

# NOV 2026 – SCNN Outgoing Delegation to Neyagawa, Japan

## Flight Booking & Transportation Guidelines

To provide delegates with greater flexibility and potentially lower travel costs, delegates will be responsible for booking their own airline travel for the Japan delegation trip. Please carefully review the following requirements and guidelines before purchasing airfare.

### I. Required Flight Guidelines

#### Arrival Flight Requirements (Arriving in JAPAN)

All delegates must book flights that:

- Arrive at **Osaka International Airport (Itami Airport / ITM) between 5:30-8:30 PM on November 24 (JAPAN Time)**.
- Arrive no later than the designated arrival time (see above) provided by Sister Cities Newport News and NIEFA. Delegates are strongly encouraged to select flights arriving well before the required arrival deadline to allow for potential travel delays.
- Allow adequate time for immigration, customs, and baggage claim upon arrival in Japan.
- Allow delegates to travel together as a group from Itami Airport to Neyagawa via chartered bus transportation.
- Delegates may choose any airline, route, or departure airport, provided they meet the required arrival timeline into Itami Airport.

#### Return Flight Requirements (Leaving JAPAN)

- All delegates must travel together with the delegation from Neyagawa to Itami Airport via group transportation on December 1.
- If you plan to stay in Japan, you must still depart Neyagawa with the Sister Cities group.
- If you plan to fly out of **Itami Airport (ITM) - you must not choose a flight leaving before 11:30am on December 1 (JAPAN Time)**.

#### **Please Note:**

Even if delegates plan to extend their stay in Japan before or after the official delegation trip, they will still be **required to travel with the delegation** on the scheduled group transportation between Neyagawa and Itami Airport.

## II. Flight Approval Process

Before purchasing airfare, delegates must submit their proposed flight itinerary to Sarah Sutton and Kate Helwig for approval.

### Exception:

- Delegates selecting one of the pre-approved flight options included in this packet/document do not need additional approval prior to booking.

For all other flights, please do not purchase tickets until approval has been granted.

### Submission of Final Flight Information

Once airfare has been purchased, delegates must provide their finalized flight itinerary to Sarah Sutton and Kate Helwig. You may forward via email your ticket receipt/confirmation.

Please be sure to include:

- Airline(s) Flight numbers
- Departure and arrival airports
- Departure and arrival dates/times
- Any connecting flights
- This information is required to assist with delegation coordination, airport transportation planning, and emergency contact purposes.
- Delegates should submit updated information promptly if any flight changes occur after booking.

## III. Recommended Flight Options

Several **pre-approved flight options** are provided to assist delegates with booking. (See end of this document for recommended flight options.)

These options are recommended for:

- Easier coordination with the delegation
- Reduced travel stress
- Increased likelihood of traveling alongside other delegates
- Delegates who may feel uncomfortable navigating international travel independently are strongly encouraged to select one of the pre-approved flight options.

## IV. Transportation Responsibilities

**Delegates are responsible for arranging and covering the cost of their own transportation to and from their U.S. departure airport.**

Examples include:

- Transportation to Richmond International Airport (or your U.S. airport of choice)
- Airport parking
- Rideshare or shuttle services
- Domestic connecting flights

Sister Cities of Newport News/NIEFA will provide:

- Group transportation from Itami Airport to Neyagawa
- Group transportation from Neyagawa back to Itami Airport
- No additional airport transportation within the United States will be provided.

## V. Additional Recommendations

To help ensure a smooth travel experience, delegates are encouraged to:

- Pull out your passport and verify validity well in advance of travel
- Book flights early for the best pricing and availability
- Consider using a VPN, clean your search engine cache or use an internet connection at public library to search for flights for the best pricing.
- Allow adequate layover time for international connections
- Purchase travel insurance, if desired
- Prioritize Haneda/Tokyo (HND) over Narita (NRT) for ease of navigating airport upon arrival
- Avoid layovers under 2 hours in Tokyo
- Avoid itineraries with 3+ connections
- Avoid separate-ticket bookings

\*Flight numbers and schedules are subject to change as airlines finalize November 2026 schedules. Verify your flight numbers before departing the US.

## VI. Japan Delegation Travel Checklist

### Flight Booking

- Review delegation travel guidelines.
- Choose a flight that:
  1. Arrives at Itami Airport (ITM) **no later than 8:30 PM on November 24 (JAPAN Time).**
  2. Departs from Itami Airport (ITM) **no earlier than 11:30am on December 1 (JAPAN Time).**
- Submit your proposed itinerary to Sarah Sutton or Kate Helwig for approval before booking.**
- Purchase your flight after approval is received (**unless** selecting a pre-approved flight option).

