



60th Conference of Directors General of Civil Aviation Asia and Pacific Region

28 July - 1 August 2025
Sendai Kokusai Hotel, Sendai, Japan



CONFERENCE BULLETIN

1. Date and Venue

1.1. The 60th Conference of Directors General of Civil Aviation, Asia and Pacific Region (60th DGCA Conference) will be held from 28 July to 1 August 2025 at the Sendai Kokusai Hotel, Sendai, Japan.

1.2. Participants can access the draft programme of the conference through the website: <https://dgca60.mlit.go.jp/>.

2. Registration of Conference Participants

2.1. States/Administrations and invited Organizations are requested to send the list of names of their authorized delegates to the ICAO APAC Office by email to apac@icao.int with a copy to hqt-dgca60_jcab@ki.mlit.go.jp prior to any individual registration. It is recommended that delegates register online before 27 June 2025. The Registration Form is available on the conference website.

2.2. Delegates are advised to undergo an initial registration through this website: <https://dgca60.mlit.go.jp/> prior participating in the conference. Upon completion of the online registration, the website administrator will verify the account and provide notification via email for the successful online registration.

2.3. Participants who have completed online registration are kindly requested to register at the Secretariat's Desk on-site at the conference venue from 14:00 – 18:00 hours on 27 July 2025 (the day before the conference) or during 08:00 – 09:00 hours on 28 July 2025 (Day 1 of the conference). Participants are also requested to always wear the identification badge inside the venue.

3. Focal Points of Contact for the Conference

3.1. The focal points of contact for the conference are:

Japan Civil Aviation Bureau (JCAB)

Email: hqt-dgca60_jcab@ki.mlit.go.jp

ICAO Asia and Pacific Regional Office

Name: Mr. Raju Shrestha

Designation: Regional Officer, Technical Assistance

Telephone No: + 66 2 537 8189

E-mail: rshrestha@icao.int; apac@icao.int

3.2. Japan Civil Aviation Bureau (JCAB) will provide the conference's daily secretarial and administrative support.

4. Travel Information

4.1. Delegates are responsible for making their own travel arrangements, including air transportation, visas, hotel reservations and travel/medical insurance.

4.2. All delegates are advised to keep JCAB informed of their travel itineraries for travel upon arrival in Sendai to their hotels. JCAB will provide complimentary ground transportation to/from the conference venue hotel for delegates arriving at /departing from Sendai Airport and Sendai Station. Please note that JCAB will not bear any travel costs to/from Sendai and other cities. Please submit travel itineraries to the conference website at your earliest convenience.

4.3. All foreign nationals entering Japan must have a valid passport.

4.4. Delegates may apply for a visa at the nearest Embassy of Japan or Consulate. For an overview of visa requirements (including visa exemption), please visit the following websites.

- [VISA | Ministry of Foreign Affairs of Japan](#)
- [Visa Exemption Arrangements for Diplomatic and Official Passport Holders | Ministry of Foreign Affairs of Japan](#)
- [Websites of Japanese Embassies, Consulates and Permanent Missions | Ministry of Foreign Affairs of Japan](#)

4.5. If delegates need a visa support letter issued by JCAB, please send flight itineraries and copies of passports to email address hqt-dgca60_jcab@ki.mlit.go.jp as early as possible.

4.6. Visitors to Japan are encouraged to use the [Visit Japan Web | Digital Agency Services](#) to digitally submit their immigration and customs-related information ahead of their arrival for a smoother entry into Japan without having to fill out paper forms. This system can also be used to create a tax-free QR code for a more comfortable tax-free shopping experience.

5. Accommodation

5.1. Participants can reserve their hotel accommodation on-line through the conference website. (Participants do not need to contact the hotel directly.) The last day for online hotel reservations is 27 June 2025, but we strongly recommend that delegates make their reservations as early as early May because of the high season in Sendai. We recommend the conference venue hotel (Sendai Kokusai Hotel) and the meal venue hotel (The Westin Sendai, which is located directly across the street from the Sendai Kokusai Hotel), as they are offered at the following special rates:

Sendai Kokusai Hotel			
4-6-1, Chuo, Aoba-Ku, Sendai-Shi, Miyagi Ken, 980-0021, Japan T:022-268-1111 W: https://www.tobu-skx.co.jp/			
Room type	Moderate Single / 1 Double Bed	Casual Twin / 2 Single Beds Twin / 1 King Bed	Deluxe Twin / 2 Semi Double Beds
Room rate	JPY 13,730	(2 people) JPY 20,060 (1 people) JPY 14,930	(2 people) JPY 31,660 (1 people) JPY 23,930
Inclusions: (breakfast) Exclusions: (tax, service charge)	Rate includes breakfast. Rate excludes 10% VAT, 15% service charge.		

