



## BEST PRACTICE PROGRAMME (JAPAN) MAY 2010

Please see below the general details of the forthcoming Best Practice Programme to Japan;

Depart (London Heathrow, if travelling from the UK) on Friday, May 7<sup>th</sup>, arriving in Narita, Tokyo on Saturday, May 8<sup>th</sup>. We will return, departing Narita, on Saturday 15<sup>th</sup> May arriving in Heathrow the same day.

The cost of the programme is £5,750.00 + Vat, which will include the following:

- ❖ A pre-visit briefing for all delegates two to three weeks prior to departure.
- ❖ Return flights between Heathrow and Narita in Premium Economy class seats
- ❖ Accommodation, including breakfast, at a top Tokyo hotel. *Note this does not include "extras", e.g. mini-bar, videos, laundry, room service, phone, etc. these will need to be settled separately by delegates.*
- ❖ Transportation in Japan for all business travel related to this programme
- ❖ Interpretation services
- ❖ Fees for subject-matter expert speakers
- ❖ Hire of meeting rooms
- ❖ Welcome and Farewell receptions
- ❖ Support throughout by British and Japanese staff from Industry Forum

During the time in Japan the Programme will consist of:

- ❖ Opening session at the British Embassy, Tokyo
- ❖ Visits to selected major manufacturing companies in the Auto and other sectors, including TPM Excellence Award winning companies.
- ❖ Presentations from experts on topics that support the theme of the programme
- ❖ Review sessions so delegates may share their thoughts and observations whilst the visits are still fresh in their minds.

This is a very comprehensive package with opportunities to sample some Japanese culture. My colleague Koji Wanaka and I will be there throughout to offer suggestions on how to get the most out of the time available.

We are able to put together a programme such as this because of the excellent relationship that SMMT Industry Forum enjoys with many companies within the Japanese manufacturing industry and the British Embassy in Tokyo.

The number of delegates is limited to 20 and places will be secured on a first-come, first-served basis.

If you wish to discuss this further then please call me and I will be very happy to answer any questions.

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