

## Introduction

This is the first Circular in the run-up to the 23rd World Scout Jamboree. Circulars will provide National Scout Organizations and their Contingents with important information quickly outside the Bulletin schedule. We do not have a predetermined schedule for production of Circulars. We hope you will find them helpful in your preparations for the Jamboree.

## Inside this issue

- First Head of Contingents Visit – Update
- Jamboree Planning Team
- Jamboree Planning Team Gathering
- Timetable

## First Head of Contingents Visit - Update

Bulletin 3, which was distributed in October 2013, included an outline of the First Head of Contingents Visit, which will be held from the 4th to the 6th of April 2014. Below is the updated information on the Visit. Please refer to the updated information to plan your participation.

### Fee

The fee for the HOC Visit will cover:

- Meals from dinner on the 4th of April to lunch on the 6th of April 2014
- Transport from Shin-Yamaguchi Station, Yamaguchi Ube Airport, or Fukuoka Airport to Yamaguchi Seminar Park and return
- Programme materials
- Visit to the Jamboree site

There are 3 options depending on the type of accommodation:

Accommodation type	Fee per person
Dormitory	JPY 20,000
Budget hotel	JPY 30,000
Own arrangement	JPY 10,000

## Registration for the HOC Visit

We distributed the "Head of Contingents Visit Registration Form" (Appendix 8) with Bulletin 3. To register as a participant, please complete the form and return it to the Jamboree Office by the end of February 2014.

For payment of the participation fee, you can choose from 3 options: purchasing an online ticket at "HOC Visit Registration Website", payment by PayPal, or bank transfer. Please note that all payments must be made in Japanese yen (JPY).

### Option 1: Purchasing an online ticket at "HOC Visit Registration Website"

Go to HOC Visit Registration website (<http://hocvisit1.peatix.com/>) where you can pay the participation fee for an online ticket. You can select the type of accommodation and the quantity, and you will be asked to fill out information about NSO and the person making the booking. Payment can be made with a credit card.

### Option 2: Payment by PayPal

We also accept payment by PayPal. If you wish to pay the participation fee by PayPal, please send a request to the Jamboree Office informing us of the email address to which the invoice should be sent. Once we have received the request, we will send an invoice of the total sum of the participation fee to the specified email address.

### Option 3: Bank transfer

Or you can pay by bank transfer. After you have submitted the completed registration form to the Jamboree Office, please transfer the participation fee to the bank account below. Please also remember to reference your payment "HOC Visit" and notify the Jamboree Office when payment has been made.

Name of the Bank:

The Bank of Tokyo-Mitsubishi UFJ, Ltd. Kasugacho Branch (062)



Address of the Bank:  
 1-1-19 Koishikawa, Bunkyo-ku, Tokyo 112-0002,  
 Japan  
 SWIFT: BOTKJPJT  
 Account Number: 383873  
 Account Name: Scout Association of Japan  
 Address of the Account Holder:  
 1-34-3 Hongo, Bunkyo-ku, Tokyo 113-0033,  
 Japan

**Information materials for the HOC Visit**

The information materials for the HOC Visit such as presentation slides will be shared with all registered Contingents on the Jamboree Contingent resource page. Further information will be communicated after the HOC Visit.

**Programme**

Below is the schedule for the HOC Visit.

	4th April	5th April	6th April
AM	- Participant Arrival	- Plenary Session	- Group Session - (JPT Gathering)
PM		- Plenary Session - Jamboree Site Tour	- Participant Departure - (Individual Meeting)
Evening	- Introductory session - Dinner	- Dinner	

Plenary Session

At the Plenary Session, an overview of the 23rd World Scout Jamboree will be provided for the participants, covering topics such as logistics, programme, food, media relations, and transport. Presentations will be given by representatives from departments of the Jamboree Organization.

Group Session

Group sessions will be an opportunity to receive information and ask questions on specific topics.

Individual Meeting

A Contingent wishing to consult with the Jamboree Organization on a particular topic can do so on the afternoon of the 6th of April. Since this meeting covers contingent-specific topics, we request that

each Contingent wishing to have an Individual Meeting send a request to the Jamboree Office, informing us of the topic(s) it wishes to cover by the end of February 2014. Please note that depending on the number and the nature of the topic requests we receive, we might not be able to meet the requests of all Contingents. In such case, we will contact relevant Contingents after the HOC Visit.

