

dian visitors can arrange itineraries requiring such travel without having to route through Tokyo again.

Business Cards (Meishi)

It is a customary and important ritual to exchange business cards with new acquaintances in Japan. It is also a particularly useful ritual to the foreigner who is likely to have difficulty in remembering more than a few Japanese names at a time. Take a substantial quantity of business cards with you. They should be printed with a Japanese translation on one side and be $5\frac{1}{2} \times 9$ cm for filing into special name card holders. As CAIL offers this service at modest cost, it is best to have them printed in Canada prior to departure, although it can be arranged within 48 hours after your arrival in Japan.

Present your card with the Japanese side upwards. You will receive cards in return which you can keep for reference. Do not write on them or mutilate them as this is a sign of disrespect. However, you can arrange them in front of you during a meeting as a kind of seating plan.

Currency Regulations

The Japanese monetary unit is the yen (Y). Bank of Japan notes in circulation are in denominations of 500, 1 000, 5 000 and 10 000 yen and occasionally 100-yen notes. Coins in general use are the 1, 5, 10, 50, 100 and 500 yen pieces.

On leaving Japan, yen may be reconverted into the original currency up to the amount recorded on the document issued by banks and authorized money exchanges at the time of the conversion or up to approximately \$3 000 (US) and its equivalent without such documentation.

Traveller's cheques can be cashed at the principal foreign exchange banks and hotels. All payments, however, must be made in yen.

Major credit cards can be used at the larger restaurants and hotels in the main cities but it is wise to take along a sufficient amount of traveller's cheques to cover all anticipated expenses. U.S. traveller's cheques can be converted into yen at the current rate of exchange more easily than Canadian traveller's cheques.