NICT / Tokyo Centre of the GPAI Expert Community

Asia Multilingual & Multicultural AI Workshop

— An international expert convening on multilingual and multicultural generative AI —

Logistical Information for Invited Participants

1. General Information

■Event Name

NICT / Tokyo Centre of the GPAI Expert Community
Asia Multilingual & Multicultural AI Workshop
—An international expert convening on multilingual and multicultural generative AI —

■Date

Friday, October 30, 2026

[Key Schedule]
Registration: 8:30-9:00
Workshop: 9:00-17:15
Reception: 17:30-19:00

■Venue

NICT Innovation Center
(15F, Tokyo Nihonbashi Tower, 2-7-1 Nihonbashi, Chuo-ku, Tokyo 103-6015, Japan)

■Host

Held by NICT / Tokyo Centre of the GPAI Expert Community and Universal Communication Research Institute as an associated project of the Global Partnership on AI (GPAI).

■Wi-Fi

Free Wi-Fi is available at the venue.
The SSID and password will be posted on notices at the venue on the day of the workshop.

■Meals

- Lunch: A boxed lunch will be provided at the workshop venue.
- Evening: A reception will be held at the workshop venue. We would be delighted if you could join us.

■Contact

For any questions regarding the workshop, please contact the Secretariat at:
nict-ai-ws2026@piic-inc.com

Important: Building Access QR Code

A QR code for building access will be sent to you by the Secretariat in advance.

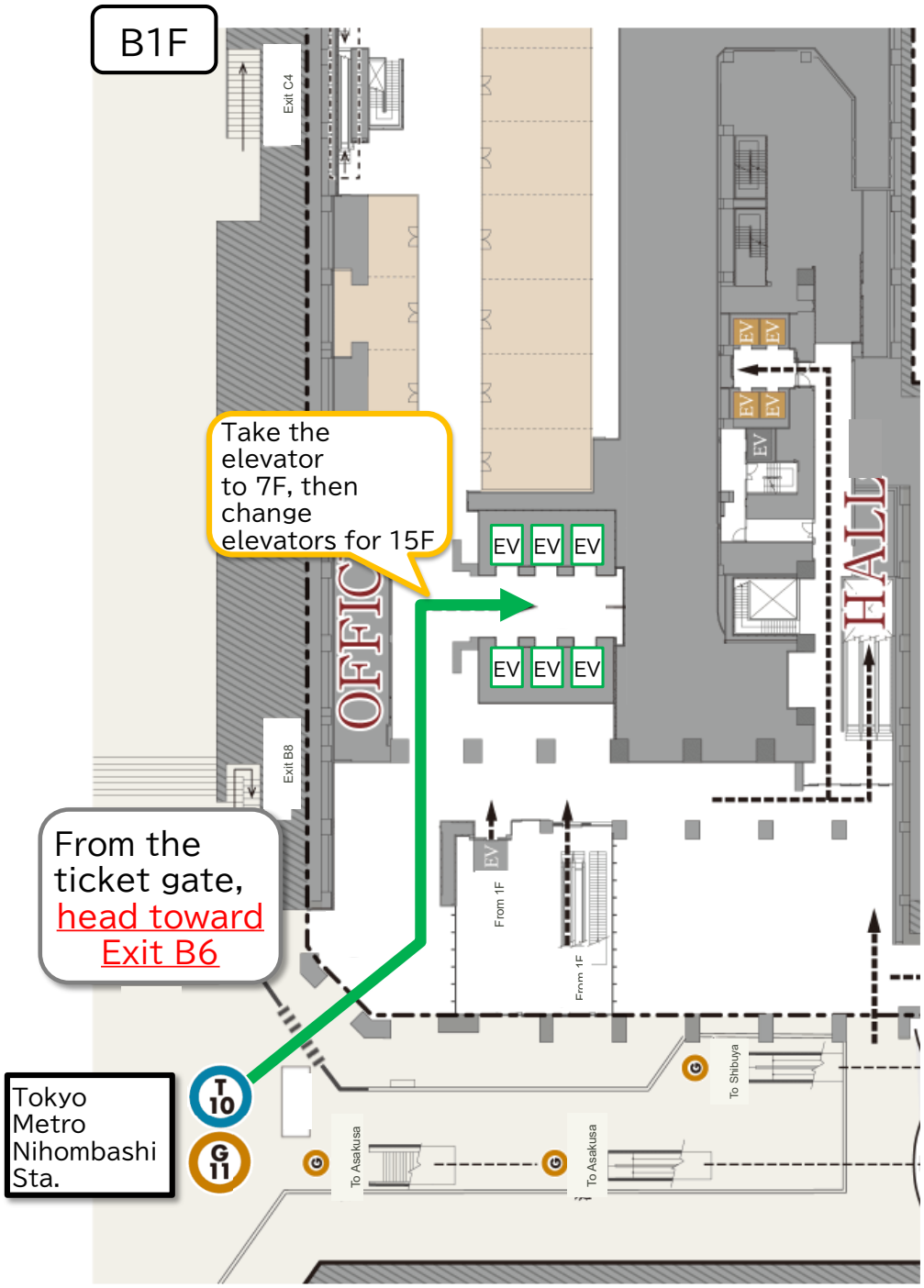
Please have it ready on your smartphone or bring a printed copy.

