



Tokyo 2020 Paralympic Games

Press Accommodation Guide

May 2019

1. Introduction

Welcome to the Tokyo 2020 Paralympic Games Accommodation Guide.

This guide provides necessary information on accommodation for members of the press for the Tokyo 2020 Paralympic Games.

The Tokyo Organising Committee of the Olympic and Paralympic Games (hereinafter “Tokyo 2020”) will be allocating rooms to members of the press based on the accommodation allocation plan approved by the IPC.

The allocation of rooms requires the Accommodation Allocation Agreement (AAA) to be concluded between each press organisation and Tokyo 2020.

The AAA is to be concluded via our online Accommodation Management System (AMS). A login ID and password will be provided to verify the authenticity of the organisation in order to conclude the AAA. The AMS aims to eliminate paper contracts to facilitate and speed up the booking process.

* The AAA and the login ID and password for the AMS will be dedicated to the Paralympic Games which are different from those used for the Olympic Games.

Please read this guide carefully to help you to manage and coordinate rooms and to enable us to smoothly and properly allocate accommodation.

If you have any questions regarding this guide, please feel free to contact us through the following email address:

Accommodation_prs@tokyo2020.jp

Press Accommodation Key Timeline

- **By 10 September 2019 (JST 23:59):**
Each press organisation completes the accommodation request. For the requesting process, please see "Appendix B: Accommodation Request Procedures".
- **By 30 October 2019 (JST 23:59):**
Tokyo 2020 notifies the allocated accommodation to the press organisation on the Accommodation Management System (AMS).
- **By 30 November 2019 (JST 23:59):**
Each press organisation concludes the AAA on the AMS.
- **By 25 February 2020 (JST 23:59):**
Each press organisation makes the 1st payment to the bank account designated by Tokyo 2020.
- **By 25 May 2020 (JST 23:59):**
Each press organisation makes the 2nd payment (remaining balance) to the bank account designated by Tokyo 2020.

Appendices

Appendix A: Map and List of Hotels for Press Members

Appendix B: Accommodation Request Procedures

Appendix C: Hotel Information Sheet

2. Traffic Overview of Tokyo and Media Transport Service

Tokyo has one of the most developed transportation network systems in the world. So, even though a Media Village is not offered for the Paralympic Games Tokyo 2020, you can reach your destination safely, smoothly, efficiently and reliably using a combination of the road network and public transport.

In addition, Tokyo 2020 will provide a media transport service (TM) by coach-type bus for accredited media members. Accessible fleet service is considered for wheelchair users. The Media Transport Mall, located on the east side of the Main Press Centre (MPC) / International Broadcast Centre (IBC), is the central hub of TM service and transport services to various destinations will be available from here.

The meeting point (load zone) will be located about 500m from the hotels. TM services to the Media Transport Mall will be available from these meeting points. (Depending on the routes, the bus may make several stops on the way to the destination.)

To access competition venues, media members will be required to travel to the Media Transport Mall and transfer to another TM bus that goes to each venue. A service from Tokyo to the Izu Velodrome and Fuji International Speedway venues will also be provided for accredited media members covering the Cycling events. (The transport service way is TBD.)

Most of the hotels offered to media members are conveniently located within walking distance to and from train / subway stations, and rail travel is very convenient. Tokyo 2020 will provide each accredited media member with a transport card. The card will allow the media member to use public transport (i.e. railway, subway and monorail)* free of charge** in and around Tokyo (Bay, West, Central, Makuhari and Suburban areas). Please note that the Izu and Oyamacho areas are not included in the free travel area, but free to travel to access to the Izu Velodrome and Fuji International Speedway venues.

*Discussions are ongoing with regard to local buses being included in this free public transport service.

**Charges for limited express trains, bullet trains (Shinkansen) and reserved seats are not included in this free public transport service. Members of the media will be liable to pay for these services, if required.

3. Overview of the Press Hotel Area

Areas in and around Tokyo

We have divided the areas in and around Tokyo into five separate areas to enable media members to gain an idea of the most convenient areas for accommodation. An overview of each area is as follows. Please see "Appendix A" for the list of hotels.

