

# Logistic Prep Status for ILC Crab Cavity Down-selection Review

## Venue:

- Blocked “Large Conference Room” in 1F, Building 2 inside KEK, Tsukuba Campus

## Accommodation:

- Blocked 20 rooms(w/bathroom) in KEK Dorm, Tsukuba Campus from Apr. 3<sup>rd</sup> to 8<sup>th</sup>
- Blocked 20 rooms hotel outside of KEK: Urban Hotel <https://www.urbanhotel.co.jp/guestroom/>

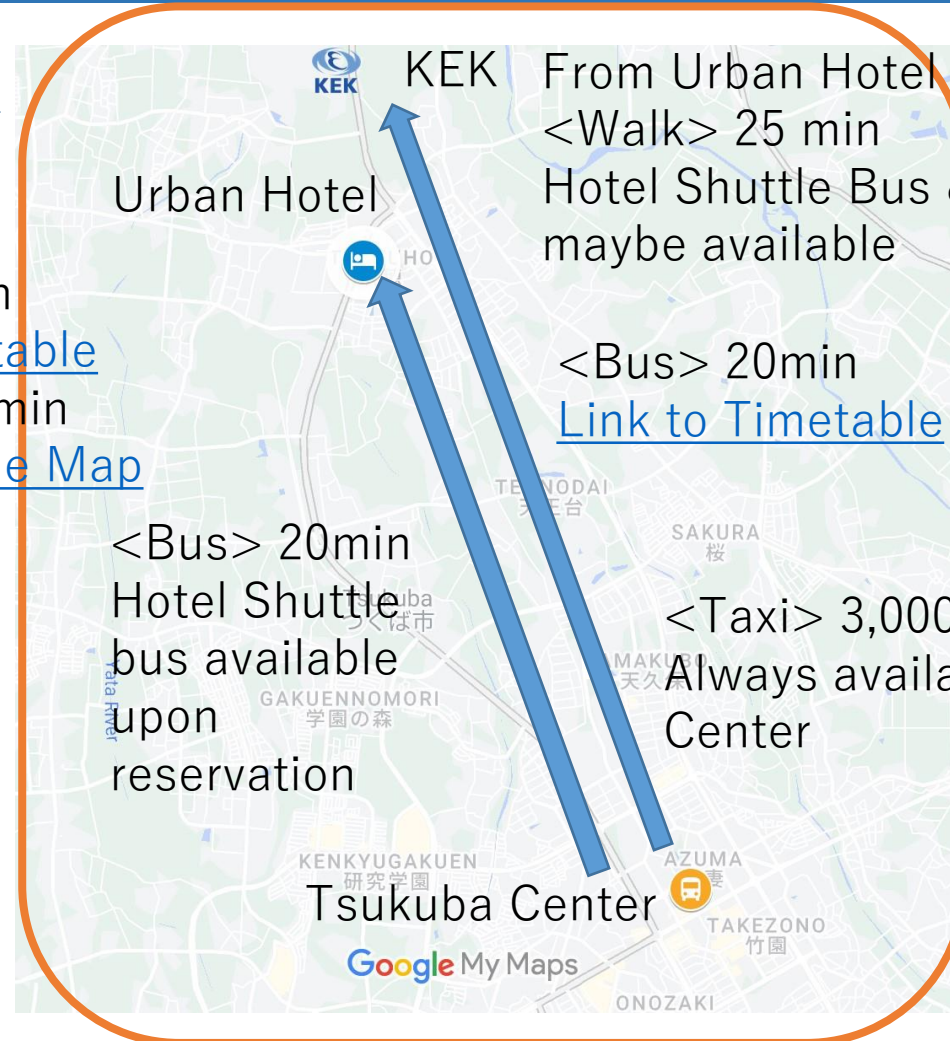
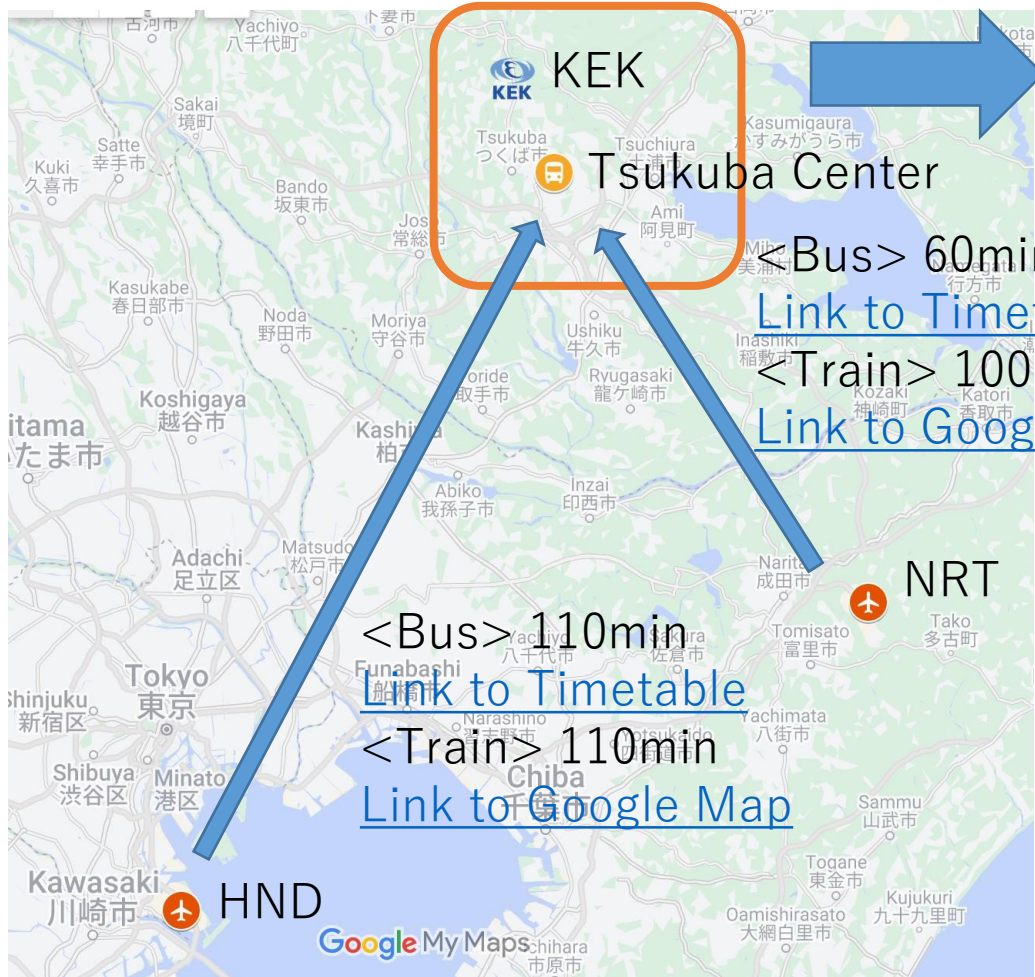
## Meals:

