

# GLOBAL ADVANCE TEAM

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## Staff itinerary

Tokyo: June 1 – 9

## Client itinerary

Tokyo: June 10 – 14

Osaka: June 14 – 17

Tokyo: June 17 – 20

## **Accommodation**

Client has pre-arranged room at Park Hyatt Tokyo. Staff to verify availability of internet (speed of 50Mbps or higher), and reserve meeting room for June 13

Staff to book co-working space for duration of client's visit. Preference to be given to proximity to client's hotel, reliable internet connectivity, and availability of secure filing cabinet for confidential documents

## **Transport**

Client arrives at NRT on flight EY878 at 1305

Client departs from NRT on flight EY871 at 1700

Staff to book travel to Osaka on 14 June (returning 17 June). Staff to reserve seat D on Shinkansen green car, for view of Mount Fuji (weather permitting)

## **Local staff**

### Interpreter

Client requires French-Japanese interpreter for meetings in Tokyo on June 12 & 13.

Staff to meet potential interpreters on June 4, to ensure candidate has adequate familiarity with domain specific vocabulary, and oversee signing of NDA

### Translator

Client has advised that one translator will be required for a report to be delivered on June 19. Staff will utilize existing contacts & ensure availability of trusted contractor

### Cultural consultant

Staff to organize cultural consultant to meet client on June 10. During briefing ensure consultant understands areas of focus for client, particularly cultural etiquette for business meetings

## **Other**

Staff to book luggage transport service to coincide with client's travel to Osaka

Client would like to visit Moomin Valley Park. As tickets are only sold within Japan, staff to purchase in advance of client's arrival

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## **Welcome package**

### Travel

Client expressed preference for using public transport where possible. Staff to pre-load Suica card with 5000 JPY

### Food

Staff to ensure that Beurré Hardy pears are stocked in client's hotel room, as the client has expressed a preference for them

Staff to acquire menus of the following restaurants:

- L'Effervescence (Minato)
- Dominique Bouchet (Chuo)
- Ponchiken (Chiyoda)
- Akanezaka Onuma (Asakusa)
- RyuGin (Hibiya)

### Documentation

Client's itinerary, calendar, and pre-booked tickets

Emergency contact details

- French Embassy
- Global Advance Team 24/7 contact details
- English-speaking hospitals in Tokyo & Osaka

### Sightseeing

Client has expressed interest in French New Wave cinema. Staff to ensure that maps are provided for the following places of potential interest:

- National Film Centre Tokyo
- Meguro Cinema (Godard film festival from June 12)
- Jimbocho antique stores (for original cinema posters)

### Other

Provision of prepaid sim card to ensure client has connectivity during trip, and a local phone number for domestic phone calls

As client will be bringing sensitive electronics, staff to ensure availability of both power adapters and voltage converters