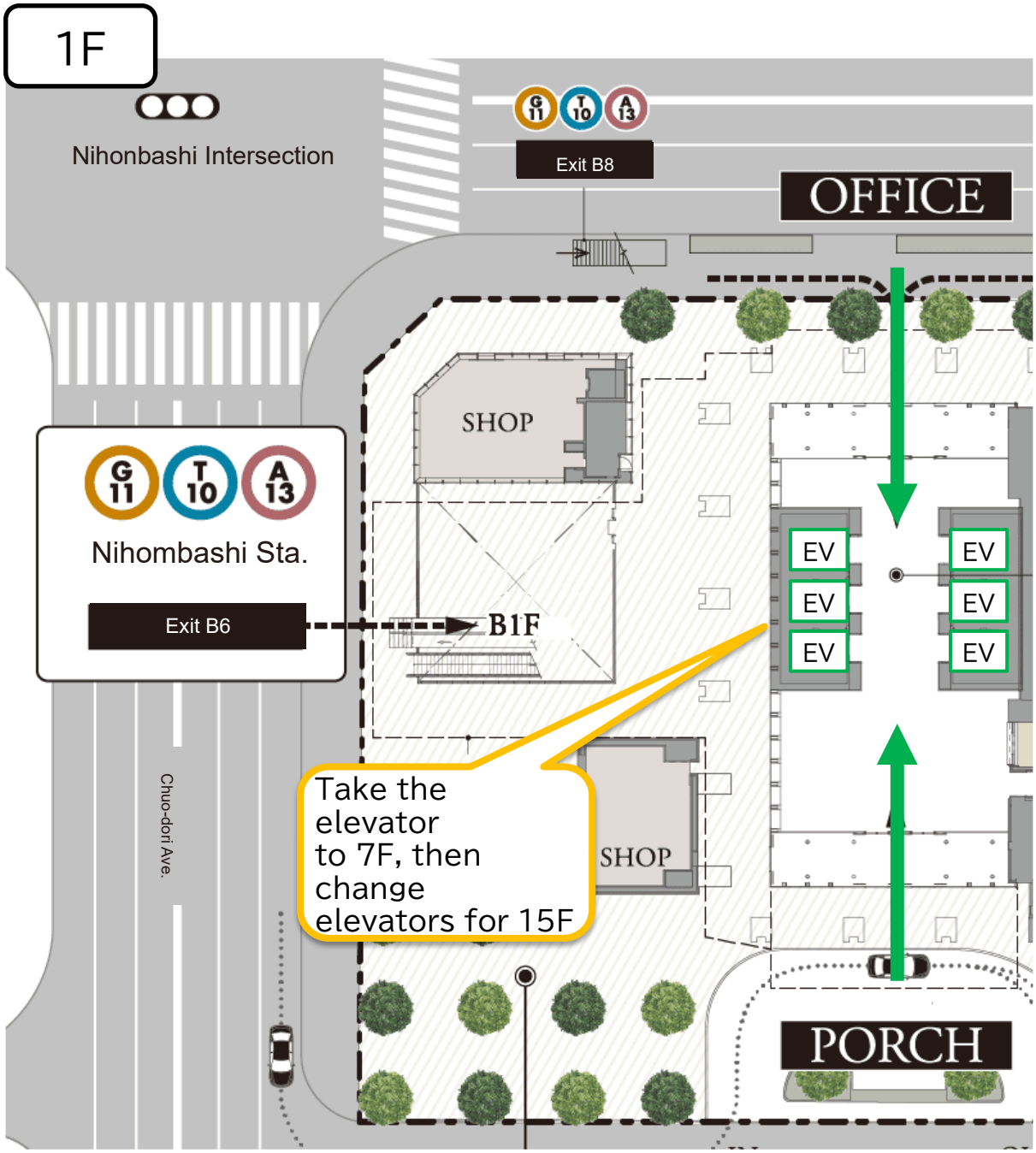
2. Venue Information (NICT Innovation Center)

How to reach the workshop venue

1. Enter Tokyo Nihonbashi Tower from B1F or 1F.
2. Take the elevator to 7F.
3. Scan your QR code at the security gate.
4. Take the designated elevator to 15F and proceed to the registration desk.