### After Booking

- Send your finalized itinerary to Sarah Sutton and Kate Helwig, including:**
  - o Airline(s) Flight numbers
  - o Arrival/departure times
  - o Connection information
- Notify Sarah and Kate of any flight changes.

### Transportation

- Arrange your own transportation to and from your U.S. departure airport.
- Remember: Group transportation is provided between Itami Airport and Neyagawa City.

### Travel Preparation

- Verify your passport is valid. Passports **must** be valid for at least six months after travel.
- Review all delegation updates and trip communications.
- Consider travel insurance if desired.

### Important Reminder

All delegates — including those extending their stay in Japan — must travel with the delegation transportation between Neyagawa and Itami Airport.

### Questions?

Please contact Sarah Sutton ([suttonsems@gmail.com](mailto:suttonsems@gmail.com))  
or Kate Helwig ([info@sistercities-nn.com](mailto:info@sistercities-nn.com))

### **PRE-APPROVED FLIGHT OPTIONS**

*(see recommended flight options on next page)*

3 departing & 3 returning flights have been vetted

Thank you for your cooperation and flexibility as we prepare for a successful delegation experience in Neyagawa, Japan.

## DEPARTING Flight Option #1 (prices as of May 11, 2026)


### RICHMOND, VA – Newark, NJ – Tokyo HANEDA – Osaka ITAMI


#### Key Points to Consider:

- A reasonably priced ticket option
- Departure from RICHMOND could be convenient
- 2+ hour layover in Tokyo allows for Customs and terminal transfers
- Excellent arrival time of 6:10pm @ ITAMI (Osaka)
- Wintry weather in Newark, NJ could be a potential challenge

Departure · Mon, Nov 23 717 kg CO2e -35% emissions Select flight \$1,804 round trip

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 6:00 AM · Richmond International Airport (RIC)  
Travel time: 1 hr 22 min


 7:22 AM · Newark Liberty International Airport (EWR)


United · Economy · Bombardier Regional Jet 550 · UA 4192  
Plane and crew by Gojet Airlines DBA United Express

Average legroom (30 in)  
Free Wi-Fi  
In-seat USB outlet  
Stream media to your device  
Emissions estimate: 129 kg CO2e  
Contrail warming potential: Low

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2 hr 23 min layover · Newark (EWR)

 9:45 AM · Newark Liberty International Airport (EWR)  
Travel time: 14 hr 35 min


 2:20 PM\*1 · Haneda Airport (HND)


United · Economy · Boeing 787 · UA 131

Average legroom (31 in)  
Wi-Fi for a fee  
In-seat power & USB outlets  
On-demand video  
Emissions estimate: 519 kg CO2e  
Contrail warming potential: Medium

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2 hr 40 min layover · Tokyo (HND)

 5:00 PM\*1 · Haneda Airport (HND)  
Travel time: 1 hr 10 min

 6:10 PM\*1 · Osaka Itami Airport (ITM)

ANA · Economy · Boeing 737 · NH 35  
Plane and crew by ANA Wings

Average legroom (31 in)  
Free Wi-Fi  
Stream media to your device  
Emissions estimate: 69 kg CO2e  
Contrail warming potential: Low

## DEPARTING Flight Option #2 (prices as of May 11, 2026)

### NORFOLK, VA – Minneapolis, MN – Tokyo HANEDA - Osaka ITAMI

Key Points to Consider:

- Least expensive option we found
- Departure from NORFOLK could be convenient
- 2+ hour layover in Tokyo allows for Customs and terminal transfers
- Excellent arrival time of 6:10pm @ ITAMI (Osaka)
- Wintery weather in Minneapolis could be a potential challenge

Departure · Mon, Nov 23

969 kg CO2e  
-13% emissions ⓘ

Select flight

\$1,697  
round trip

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7:25 AM · Norfolk International Airport (ORF)

Travel time: 3 hr 15 min

9:40 AM · Minneapolis-Saint Paul International Airport (MSP)

Delta · Economy · Canadair RJ 900 · DL 5464  
Plane and crew by Endeavor Air DBA Delta Connection

- Average legroom (31 in)
- Free Wi-Fi
- Emissions estimate: 221 kg CO2e
- Contrail warming potential: Low ⓘ

