

Co-active Leadership: Travel Planning - WB



Please review this entire document prior to booking any of your travel arrangements.

Arrival and Departure Travel Planning

Japan Location: HAGOROMO GOTEMBA KENSHUJO, GOTEMBA-SHI, SHIZUOKA PREFECTURE
("KENSHUJO" means "seminar center" in Japanese.)
888-3, Higashiyama, Gotemba-shi, Shizuoka Prefecture 412-0024 Japan

Arrival and Departure Timing: On the first day, you should plan to arrive at the retreat center between 9:00 and 9:30 AM to get settled in. All retreats begin promptly at 10:00 AM on the first day and complete at 3:30 PM on the last day. All participants are expected to stay the entire time so please make your travel plans accordingly.

Flying to JAPAN: There are two main international airports in Tokyo area to the retreat center. It will take a few hours to get to the retreat center from those international airports, therefore, we strongly suggest that you fly in one day prior to be rested before the retreat. Travel times to the retreat center are as follows;

NARITA International Airport

Weblink: <http://www.narita-airport.jp/en/access/index.html>

Limousine Bus time required is approximately 3 hours

Destination: **Gotemba Interchange**, the nearest bus stop to the retreat center

By Taxi from Gotemba Interchange the travel time is 5-10 minutes

Destination: Hagoromo Gotemba Kenshujo

HANEDA International Airport

<http://www.haneda-airport.jp/inter/en/access/>

Limousine Bus time required is approximately 2 hours

Destination: **Gotemba Interchange**, the nearest bus stop to the retreat center

By Taxi from Gotemba Interchange the travel time is 5-10 minutes

Destination: Hagoromo Gotemba Kenshujo

Airport Hotels: While considering the travel time from the airports to the retreat center, we strongly suggest that you plan to travel to the GOTEMBA area one day prior to the retreat. Hotel options are available at TravelPod <http://www.travelpod.com/hotels/Gotemba.html>.

We suggest you find hoteling near the following areas:

GOTEMBA INTERCHANGE of TOMEI EXPRESSWAY which is near the Limousine Bus from the international airports and is also close to the retreat center.

GOTEMBA STATION of JR CENTRAL (Central Japan Railway Company) which has easy taxi service.

Ground Transportation and Lodging

You are responsible for arranging your own ground transportation to and from the retreat center for each of the four retreats.

The following information is provided to help with your planning. You must make reservations in your own name and charge to a personal credit card.

Limousine Bus Schedules from International Airports:

NARITA International Airport

<http://www.keiseibus.co.jp/global/en/nrt01.html>

Time table - Bound for Shin-Fuji St. and Numazu St.

Where to arrive for your bus - Tomei Gotemba IC

Fares - 4,000 JPY

HANEDA International Airport

<http://hnd-bus.com/route/hakonetogendai.html>

Time table - Haneda Airport >> Hakone-Togendai (weekdays, Saturday and public holidays)

Arrival - Gotemba Interchange

Fares - 2,000 JPY

Important Note:

On the first day of the retreat, **you will not arrive prior to the Start Time (10:00 am)** if you opt to take the earliest Limousine Bus from either international airport.

Car Rental: Please refer the following websites.

NARITA International Airport

http://www.narita-airport.jp/en/guide/service/list/svc_51.html

HANEDA International Airport

http://www.haneda-airport.jp/inter/en/premises/service/rental_car.html

Parking: At Hagoromo Gotemba Kenshujo, parking capacity is very limited. If you drive a rental car to Gotemba area, you will need to use a toll parking lot near GOTEMBA STATION of JR CENTRAL (Central Japan Railway Company) and take a taxi to the retreat center.

Local Lodging Options (for before and/or after retreats): The retreat center will not be available to participants the night prior to Retreat 1, day 1.

Important Notes

- If you will be arriving late, please call the emergency mobile of Leadership Program at 080-4375-3219.
- Phone for Emergency Use Only: 080-4375-3219 (available for domestic calls only)
- Employees at Hagoromo Gotemba Kenshujo do not speak English.