- Breakfast: Prior reservation needed to be served inside the Campus (or Grocery Store op 8:30)
- Lunch: KEK may prepare “Obento” JP style lunch box (Cafeteria and Cafe available)
- Dinner: Invitational dinner will be hosted by KEK for one night  
Cafeteria and Cafe available inside the Campus available for other nights

## Coffee Break:

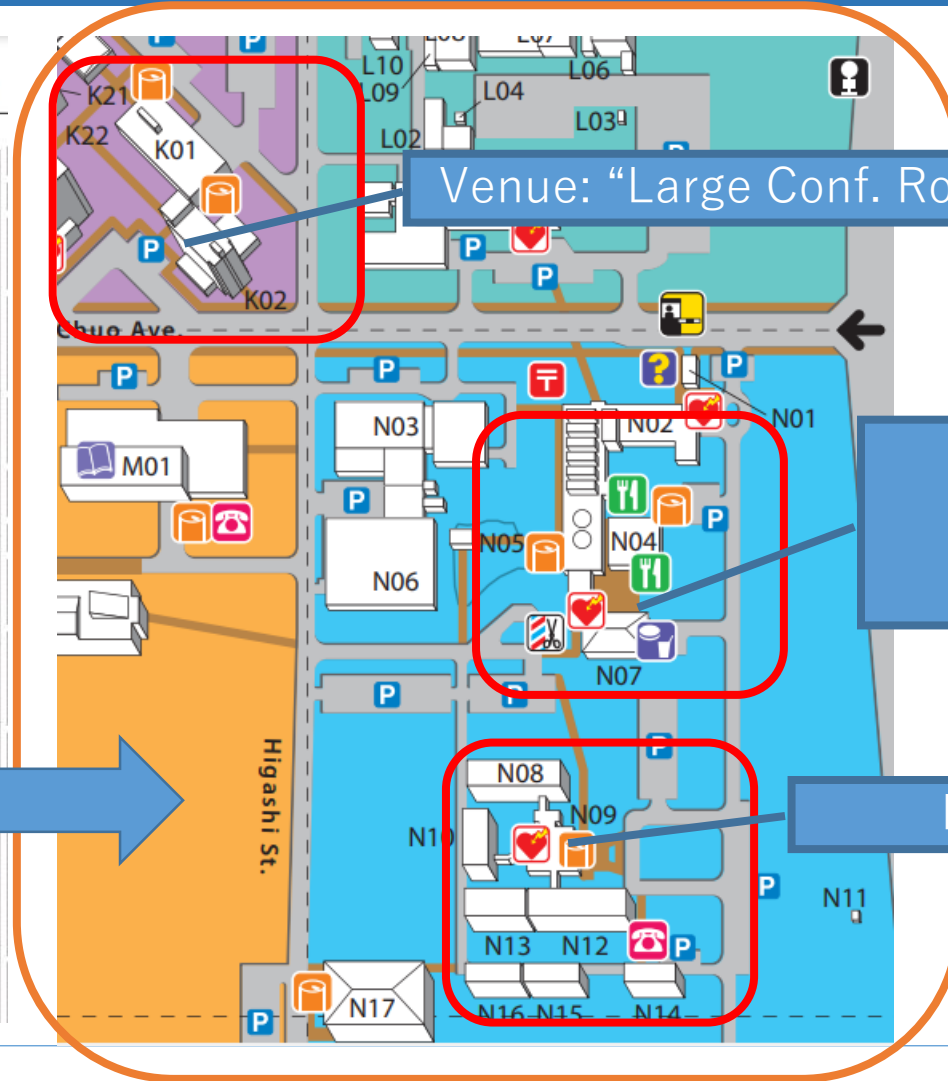
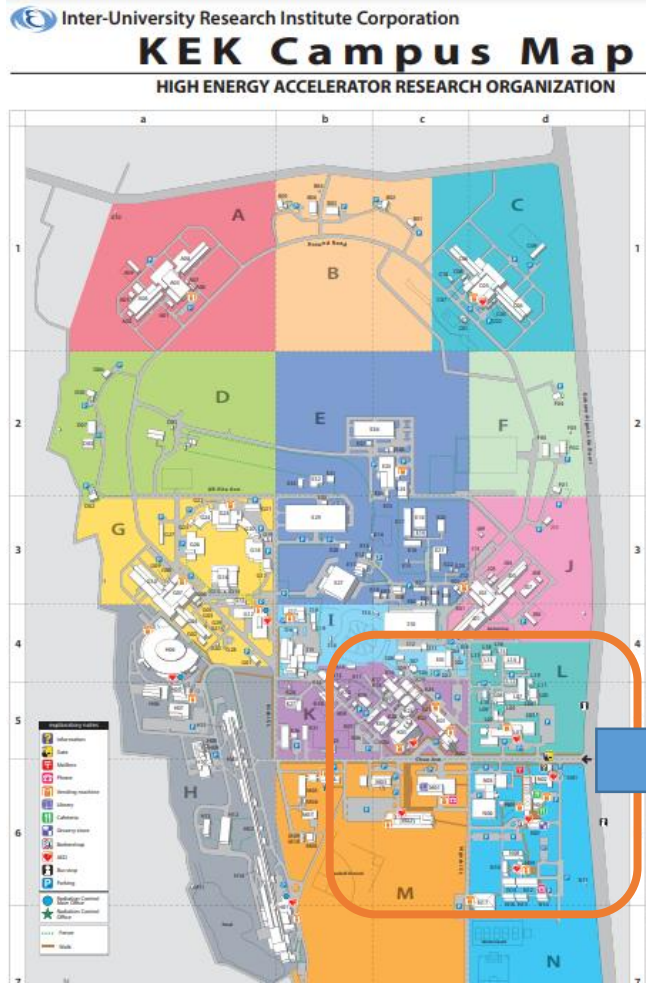
- KEK will prepare beverage and snacks for the three days

