



Technical Deep Dive : Aging Cities

TOKYO / TOYAMA MAY 21 – 25, 2018





W elcome to TDD!

We are very excited to host this Aging Cities. The TDD will be delivered by the Tokyo ministries, and others from across the world to discuss the effective use Development Learning Center (TDLC).

The TDD will bring together World Bank task team leaders and their respective clients. We are confident that you will find the TDD to be highly engaging and useful.

To assist in making your travel as easy and enjoyable as possible, we would like to provide with you some useful information about your stay. Please review this guide before you depart from your home country.

If there is anything that we can do to make your stay in Tokyo more comfortable please do not hesitate to contact any member of the TDD Team.

We look forward to seeing you in Tokyo for a highly productive and enjoyable week.

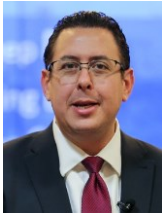


Dan Levine
Senior Officer, TDLC



Meet the TDD Team

Dan Levine



SENIOR
OPERATIONS
OFFICER

TEAM LEAD OF
TDLC

Phil Karp



LEAD
KNOWLEDGE
MANAGEMENT
SPECIALIST

TDD TEAM

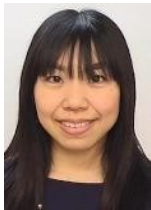
Haruka Imoto



KM ANALYST

TDD CONTENTS
AND MODALITIES

Yuko Okazawa



URBAN
SPECIALIST

CITY
PARTNERSHIP
PROGRAM

Iain Mitchell



SENIOR KM
ASSISTANT

TECHNICAL
OPERATIONS &
ENGINEERING
SUPPORT

Ayako Hyakubu



CONSULTANT

EVENT
COORDINATOR

Sun Young Park



CONSULTANT

PROGRAM
ASSISTANT

Yumi Sarumaru



CONSULTANT

EVENT
COORDINATOR

Chiyuki Mifuji



CONSULTANT

EVENT
COORDINATOR

Marko Tanaka



COMMUNICATION
CONSULTANT

VIDEO INTERVIEW
FOR TECHNICAL
DEEP DIVE

Asako Sato



KM CONSULTANT

C4D, PPTs
MASTER

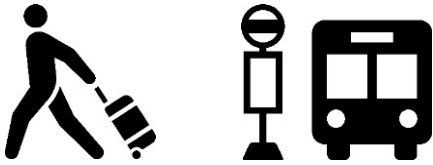
Takashi Riku



CONSULTANT

REPORT
SYNTHESIS
ASSISTANT

Plan your trip



Weather in May

May is a beautiful time. The weather is usually very nice and warm but not hot, and there are lots of flowers blooming.

What to wear

We would suggest packing a light jacket. It can be windy. Overcoat won't be necessary.

* Please wear slacks or pants instead of skirts on Day 1 (May 21st)

One day trip bag

Please bring a small bag for your 1day trip to Toyama. Store your main bag at hotel in Tokyo.

Electricity / Plug Sockets

The electricity in Japan is 100 volts and the electrical outlet plug is Type A. If you need to bring along your own appliances and the standard voltage in your country is in the range of 220 - 240 V, you'll need a voltage converter Type A. Please pack an electric adapter.

Money

Please bring cash (around 100 USD) in major currency (e.g. USD) or in Japanese yen for transportation between the airport and hotel, for emergency use and contingency. There is a currency exchange counter available in the arrival lobby at the airport. Cash can easily be withdrawn from credit card or ATM in most convenience stores.

Tokyo



High: 25°C / 77F

Low : 16°C / 60F



During the week the dress code is business casual.

Please bring your comfortable walking shoes for site visits.

100 volts
Type A



CHECK!



Please see page 13 for reimbursement by TDLC in detail

Travel insurance

The purchase of travel insurance will be at your own cost.



World Bank TDLC cannot cover travel insurance.



Meals

Most meals in Tokyo are provided by World Bank as a part of the Deep Dive experience, for days that meals not provided please keep the receipt for reimbursement.

The budget for reimbursement is up to JPY 1,500 for each lunch and JPY 4,500 for each dinner. We hope you can find your favorite Japanese food during your stay.



Wifi Hotspots

Thanks to recent efforts by private businesses and governments, public Wi-Fi networks are available for free for tourists in most public areas.

Networks vary widely from easy-to-use ones to others that require registrations.



TDLC provides you.....