	Area	Venue	Hotel ⇄ MPC Public Transportation Travel Time* (min)	Major Tokyo district
1	Bay Area	⑫ Ariake Arena, ⑬ Ariake Gymnastics Centre, ⑮ Ariake Tennis Park, ⑯ Odaiba Marine Park, ⑰ Aomi Urban Sports Park, ⑲ Sea Forest Waterway, ⑳ Yumenoshima Park Archery Field, ㉑ Tokyo Aquatics Centre	10-53	Shinagawa Gotanda Ariake Hamamatsucho
2	West Area	① Olympic Stadium, ② Tokyo Metropolitan Gymnasium, ③ Yoyogi National Stadium, ⑧ Equestrian Park	43-60	Shinjuku Shibuya Ikebukuro
3	Central Area	④ Nippon Budokan, ⑥ Tokyo International Forum	45-53	Ueno Otemachi Nihombashi
4	Makuhari Area	⑳ Makuhari Messe Hall A, ㉑ Makuhari Messe Hall B, ㉒ Makuhari Messe Hall C	48	Makuhari (Chiba Pref.)
5	Suburban Area**	⑨ Musashino Forest Sport Plaza, ⑩ Asaka Shooting Range	—	Tachikawa Asaka (Saitama Pref.)

*Estimated travel time from the hotel to MPC via public transportation.

**Hotels in the West and Central areas are more conveniently located for press members wishing to access the two venues in the Suburban area via public transportation.

(Main Area Map (in and around Tokyo))



Regional Co-Host Cities

Area	Venue (Sports)
Izu	㉓ Izu Velodrome (Cycling (Track))
Oyamacho	㉔ Fuji International Speedway (Cycling (Road))

Olympic and Paralympic Games Venue Master Plan

Olympic Games Venue Master Plan as of October 2018
Paralympic Games Venue Master Plan as of October 2018

HERITAGE ZONE

□ ... Olympic Games △ ... Paralympic Games

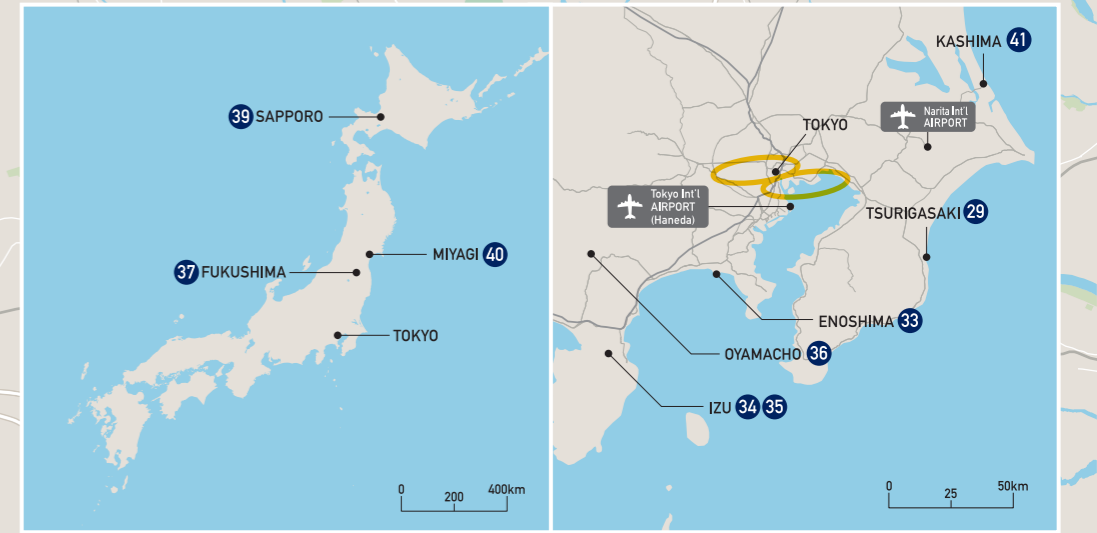
- 1 Olympic Stadium**
 - △ Opening and Closing Ceremonies, Athletics
 - Football
- 2 Tokyo Metropolitan Gymnasium**
 - △ Table Tennis
- 3 Yoyogi National Stadium**
 - Handball
 - △ Badminton, Wheelchair Rugby
- 4 Nippon Budokan**
 - △ Judo
 - Karate
- 5 Imperial Palace Garden**
 - Athletics (Race Walk)
- 6 Tokyo International Forum**
 - Weightlifting
 - △ Powerlifting
- 7 Kokugikan Arena**
 - Boxing
- 8 Equestrian Park**
 - Equestrian (Dressage, Eventing, Jumping)
 - △ Equestrian
- 9 Musashino Forest Sport Plaza**
 - Badminton, Modern Pentathlon (Fencing)
 - △ Wheelchair Basketball
- 10 Tokyo Stadium**
 - Football, Modern Pentathlon (Swimming, Fencing, Riding, Laser-Run), Rugby
- 11 Musashinomori Park**
 - Cycling (Road)