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1 hr layover · Minneapolis (MSP)

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10:40 AM · Minneapolis-Saint Paul International Airport (MSP)

Travel time: 12 hr 55 min

2:35 PM\*1 · Haneda Airport (HND)

Delta · Economy · Airbus A350 · DL 121

- Average legroom (31 in)
- Free Wi-Fi
- In-seat power & USB outlets
- On-demand video
- Emissions estimate: 679 kg CO2e
- Contrail warming potential: Medium ⓘ

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5:00 PM\*1 · Haneda Airport (HND)

Travel time: 1 hr 10 min

6:10 PM\*1 · Osaka Itami Airport (ITM)

ANA · Economy · Boeing 737 · NH 35  
Plane and crew by ANA Wings


- Average legroom (31 in)
- Free Wi-Fi
- Stream media to your device
- Emissions estimate: 69 kg CO2e
- Contrail warming potential: Low ⓘ

## DEPARTING Flight Option #3 (prices as of May 11, 2026)


### RICHMOND, VA – Dulles (DC) – Tokyo HANEDA – Osaka ITAMI

#### Key Points to Consider:

- A reasonably priced ticket option
- Departure from RICHMOND could be convenient
- Convenient connection through Dulles/DC
- 2+ hour layover in Tokyo allows for Customs and terminal transfers
- Relatively late arrival @ ITAMI (Osaka), but still within 5:30-8:30pm window

 Departure · Mon, Nov 23 1,058 kg CO2e  
Avg emissions ⓘ Select flight \$1,804 round trip ^

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 ○ 10:40 AM · Richmond International Airport (RIC)  
Travel time: 50 min  
○ 11:30 AM · Dulles International Airport (IAD)

United · Economy · Embraer ERJ-135/145 · UA 4310  
Plane and crew by Commuteair DBA United Express

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50 min layover · Washington (IAD)

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 ○ 12:20 PM · Dulles International Airport (IAD)  
Travel time: 14 hr 30 min  
○ 4:50 PM\*1 · Haneda Airport (HND)

United · Economy · Boeing 777 · UA 803


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2 hr 10 min layover · Tokyo (HND)


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 ○ 7:00 PM\*1 · Haneda Airport (HND)  
Travel time: 1 hr 20 min  
○ 8:20 PM\*1 · Osaka Itami Airport (ITM)


ANA · Economy · Boeing 777 · NH 39


 Average legroom (31 in)


 Emissions estimate: 57 kg CO2e


 Contrail warming potential: Low ⓘ


 Average legroom (31 in)


 Wi-Fi for a fee


 In-seat power & USB outlets


 On-demand video


 Emissions estimate: 936 kg CO2e


 Contrail warming potential: Medium ⓘ


 Average legroom (31 in)

 Free Wi-Fi

 In-seat power & USB outlets

 On-demand video

 Emissions estimate: 66 kg CO2e


 Contrail warming potential: Low ⓘ

## RETURNING Flight Option #1 (prices as of May 11, 2026)








### Osaka ITAMI – Tokyo HANEDA – Newark, NJ – RICHMOND, VA

#### Key Points to Consider:

- Arrival back in RICHMOND could be convenient
- Wintry weather in Newark, NJ could be a potential challenge
- Slightly late arrival in Richmond @ 8:42pm

 Return · Tue, Dec 1 844 kg CO2e  
Avg emissions ⓘ Select flight \$1,804 round trip ^








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 ○ 1:00 PM · Osaka Itami Airport (ITM)  
Travel time: 1 hr 10 min  Average legroom (31 in)  
○ 2:10 PM · Haneda Airport (HND)  Free Wi-Fi  
ANA · Economy · Airbus A321 · NH 26  In-seat USB outlet  
 Stream media to your device  
 Emissions estimate: 80 kg CO2e  
 Contrail warming potential: Low ⓘ

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4 hr 15 min layover · Tokyo (HND)







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 ○ 6:25 PM · Haneda Airport (HND)  
Travel time: 12 hr 50 min · Overnight ⚠  Average legroom (31 in)  
○ 5:15 PM · Newark Liberty International Airport (EWR)  Wi-Fi for a fee  
United · Economy · Boeing 787 · UA 130  In-seat power & USB outlets  
 On-demand video  
 Emissions estimate: 631 kg CO2e  
 Contrail warming potential: Medium ⓘ