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- Narita Airport(NRT)
- Haneda Airport(HND)
- KEK
- Tsukuba Center (Bus & Train)
- Urban Hotel Tsukuba

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Venue: "Large Conf. Room" 1F, Building 2

Cafeteria  
Cafe  
Grocery Store

KEK Dorm

| explanatory notes |                 |
|-------------------|-----------------|
|                   | Information     |
|                   | Gate            |
|                   | Mailbox         |
|                   | Phone           |
|                   | Vending machine |
|                   | Library         |
|                   | Cafeteria       |
|                   | Grocery store   |
|                   | Barbershop      |
|                   | AED             |
|                   | Bus stop        |
|                   | Parking         |



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KEK Dorm



<https://www2.kek.jp/uskek/eng/visiting/dormitory.html>

Rate: 3,000 JPY/night max  
No breakfast included  
->23 USD if 130 JPY/USD

Urban Hotel



<https://www.urbanhotel.co.jp/english/>

Rate: 8,870 JPY/night w/ breakfast  
7,900 JPY/night w/o breakfast  
-> 68 - 60 USD if 130 JPY/USD

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<Cafeteria> 【open only on weekdays】

○Lunch 11:30 to 13:30 (weekdays)

○Dinner 17:30 to 18:30

(Tue, Wed, and Thu only. **Closed on Mon** and Fri)

(-> closest outside restaurant is approx. 2km (approx. 20 min walk))

<Cafe> 【open only on weekdays】

○Lunch 11:30 to 14:00

<Grocery Store> 【open only on weekdays】

○8:30 to 18:00

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Further actions and supports scheduled to be taken by KEK International Office:

- Visa application (for those needed)
  - Exemption of Visa (Short-Term Stay)  
[https://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)
- Airplane ticket arrangement (if requested), per diem and allowance payment (for “Reviewer”)
- Reserving KEK host dinner for one night during the event
- Coffee break prep.
- Conference room prep.

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Matters to be confirmed for kicking-off:

1. Number of participants outside of KEK -> around 15  
(10 from Design Team and 5 Reviewer)
2. Accommodation preference -> Keep both KEK Dorm  
and Urban Hotel
3. Participant's travel fee that KEK will cover -> Reviewer

# Logistic Prep Status for ILC Crab Cavity Down-selection Review

Point-of-Contact:

Scientific inquiry

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Logistic inquiry

KEK International Promotion Office

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