TOKYO BAY ZONE

- 12 Ariake Arena**
 - Volleyball (Volleyball)
 - △ Wheelchair Basketball
- 13 Ariake Gymnastics Centre**
 - Gymnastics
 - △ Boccia
- 14 Ariake Urban Sports Park**
 - Cycling (BMX Freestyle, BMX Racing), Skateboarding
- 15 Ariake Tennis Park**
 - Tennis
 - △ Wheelchair Tennis
- 16 Odaiba Marine Park**
 - △ Triathlon
 - Aquatics (Marathon Swimming)
- 17 Shiokaze Park**
 - Volleyball (Beach Volleyball)
- 18 Aomi Urban Sports Venue**
 - Basketball (3x3), Sport Climbing
 - △ Football 5-a-side
- 19 Oi Hockey Stadium**
 - Hockey
- 20 Sea Forest Cross-Country Course**
 - Equestrian (Eventing (Cross Country))
- 21 Sea Forest Waterway**
 - △ Rowing
 - Canoe (Sprint)
 - △ Canoe
- 22 Kasai Canoe Slalom Course**
 - Canoe (Slalom)
- 23 Yumenoshima Park Archery Field**
 - △ Archery
- 24 Tokyo Aquatics Centre**
 - Aquatics (Swimming, Diving, Artistic Swimming)
 - △ Swimming
- 25 Tatsumi Water Polo Centre**
 - Aquatics (Water Polo)
- 26 Makuhari Messe Hall A**
 - Taekwondo, Wrestling
 - △ Sitting Volleyball
- 27 Makuhari Messe Hall B**
 - Fencing
 - △ Taekwondo, Wheelchair Fencing
- 28 Makuhari Messe Hall C**
 - △ Goalball

OTHER VENUES

- 29 Tsurigasaki Surfing Beach**
 - Surfing
- 30 Saitama Super Arena**
 - Basketball (Basketball)
- 31 Asaka Shooting Range**
 - △ Shooting
- 32 Kasumigaseki Country Club**
 - Golf
- 33 Enoshima Yacht Harbour**
 - Sailing
- 34 Izu Velodrome**
 - △ Cycling (Track)
- 35 Izu MTB Course**
 - Cycling (Mountain Bike)
- 36 Fuji International Speedway**
 - △ Cycling (Road)
- 37 Fukushima Azuma Baseball Stadium**
 - Baseball/Softball
- 38 Yokohama Baseball Stadium**
 - Baseball/Softball
- 39 Sapporo Dome**
 - Football
- 40 Miyagi Stadium**
 - Football
- 41 Ibaraki Kashima Stadium**
 - Football
- 42 Saitama Stadium**
 - Football
- 43 International Stadium Yokohama**
 - Football



OV/PV Olympic/Paralympic Village
 IBC/MPC IBC/MPC Tokyo International Exhibition Centre (Tokyo Big Sight)

00 Competition Venue

Road Network

- Motorway
- Major urban arterial network

Rail Lines

- Japan railway
- Private railway

4. Basic Policies of Accommodation Services

Accreditation Requirements

Only accredited members of the press are allowed to reserve rooms from Tokyo 2020. The number of rooms requested cannot exceed the number of accreditations.

Guaranteed Accommodation Provision Period

The Guaranteed Accommodation Provision Period for the Tokyo 2020 Paralympic Games is:

18 August to 9 September 2020 (22 nights, 23 days)

(7 nights before the Opening Ceremony to 3 nights after the Closing Ceremony)

*No minimum stay is required for the Tokyo 2020 Paralympic Games.

- Hotels with shorter guaranteed accommodation periods -

In consideration of the competition schedule for the Cycling (Road) events, the Guaranteed Accommodation Provision Period for hotels secured near the Fuji International Speedway will be from 24 August to 9 September 2020 (16 nights, 17 days)

*No minimum stay is required for the Tokyo 2020 Paralympic Games.