Breakfast

All days in Tokyo and Toyama



Lunch

All days



Dinner

Day 1 & Day 3

Please have dinner by yourself when not provided. (See page 13.)



Please take breakfast at your hotel from Day 2 to Day 5.

- [Japan Connected-free Wi-Fi](#)
- [Free Wi-Fi Passport](#)
- [Travel Japan Wi-Fi](#)



We recommend you to check the above in advance.

Emergency Contacts



Mr. Dan Levine

Senior Operations Officer for World Bank TDLC (based in Tokyo)

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➔ **For program and delivery**

Ms. Haruka Imoto

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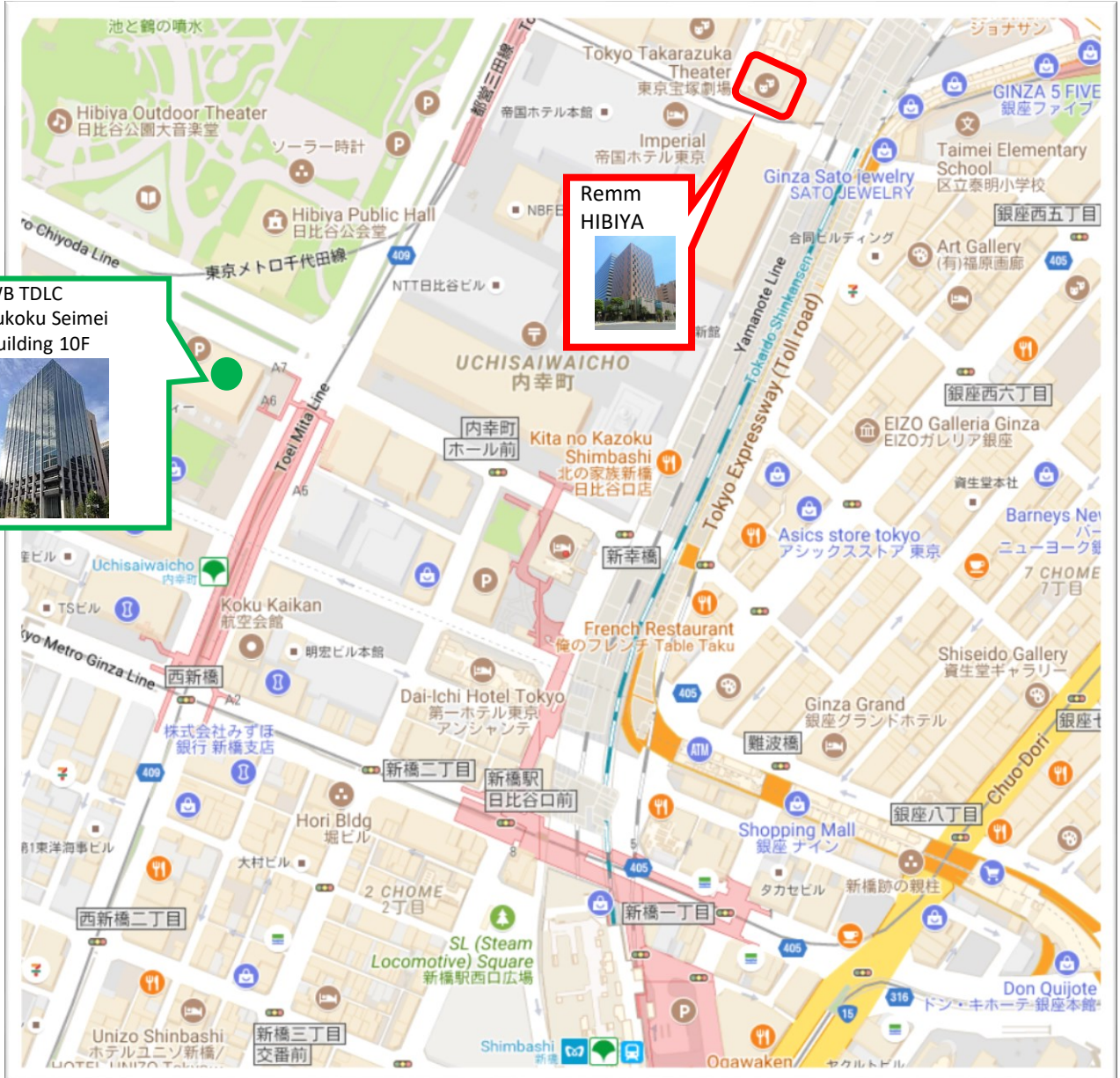


Hotel in Tokyo



Remm HIBIYA

Check-in 14:00 / Check-out 12:00



Address



1-2-1Yuraku-cho,Chiyoda-ku, Tokyo 100-0006

Telephone



+81-3-3507-0606

Web site



<http://remm-hibiya.hankyu-hotel.com/>



Due to the group reservation, room preference cannot be accepted.