JPT Gathering

During the HOC Visit, members of the Jamboree Planning Team will meet for the first time. Some of the sessions of the HOC Visit will be attended by JPT members.

**Travel Arrangement**

As mentioned in Bulletin 3, transport between the following three points and Yamaguchi Seminar Park, the main venue of the HOC Visit, will be arranged for arrival and departure:

1. Yamaguchi Ube Airport (UBJ)
2. Fukuoka Airport (FUK)
3. Shin-Yamaguchi Station

Please note that if you are considering arriving and departing from any other point, you will need to make your own travel arrangements to the above three points or directly to Yamaguchi Seminar Park.

**Transport from the entry points**

Transport to/from the 3 entry points will be arranged. As for arrival on the 4th of April at either Yamaguchi Ube Airport or Shin-Yamaguchi Station, participants should aim to arrive between 12:00 and 16:00 as the programme will start in the evening. We will arrange a shuttle bus during this period based on the arrival time of the registered participants. As for arrival on the 4th of April at Fukuoka Airport, you should aim to arrive in the morning. A bus will leave the airport at 14:00.

As for departure, buses will be arranged. Since the programme ends around noon, please schedule to leave after 15:00 from Yamaguchi Ube Airport or Shin-Yamaguchi Station, and after 17:30 from Fukuoka Airport for international flight. The bus to Fukuoka Airport will also stop at Hakata Station in Fukuoka city centre as well.



### Accommodation

Participants for the HOC Visit can choose their accommodation from the 3 options below.

1. Dormitory in Yamaguchi Seminar Park  
Two people will share a room. Facilities such as toilets and showers (Japanese-style communal bath) are located within the building and will be shared with other participants. Please note that private shower facilities are not available at the Yamaguchi Seminar Park. You will need to bring your own toiletry items including towels. Bedding will be provided.

2. Budget hotel  
If you prefer to have a private room, this may be the best option for you. We will book single rooms at a hotel located near Shin-Yamaguchi Station and arrange transport to and from Yamaguchi Seminar Park.

3. Own arrangement  
If you would like to arrange your own accommodation, please inform the Jamboree Office. Participants will need to arrange their own transport.

### Applying for a visa

If you need a visa to enter Japan, please register as soon as possible. Once we receive the necessary information, we will issue an invitation letter for you to submit with your visa application.

### Jamboree Planning Team

As mentioned in Bulletins 1 and 2, we are currently recruiting members of the Jamboree Planning Team (JPT). The JPT is solely a planning group and its members are not allowed to participate at the Jamboree without registration through a NSO . For the time being, Contingents are asked to register JPT members as IST members and pay their registration fees.

Some JPT members will be invited by the Jamboree Organization to join the Jamboree Delivery Team (JDT), the Jamboree Core Team (JCT), or a pre-allocated IST playing a key role in the delivery of the Jamboree. In such case, respective NSOs of those JPT members will be informed about their registration status before

April 2015. In addition, some of them may be asked to arrive early or depart late.

Further information regarding the JPT registration will be distributed to all registered JPT members shortly.

### Jamboree Planning Team Gathering

The first meeting of the JPT will be held during the 1st HOC Visit in April. Members of the JPT will be invited to join in this JPT Gathering, meet people, see the site and learn what is expected of them. Registered members of the JPT will soon receive information about the Gathering. Some of the plenary sessions and social events of the 1st HOC Visit will be attended by the JPT members as well.

### Timetable

February 2014	Bulletin 4
April 2014	1st Head of Contingents Visit
September 2014	Bulletin 5
February 2015	Bulletin 6
March 2015	2nd Head of Contingents Visit
May 2015	Bulletin 7

### Contact Details



23rd World Scout Jamboree Office  
Scout Association of Japan  
1-34-3 Hongo, Bunkyo-ku, Tokyo  
113-0033 Japan  
TEL : (+81) 03-5805-2569  
FAX : (+81) 03-5805-2908  
E-mail: 23wsj@scout.or.jp