- Bookings outside of the Guaranteed Accommodation Provision Period -

If you require additional accommodation before or after the Guaranteed Accommodation Provision Period shown above, please book directly with the hotel. Tokyo 2020 will provide you with information including contact details of the hotels upon your request. Tokyo 2020 will make its best efforts to assist you to book your pre- and post- accommodation requirements. However, please note that the room rates and conditions during the Guaranteed Accommodation Provision Period may not apply to accommodation dates prior to and after the Guaranteed Accommodation Provision Period.

Hotel Star Rating Classification

In Japan, there is no official star rating system for hotels. Hotel star ratings for the Tokyo 2020 Games have been determined based on independent standards created by Tokyo 2020.

Below are examples of facilities and services provided in each star rating. This does not signify that all the listed items will be provided.

For detailed information on facilities and services at each hotel, please check the "Hotel Information Sheet" (Appendix C).

Five Stars: Wi-Fi, parking space, concierge service (or provision of useful information including restaurant bookings), business support service, a range of function rooms (e.g. meeting rooms), cloakroom, laundry service, international newspapers, safe deposit box (in rooms or at reception), currency exchange, international TV channels, a range of amenities and room fixtures, a range of food and beverage services (restaurants, etc.), room service, breakfast buffet, a range of secondary facilities (recreation, relaxation, retail), etc.

Four Stars: Wi-Fi, parking space, business support service, function rooms (e.g. meeting rooms), laundry service or coin laundry (laundromat), safe deposit box (in rooms or at reception), adequate amenities and room fixtures, some food and beverage services (restaurants, etc.), breakfast buffet, some additional facilities (recreation, relaxation, retail), vending machines, etc.

Three Stars: Wi-Fi, parking space, laundry service or coin laundry (laundromat), standard amenities and room fixtures, food and beverage services (restaurants, etc.), breakfast buffet or light breakfast, vending machines, etc.

Two Stars: Wi-Fi, coin laundry (laundromat), minimal amenities and room fixtures, food and beverage services (restaurants, etc.), light breakfast, vending machines, etc.

Rooms for wheelchair users

Tokyo 2020 makes every effort to provide suitable rooms for wheelchair users. Please understand that the availability of accessible rooms (universal design rooms) is limited. If any wheelchair users are in your organisation, please contact Accommodation_prs@tokyo2020.jp before submitting the Accommodation Request Form.

Room Rates

The room rate includes breakfast, internet access fees, service fees and various taxes for the guest capacity for each guest room (i.e. one person for a single room; two persons for a double, twin, suite or Japanese-style* room). The number of beds is: one for a single and double room, two for a twin room, and usually up to two for a suite room. The size of bed varies by each hotel. Please see the "Hotel Information Sheet" (Appendix C) for details.

*Japanese-style room: A room with *tatami*-mat flooring sleeping on futons instead of beds. The capacity is two persons unless otherwise stated.

Cancellation Policy

For any cancellation, a cancellation fee, which will be calculated per hotel, will be charged according to the following policy.

Cancellation Date	Cancellation Condition	Cancellation Fee			
Any arbitrary point on or before 25 January 2020 (JST 23:59)	—	None			
From 26 January 2020 (JST 0:00) to 25 February 2020 (JST 23:59)	When the number of room nights per hotel to be cancelled by the user group corresponds to up to 30% of the total room nights booked per hotel that the user group reserved as of 26 January 2020 (JST 0:00).	None			
	When the number of room nights per hotel to be cancelled by the user group corresponds to over and above 30% of the total room nights booked per hotel that the user group reserved as of 26 January 2020 (JST 0:00).	<table border="1"> <tr> <td>Up to 30%.</td> <td>None</td> </tr> <tr> <td>Over and above 30%.</td> <td>100% room rate of the cancelled rooms</td> </tr> </table>	Up to 30%.	None	Over and above 30%.
Up to 30%.	None				
Over and above 30%.	100% room rate of the cancelled rooms				

From 26 February 2020 (JST 0:00) to 25 April 2020 (JST 23:59)	When the number of room nights per hotel to be cancelled by the user group corresponds to up to 10% of the total room nights booked per hotel that the user group reserved as of 26 February 2020 (JST 0:00).		None
	When the number of room nights per hotel to be cancelled by the user group corresponds to over and above 10% of the total room nights booked per hotel that the user group reserved as of 26 February 2020 (JST 0:00).	Up to 10%.	None
Over and above 10%.		100% room rate of the cancelled rooms	
On or after 26 April 2020 (JST 0:00)	—		100%

*"the number of room nights per hotel to be cancelled" refers to the number of rooms per hotel cancelled via Tokyo 2020 multiplied by the number of nights cancelled for the said rooms.