The Westin Sendai			
1-9-1, Ichibancho, Aoba-ku, Sendai-shi, Miyagi, 980-0811, Japan T:022-722-1234 W: https://www.the-westin-sendai.com/			
Room type	Moderate Twin / 1 King Bed	Superior Twin / 2 Double Beds	Deluxe Twin / 2 Double Beds
Room rate	JPY 43,643	JPY 51,233	JPY 53,763
Inclusions: (breakfast) Exclusions: (tax, service charge)	Rate includes breakfast. Rate excludes 10% VAT, 15% service charge.		

5.2. Other nearby hotels are as follows:

Hotel	Room Type	Room Rate
Hotel Monterey Sendai 4-1-8, Chuo, Aoba-ku, Sendai-shi, Miyagi, 980-0021, Japan T: 022-265-7110 W: https://www.hotelmonterey.co.jp/sendai/	Standard Twin or Single / 1 Semi Double Bed	JPY 25,300
Distance: 1.1 km away from the venue (4 min) Inclusions: Rate includes breakfast.		
Hotel Metropolitan Sendai East 1-1-1, Chuo, Aoba-ku, Sendai-shi, Miyagi, 980-8487, Japan T: 022-302-3373 W: https://east-sendai.metropolitan.jp/	Wide Single Single / 1 Queen Bed	JPY 17,800
Distance: 1.3 km away from the venue (6 min) Inclusions: Rate includes breakfast.		
Hotel JAL City Sendai 1-2-12, Kakyoin, Aoba-ku, Sendai-shi, Miyagi, 980-0013, Japan T: 022-711-2580 W: https://www.sendai.jalcity.co.jp/	Single Room Single / 1 Semi Double Bed	JPY 11,550
Distance: 1.6 km away from the venue (8 min) Inclusions: Rate includes breakfast.		

6. Meals and Refreshments

6.1. Refreshments during the breaks and lunch will be provided for all delegates during each day of the conference.

7. Tours and Accompanying Persons Programme

7.1 **Cultural Tour:** A cultural tour for all delegates and accompanying persons will take place on 31 July 2025. Participants will discover new charms of Japan. Three different courses are available and we kindly ask you to indicate your first to third preference on the Registration Form. * If there are too many applicants for a particular course, we regret that we may not be able to meet your request.

7.2 **Technical Tour:** A technical tour for conference delegates will be organized on 1 August 2025 for those who wish to attend.

7.3 A detailed programme will be available on the conference website. If you wish to participate in a tour, please use the Registration Form.

7.4 **Accompanying Persons Programme:** A social programme for delegates' accompanying persons and spouses will be organized for those who wish to participate.

7.5 During the delegates' online registrations, all accompanying persons and spouses must also be registered. We kindly request that their details be provided as early as possible to facilitate administrative and logistical arrangements. The registration of accompanying persons is necessary to secure their place in the dedicated programmes.

8. Dress Code

8.1. During the conference, all delegates are kindly requested to wear business attire. Smart casual wear is recommended for social events and comfortable casual wear would be ideal on the day of the delegates' cultural tour.

9. Other Information

9.1. **Currency, Credit Card, and Money Exchange:** The currency of Japan is the Japanese yen (JPY). Credit cards (American Express, Visa, and Mastercard) are widely acceptable in hotels, shopping centers, and restaurants, but small local stores may not accept credit cards. Please kindly check before making a purchase. Currency exchange counters are available at airports, train stations and banks. Exchange rates and service fees may vary. ATMs (Automated Teller Machine) are also installed in most convenience stores.

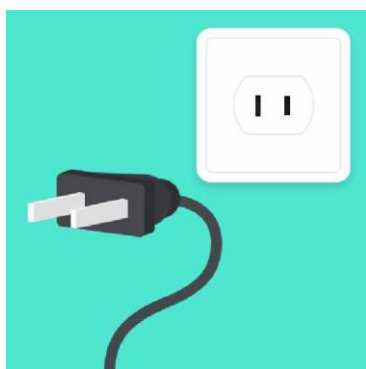
9.2. **SIM Card:** International SIM cards can be purchased at airport terminals.

9.3. **Time Difference:** The time in Japan is 9 hours ahead of Coordinated Universal Time (UTC+9). Japan does not observe daylight saving time.

9.4. **Weather:** The typical temperature in Sendai City in July ranges from a high of 86°F (30°C) to a low of 72°F (22°C).

9.5. **Tipping:** In Japan, it is not customary to give tips.

9.6. **Electric Plug and Socket:** The voltage used in Japan is uniformly 100 volts AC, and the frequency of the electric current is 50 Hz in Eastern Japan, including Tokyo. The standard electrical plug in Japan has two flat pins (Type A).



Type A

9.7. **Tourist Information:** Other useful information can be found on the official website of [Travel Japan - Japan National Tourism Organization \(JNTO\)](#).