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1 hr 42 min layover · Newark (EWR)

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 ○ 6:57 PM · Newark Liberty International Airport (EWR)  
Travel time: 1 hr 45 min  Average legroom (30 in)  
○ 8:42 PM · Richmond International Airport (RIC)  Free Wi-Fi  
United · Economy · Bombardier Regional Jet 550 · UA 4386  In-seat USB outlet  
Plane and crew by Gojet Airlines DBA United Express  Stream media to your device  
 Emissions estimate: 134 kg CO2e  
 Contrail warming potential: Medium ⓘ

## RETURNING Flight Option #2 (prices as of May 11, 2026)


### Osaka ITAMI – Tokyo HANEDA – Dulles, DC – RICHMOND, VA






#### Key Points to Consider:

- Arrival back in RICHMOND could be convenient
- Easy route through Dulles
- Good arrival time back in Richmond @ 6:10pm

 Return · Tue, Dec 1 892 kg CO2e  
+7% emissions ⓘ Select flight \$1,804 round trip ^

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 ○ 12:00 PM · Osaka Itami Airport (ITM)  
Travel time: 1 hr 10 min  
○ 1:10 PM · Haneda Airport (HND)  
ANA · Economy · Boeing 787 · NH 24







 Average legroom (31 in)  
 Free Wi-Fi  
 Stream media to your device  
 Emissions estimate: 60 kg CO2e  
 Contrail warming potential: Low ⓘ

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3 hr 40 min layover · Tokyo (HND)

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 ○ 4:50 PM · Haneda Airport (HND)  
Travel time: 12 hr 50 min · Overnight ⚠️  
○ 3:40 PM · Dulles International Airport (IAD)  
United · Economy · Boeing 777 · UA 804







 Average legroom (31 in)  
 Wi-Fi for a fee  
 In-seat power & USB outlets  
 On-demand video  
 Emissions estimate: 753 kg CO2e  
 Contrail warming potential: Medium ⓘ

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1 hr 40 min layover · Washington (IAD)

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 ○ 5:20 PM · Dulles International Airport (IAD)  
Travel time: 41 min  
○ 6:01 PM · Richmond International Airport (RIC)  
United · Economy · Bombardier Regional Jet 550 · UA 4471  
Plane and crew by Gojet Airlines DBA United Express  
Often delayed by 30+ min


 Average legroom (30 in)  
 Free Wi-Fi  
 In-seat USB outlet  
 Stream media to your device  
 Emissions estimate: 79 kg CO2e  
 Contrail warming potential: Low ⓘ

## RETURNING Flight Option #3 (prices as of May 11, 2026)


### Osaka ITAMI – Tokyo HANEDA – Dulles, DC – NORFOLK, VA

#### Key Points to Consider:







- Arrival back in NORFOLK could be convenient
- Easy route through Dulles

 Return · Tue, Dec 1 912 kg CO2e  
+7% emissions ⓘ Select flight \$1,804 round trip ^

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 ○ 1:00 PM · Osaka Itami Airport (ITM)  
Travel time: 1 hr 10 min  
○ 2:10 PM · Haneda Airport (HND)


ANA · Economy · Airbus A321 · NH 26

 Average legroom (31 in)  
 Free Wi-Fi  
 In-seat USB outlet  
 Stream media to your device  
 Emissions estimate: 80 kg CO2e  
 Contrail warming potential: Low ⓘ







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2 hr 40 min layover · Tokyo (HND)

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 ○ 4:50 PM · Haneda Airport (HND)  
Travel time: 12 hr 50 min · Overnight ⚠️  
○ 3:40 PM · Dulles International Airport (IAD)


United · Economy · Boeing 777 · UA 804

 Average legroom (31 in)  
 Wi-Fi for a fee  
 In-seat power & USB outlets  
 On-demand video  
 Emissions estimate: 753 kg CO2e  
 Contrail warming potential: Medium ⓘ







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2 hr layover · Washington (IAD)

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 ○ 5:40 PM · Dulles International Airport (IAD)  
Travel time: 1 hr 6 min  
○ 6:46 PM · Norfolk International Airport (ORF)

United · Economy · Embraer 175 · UA 6187  
Plane and crew by Mesa Airlines DBA United Express

 Average legroom (31 in)  
 Free Wi-Fi  
 In-seat power outlet  
 Stream media to your device  
 Emissions estimate: 79 kg CO2e  
 Contrail warming potential: Low ⓘ