*"the total room nights booked" refers to the number of rooms booked via Tokyo 2020 multiplied by the number of nights booked for the said rooms.

*When the figure of 30% or 10% of the total room nights booked becomes decimal, the first decimal place will be rounded down.

Incidental Charges

Room rates do not include incidental charges such as charges for telephone, laundry services, additional food and beverages, and the applicable service charges and taxes. Payment for such services should be made directly to the hotel.

Function Rooms and Parking Space

For information on the availability of function rooms (banquet halls, meeting rooms, etc.) and parking space (including the tie-up paid parking space) in and around each hotel, please see the "Hotel Information Sheet" (Appendix C). Press members requiring such facilities should contact the hotel directly for booking and payment.

5. Managing Reservations

Accommodation Management System (AMS)

Concluding the Accommodation Allocation Agreement (AAA) and making amendments after the notification of the hotel allocation will be made via the online AMS.

You will need a login ID and password provided to your organisation's representative by the Tokyo 2020 Accommodation Service Team by 30 October 2019. Please note that the login ID and password are different from the login ID and password utilised during the Olympic Games Tokyo 2020.

By granting the login ID and password, your organisation's representative will have the authority to conclude the AAA and apply for any changes of the booked rooms on behalf of your company.

For more details on the AMS, please refer to the "Accommodation Management System Operation Manual" available through the system.

Accommodation Allocation Agreement (AAA)

The AAA is an agreement between the press and Tokyo 2020 which sets out the conditions for the allocation of rooms secured by Tokyo 2020. The AAA is to be concluded on the AMS in accordance with the instructions provided in the system.

The AAA for the Tokyo 2020 Paralympic Games will be different from that used for the Olympic Games Tokyo 2020. Please note that if the AAA is not concluded, room bookings cannot be finalised.

The deadline for concluding the AAA is 30 November 2019 (JST 23:59).

Booking Amendments

Once the allocation is announced in the AMS, reducing of the number of rooms and the number of nights within your allocated hotels can be requested through the system.

Please be aware of the cancellation policy to avoid unwanted charges. The amended room nights will be reflected in the latest status. After the invoice of the 2nd (final) payment is issued, you cannot apply to make any further changes to the booked rooms.

The normal hotel check-in times are 14:00 – 16:00, and check-out times are 10:00 – 12:00 (with some exceptions).

If you wish to use the allocated rooms prior to the designated check-in time, Tokyo 2020 recommend that you book the room from the preceding day.

Please refer to the check-in and check-out times of each hotel in the "Hotel Information Sheet" (Appendix C).

6. Request and Reservation Process of Press Accommodation

Request and Reservation Procedures

1. Please check the number of assigned accreditations. The number of rooms requested cannot exceed the number of assigned accreditations.
2. Please refer to the attached "Accommodation Request Procedures" (Appendix B) and complete your accommodation request.
Due date: 10 September 2019 (JST 23:59)
3. Tokyo 2020 will notify the organisation's representative* of the URL of the AMS, a login ID and a password for accessing the AMS by 30 October 2019. Once you receive the information, please log in to the system and confirm the summary of the final accommodation allocation.
* "the organisation's representative" is the contact personnel whose information was provided to Tokyo 2020 in your accommodation request.
4. Please conclude the AAA on the AMS.
The room reservation will then be confirmed.
Due date: 30 November 2019 (JST23:59)

Payment of Room Rates

Payments should be made in two instalments as detailed below.

All payments must be made via bank transfer to the account designated by Tokyo 2020.

	Proportion of Payment	Deadline
1 st	60% of total payment for all room nights as indicated on the 1 st issued invoice on the Accommodation Management System (AMS)	25 February 2020
2 nd	The balance of the total payment for all room nights as indicated on the 2 nd issued invoice on the AMS	25 May 2020

*Invoice will be issued approximately 30 days prior to each payment deadline.

*All payments must be received by JST 23:59 on the due date.



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