The NICT Innovation Center can be accessed via the elevator lobby on B1F or 1F.
For building security reasons, please get off at the 7th floor, pass through the security gate using the QR code, and then take another elevator up to the workshop venue on the 15th floor.
The QR code will be issued to you by the Secretariat in advance, so please have it ready on your smartphone or in print on the day.



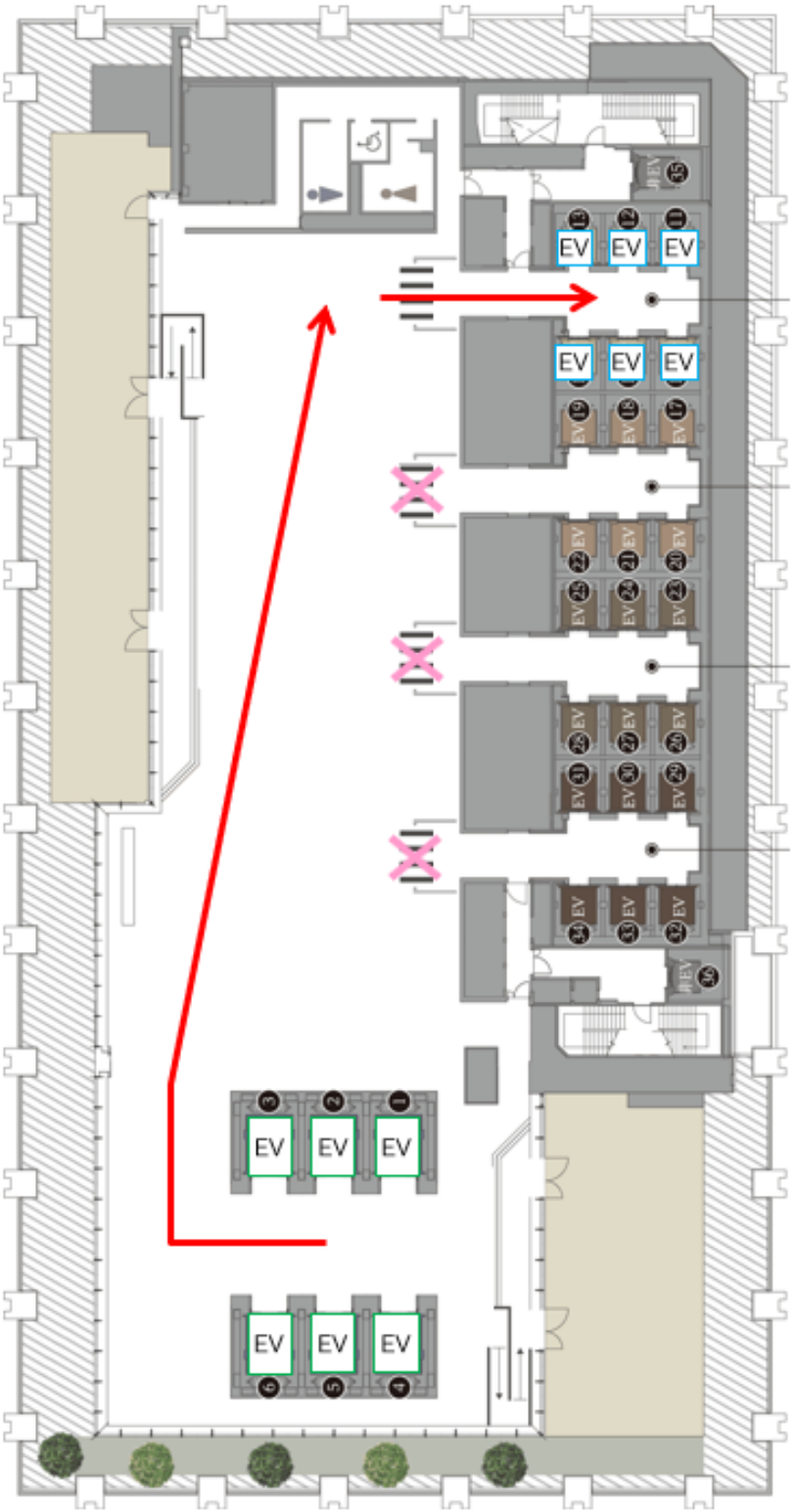

1F
Nihonbashi Intersection
G 11
T 10
A 13
Exit B8
OFFICE
SHOP
G 11
T 10
A 13
Nihombashi Sta.
Exit B6
B1F
EV
EV
EV
EV
EV
EV
Take the elevator to 7F, then change elevators for 15F
SHOP
Chuo-dori Ave.
PORCH

7F

The six elevators at the far end of this floor go up to 15F.

