

DW Associates

Study Visit Planning and Coordination

- Visit coordination - professional visits or training programs of different length to US or to Europe for a wide range of Japanese clients.
 - Government officials
 - Members of the national Diet and prefectural legislatures
 - Government-sponsored / private research institutes
 - Legal organizations or trade associations
 - Medical and health care institutes (academia, not-for-profit)
 - Corporations (technology, energy, health care)
 - Nonprofit organizations

- Customized Projects – Our clients choose from the variety of services we offer to create their own unique projects.
 - Suggest how to gain the most meaningful experience given budget & scope of the project.
 - Identify who, where, when and how to visit to achieve the goal set by the client.
 - Appointment making and agenda creation for the visit (security clearance assistance, etc.)
 - Travel logistics – Hotel, transportation, meal reservation, conference attendance arrangements for clients and their guests. (*We do not take commissions from service providers.*)
 - Submit preparatory information and educational material for the actual visits.
 - English/Japanese translation of communications between parties or documents.
 - Escort client travel into the unfamiliar areas, foreign countries, etc.
 - Interpretation as needed.
 - Note taking, summary briefing, report making of the business meetings, interviews, and conference seminars.
 - Telephone conference pre-meetings.

- We provide a complete itinerary with all contact information, maps, directions and contact information and meeting attendance, plus a background information package.

- Our service does not end with the visit. When clients request documents or other follow up post-meeting. We provide the bridge to be sure that the request is fulfilled to their expectations with follow up questions answered and requested materials received by the client.

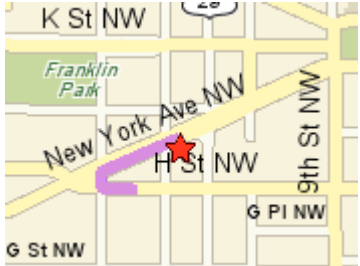
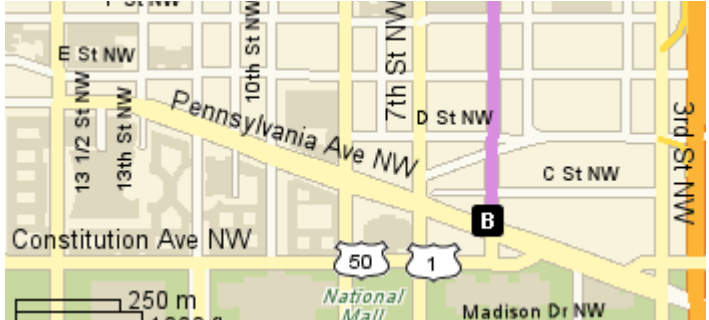
NOTE: We have hundreds of visits completed in different fields of study. Please ask for a sample itinerary in your field.

TOUR ITINERARY as of 6/8/10 5:21 PM

TOUR NAME	E-filing, advanced court system
DATES	July 10 – July 16, 2XXX

	Sun Jul 10	
		Fly from Japan to Minneapolis.
	Hotel:	St. Paul Hotel, 350 Market Street, St. Paul, MN Tel: (651) 292-9292

Minneapolis, MN – Washington, DC area	Mon Jul 11	
Thomson 610 Opperman Drive, Eagan, MN 55123 Katie XXXXX (651) XXX-XXXX XXXXXX@thomson.com	8:30	
Ramsey County Court	12:00	
	5:10 pm	Depart Minneapolis (MSP) on United Airlines 5336
	8:46 pm	Arrive Washington DC Dulles (IAD).
		Upon arrival, take taxis to hotel.
	Hotel:	Holiday Inn ALEXANDRIA-I-95 @ TELEGRAPH RD 2460 EISENHOWER AVE ALEXANDRIA, VA 22314 Tel: 1-703-960-3400 Fax: 1-703-329-0953

Washington, DC area	Tue Jul 12	
	8:30	Bring PASSPORTS . Take taxis to appointment. Go to 5 th floor to meet the hosts.
DC Bar (mandatory) 1250 H St. NW, 5F, Washington, DC 20005 XXXXXXXXXX, Executive Director Tel: (202) 737-4700 xXXX	9:30 - 11:30	See attached presentation
		Walk one block to Sushi Aoi 1100 New York Ave. NW, Tel: (202) 408-7770 
		Take taxi to the Moot Court (3 minutes). Have the taxi driver take you to the back entrance at 601 Pennsylvania Ave. NW
District of Columbia Public Defenders Moot Court 601 Indiana Ave. NW, Washington, DC (Go in entrance at 601 Pennsylvania Ave NW) Tel: (202) 824-XXXX, Mobile: (202) XXX XXXX XXX@pdsdc.org	1:30 – 3:00	
		Return by taxi to hotel.
	Hotel:	Holiday Inn

