - Consider a pocket Wi-Fi or travel eSIM

🛡 Safety & Payments

- One of the safest major cities globally
- Emergency: 110 (Police) | 119 (Ambulance)

Business meeting tips

Before

- Research the company well
- Be early on time, bring plenty of business cards and dress accordingly
- If possible, figure out who will be in the meeting and from which departments
- Have your company deck printed or present from your computer
 - You can also send the material in advance

During

- Talk slowly and clearly, leave enough time for discussion
- Have a clear call-to-action and what you are looking for in Japan
- Take notes and suggest another meeting
- Decisions are hardly made during the first meetings

After

- Send a follow-up greeting with your company material within 1-2 days
- Address the content of the meeting and possible next steps, avoid general emails
- Send to everyone who joined the meeting (refer to the business cards)
- Be quick to respond when you get replies

Paper materials are still common in Japanese business culture

- When having a 1 on 1 meeting, it is common to prepare a printed version of your presentation deck
- Bring any brochures or hand-outs in English
- Small company gifts (stickers, etc)

Business card is an important tool for networking and promoting your company in Japan

- Consider buying a card holder (avoid loose cards in pockets)
- Exchange cards at the start; take a moment to look at the card and acknowledge the name/company
- Have the counterpart's business card in your hand while having the conversation or keep the counterpart's card visible on the table during the conversation (don't write on it in front of them)