A QR code is required at the gate in front of the elevators to enter and exit.
QR codes will be sent out in advance.

If you encounter any issues with the QR code, please ask the staff on the 7th floor on the day of the event.



15F

Upon arrival on the 15th floor, please proceed to the registration desk.



*Smoking is prohibited throughout the building.

3. Practical Information for Your Stay in Japan

- **Climate and Clothing**
  Tokyo in late October is generally mild and comfortable, but mornings and evenings may be cool. As a guide, daytime temperatures are typically around 19–20°C, falling to approximately 13–14°C in the early morning and at night. Please consider bringing a light jacket, cardigan, or other layers so that you can adjust to indoor and outdoor temperatures.

- **Currency and Payment**
  The currency in Japan is the Japanese yen (JPY). Credit cards are widely accepted at hotels, major restaurants, and many shops, but it is useful to carry some cash for small purchases.

- **Electricity and Plugs**
  The standard voltage in Japan is 100V. Type A plugs are commonly used. Please bring a plug adapter or voltage converter if needed.

- **Internet Access**
  Free Wi-Fi is available at many airports, hotels, and public facilities. If you need constant internet access while traveling, we recommend using international roaming, an eSIM, or a portable Wi-Fi device.

- **Emergency Numbers**
  Police: 110
  Fire / Ambulance: 119
  If you need assistance during the workshop, please contact the Secretariat.

- **Time Zone**
  Japan Standard Time (JST) is UTC+9. Japan does not observe daylight saving time.

- **Smoking Rules**
  Smoking is generally allowed only in designated smoking areas in Japan. Smoking while walking on the street is prohibited in many areas and may result in a fine. Please use designated smoking areas only. Please also note that smoking is prohibited throughout the workshop venue building.

- **Medical Assistance Hotline**
  For medical information and referrals to multilingual medical institutions, contact the Tokyo Medical Information Service for Foreign Patients at +81-3-5285-8181. The service is available daily from 9:00 a.m. to 8:00 p.m. in English, Chinese, Korean, Thai, and Spanish.

4. Travel Support (for invited participants receiving travel support)

This section applies only to invited participants for whom the Secretariat has confirmed travel support. Other participants do not need to refer to this section.

■Support from the Secretariat

The Secretariat can provide the following support for your participation:

- Preparation of visa application documents
- Flight ticket booking
- Hotel booking

■Travel Expenses

- Flight and living allowance: Your round-trip flight ticket and a living allowance during your stay will be covered in accordance with NICT's procurement rules.
- Local transportation: Travel by public transport between the airport and the hotel will be covered.
- Private travel: Extra nights and travel for private stay or sightseeing are at your own expense.

■Accommodation

The Secretariat will reserve the designated hotel and pay the room charge, including accommodation tax, directly to the hotel. No payment or booking is required on your side. The nights covered are October 29 and 30, 2026 only; if you wish to stay on any other dates, please book and pay for those nights yourself.

Name	Hotel Villa Fontaine Tokyo Nihombashi Mitsukoshimae
Tel	+81-3-3242-3370
Address	1-7-6 Nihonbashi Honcho, Chuo-ku, Tokyo
Check-in	15:00
Check-out	11:00

*Breakfast is included in your accommodation.
*All rooms are non-smoking. A smoking area is available on the first floor of the hotel.

■Route to Venue (approx. 11-minute walk)



■Airport ⇄ Hotel Transport

Please use the following routes between the airport and the hotel. The same route applies in both directions (airport → hotel and hotel → airport); simply follow the arrows in reverse on your way back. Travel times are approximate and do not include transfer time.

Haneda Airport	Narita Airport
Haneda Airport Terminal 3 Station	**Narita Airport Terminal 1 or 2 Station**
↑ ↓ Tokyo Monorail approx. 20 min.	↑ ↓ Keisei Line (Skyliner / Ltd. Exp.) approx. 45–75 min.
Hamamatsucho Station	**Keisei-Ueno Station**
↑ ↓ JR Yamanote Line approx. 10 min.	↑ ↓ On foot approx. 5 min.
Kanda Station	**Ueno Station (Tokyo Metro)**
↑ ↓ Tokyo Metro Ginza Line 1 stop, approx. 2 min.	↑ ↓ Tokyo Metro Ginza Line approx. 5 min.
Mitsukoshimae Station	**Mitsukoshimae Station**
↑ ↓ On foot approx. 5 min.	↑ ↓ On foot approx. 5 min.
Hotel	**Hotel**

*For invited participants receiving travel support, travel by public transport between the airport and the hotel will be covered by the Secretariat.