Washington, DC area	Wed Jul 13	
	8:50	Bring PASSPORTS . Travel to appointment by taxi. GET THE TAXI COMPANY BUSINESS CARD TO CALL FOR NEXT APPOINTMENT.
Federal District Court for Eastern VA 401 Courthouse Sq., Alexandria, VA XXXX XXXX, Court Tech (703) 299-XXXX XXXXXX@vaed.uscourts.gov	9:30	High tech court (note that e-filing is not in this court.)
		Ask Mr. XXXX to help arrange taxis.
		Have the taxi driver take you to Nieman Marcus department store in the shopping mall "Tysons Galleria II." Next door is the Daily Grill, 2001 International Dr. Tel: (703) 288-5100. I will make reservations for 1 PM for the "XXXX" group.
		After lunch, call Barry XXXXX. He will walk you to the law office.
XXXXX XXXXXX Esq. Morrison & Foerster 1650 Tysons Blvd, Suite 300, McLean, VA Phone: (703) 760-XXXX, Fax: (703) 760-7777	2:00	
		Ask Morrison & Foerster receptionist to call taxis.
	Hotel:	Holiday Inn

Washington, DC area	Thu Jul 14	
	8:30	Bring passports (probably not required.) Meet van driver Lester XXXXX at entrance of hotel. Mobile: XXX XXX XXXX
	9:45	Pass through security. Go to 5 th floor on elevators and turn right. Meet Ms. XXXX in Room 508.
Circuit Court For Baltimore City 111 N. Calvert Street, Baltimore, MD XXXXXXXX XXXX, Differentiated Case Management Coordinator, Tel: (410) 396-XXXX XXXXXXXX@courts.state.md.us	10:00	Differentiated case management E-filing and e-service Rules and orders: <ul style="list-style-type: none"> • Case Management Order • Amended Case Management Order
		Mr. XXXX will take you to Baltimore Harbor for lunch. Recommended: 1) Legal Seafood, 2) McCormick & Schmick's.
Maryland Legal Services Corporation 500 East Lexington Street, Baltimore, MD XXX XXXXX, Director (443) XXX-XXXX XXXXX@mdjustice.org Main telephone: (410) 576-XXXX	12:00	
		Return to hotel with Mr. XXXX Pay him \$550.
	Hotel:	Holiday Inn

Washington, DC area	Fri Jul 15	
	9:30	Bring PASSPORTS . Travel by taxi to appointment. (Tell the taxi driver to go to the taxi stand in front of the glass front building across from Union Station.) Enter the Building on the Atrium level and pass through a security scan. Go to the North Lobby Guard's Desk and show them your passports. Someone from the court office will escort you to the 2nd Floor Conference Room.
Administrative Office of the US Courts 1 Columbus Circle, NE Second Floor Conference Room (North Lobby) Thurgood Marshall Federal Judiciary Building Washington, DC 20544	10:00 – 12:30	<ul style="list-style-type: none"> • Mr. XXXX, IT Liaison Officer, Office of Information Technology (the use of technology in U.S. Federal courtrooms and the successes and challenges) • Mr. XXXX, Chief, OCAD Technology Division (overview and demonstration of CM/ECF) • Mr. XXXXXX, PhD (broad perspective on courtroom technology)
		Take taxis to next appointment location. Lunch recommended at Old Ebbitt Grill (1/2 block from ABA) 675 15th Street NW, Tel: (202) 347-4800
XXXXXX, ABA-Asia 740 15 th Street N.W. Washington, D.C. 20005 Tel: (202) XXX XXXX XXXX@staff.abanet.org	3:00	
	Hotel:	Holiday Inn
	Sat Jul 16	
		Fly from Washington, DC to Japan

Restaurants near Morrison and Foerster: [A] = MoFo, [B] = destination

Note: If you walk into Tyson's Galleria, there are many other restaurants.

Palm Restaurant
(Steak and jumbo lobsters:
Need advance reservations)
1750 Tysons Blvd
McLean, VA
Tel: (703) 917-0200



Daily Grill
2001 International Dr.
Tel: (703) 288-5100

or

Maggiano's Little Italy
(very large food portions)
2001 International Dr.
Tel: 703-356-9000



Baltimore seafood restaurants: [A] = City Court, [B] = destination

Legal Seafood
100 E Pratt St
Tel: (410) 332-7360



McCormick & Schmick's
711 Eastern Avenue
Tel: (410) 234-1300



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