

## **General Information for Participants**

### **Date and Duration:**

The workshop will be from **1 – 4 November 2024**. Participants are requested to arrive by the afternoon of 31 October and may leave on the evening of 04 November.

The schedule is as follows:

31 October : Arrival of Participants  
1-4 November : Workshop proper  
4 November : Departures

### **Venue:**

Hakata Excel Hotel Tokyu, Fukuoka City, Fukuoka, Japan

The venue is about five kilometres from Fukuoka International Airport (FUK) and may take 20 minutes by subway train, making it convenient for participants to reach. Arriving participants will be welcomed at the arrival gate of the airport and will be guided by the Workshop Staff from the Scout Association of Japan on the subway train to Nakasu-Kawabata Station. It will be a one-minute walk from the station to the hotel.

### **Registration Fee:**

**US\$ 350.00 per participant** to cover airport transfers, shared accommodation for the workshop duration (4 nights), workshop kit and souvenirs, educational tour, and meals from the dinner of 31 October to lunchtime on 04 November, western-style and featuring Japanese cuisine. Please notify us if you have any dietary restrictions using the reply slip.

### **Workshop Objectives:**

At the end of the workshop, the participants will be able to:

- Develop cohesive and comprehensive learning opportunities for young people by ensuring that youth programme, safeguarding in Scouting, and volunteer development initiatives are aligned and mutually reinforcing.
- Reinforce sustainable growth and improvement of leadership quality in NSOs by expanding Scouting to new areas and strengthening the effectiveness and efficiency of Youth Leadership, supported by adults.
- Discover best practices and ideas from other NSOs on digital engagement and diversity & inclusion in relation to the Life Cycle of Adults in Scouting.

### **Pre-Workshop Coursework**

Confirmed participants will be required to join the Pre-Workshop Coursework as part of the workshop programme. The coursework will be conducted online. The additional information will be shared after the registration deadline, or once all slots are filled.

### **Eligible participants:**

Key Commissioners or Volunteers of any level in the NSO or full-time executives responsible or in charge of Youth Programme, Adults in Scouting, and Safe from Harm or Child Protection.

We would also encourage “young adults” – at least 18 years old on the date of the workshop – who are committed to contributing to the development of Scouting in various areas within their NSOs.

Due to the limited space, **we will only confirm 40 overseas participants on a first-come, first-serve basis. Please submit the reply slip on or before 30 September 2024.**

### **Working Language:**

The working language of the Workshop will be in English. National Scout Organizations are requested to select participants who can understand and actively participate in the discussions in English.

### **Passports and Visa:**

All visitors to Japan MUST have a valid passport. Please double-check your passport to ensure that it is valid for at least six months after the last day of the event.

To check if you need a visa to enter Japan, you may access the website:

[https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)

If you have not yet received your visa invitation letter, please coordinate with Mr Lance Iverson Papa <[lance.papa@scout.org](mailto:lance.papa@scout.org)> or Mr Hidehito Okubo <[intl@scout.or.jp](mailto:intl@scout.or.jp)> as soon as possible.

### **Arrival and Departure:**

Participants are requested to arrive at Fukuoka Airport (FUK) on 31 October and may depart in the late afternoon of 04 November 2024 since the workshop will close around lunchtime on this day.

Please note that if you arrive before and depart after the dates mentioned above, you are expected to have your own hotel and transportation arrangements.

It is important to make sure that you have submitted your travel itinerary to Mr Lance Iverson Papa <[lance.papa@scout.org](mailto:lance.papa@scout.org)> by **10 October 2024**.

Just in case you are not met at the airport, please make a call to the following Scout leaders through their mobile numbers, as follows:

**Mr Katsumi Yoshida (SAJ)**  
**+81-90-1046-2809**

Please wear at least a Scout scarf (neckerchief) so that Scouts can identify you when you arrive at the airport.

### **Accommodation:**

The participants' accommodation will be taken care of from the night of 31 October until noon of 04 November (a total of four nights); any extra nights will be at the cost of the participants. The accommodation will be on a room-sharing basis. Towels and toiletries (soap, hand wash, shampoo, toothbrush, and toothpaste) will be provided. However, we encourage you to bring your other personal toiletries.

An **additional fee of US\$100.00 per day** will be charged for those who wish to stay in a single room. Kindly inform the contacts below should you prefer a single room **no later than 10 October 2024**.

Please note that all participants are expected to check out by 11:00 a.m. on 04 November 2024. Therefore, please ensure you have completed the check-out process before attending the sessions scheduled on that day.

### **Time Zone and Climate:**

The local time of Japan is nine hours ahead of Greenwich Mean Time (UTC/GMT+9 hours). November is a great time to visit Fukuoka. The weather is usually moderately chilly with a gentle breeze, with temperatures ranging from 15-25°C (59-77°F).

### **Attire and Dress Code:**

Attire for the Workshop will include a **Scout Uniform** for Opening and Closing Ceremonies and formal functions.

**Smart casual** will be worn in most of the sessions. Please do not wear shorts, sleeveless shirts, and slippers, especially during the event.

For image-building purposes, you may also be requested to wear the Scout uniform or workshop shirt when participants go out for an educational tour.

Please bring your **traditional dress** for the International Night. The presentation during the programme will be held by groups.

### Foreign Exchange:

The local currency is called Japanese Yen (JPY). **USD1.00** is equal to about **JPY155.00**, depending on the exchange rate of the day. To see the current currency exchange rate, you may check:

<https://www.oanda.com/currency/converter/>

Since you will be transferred from the airport directly to the training venue, changing your money at the airport is highly recommended. Credit cards are also widely used in the city.

### Electricity:

In Japan, power plugs and sockets (outlets) of type A are used. Japan operates on a 100V supply voltage and 50/60Hz.



Type A: This socket has two flat live contact pins.

### What to prepare:

- All Participants and Staff are required to take the **Safe from Harm E-Learning Course** through this [LINK](#). Once completed, please attach a copy of the SFH Certificate along with the reply slip and NSO endorsement.
- Scout Uniform, Scout shirts (good for the whole duration of the workshop), warm clothing, personal medicines, toiletries, hand sanitizer, etc.
- Other optional equipment includes, still and video cameras, and small gifts to exchange with the host during the closing ceremony.

### Further Information:

If you wish to get more information, please contact:

#### For Workshop Information:

##### Lance Iverson B. Papa

Assistant, Educational Methods  
World Scout Bureau  
Asia-Pacific Support Centre  
E-mail: [lance.papa@scout.org](mailto:lance.papa@scout.org)  
WhatsApp/Mobile No.: +63 947 195 6216

#### For Logistics & Japan Concerns:

##### Hidehito Okubo

Event Coordinator  
Scout Association of Japan  
E-mail: [intl@scout.or.jp](mailto:intl@scout.or.jp)  
WhatsApp/Mobile No: +81-90-8028-7229