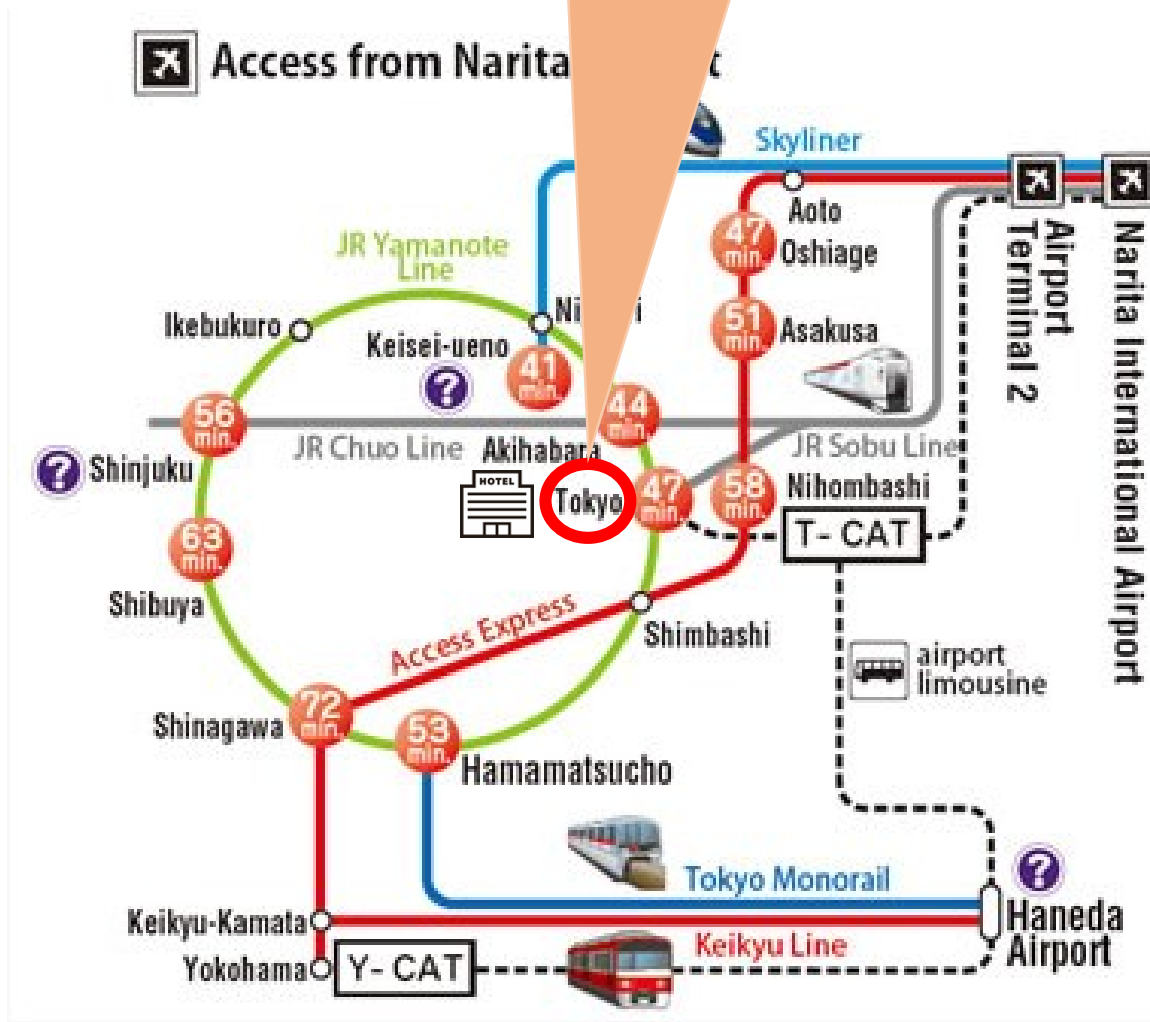
Arrival in Japan

From Narita Airport

! There will be **no Airport Pick-up** !



Please take bus or train to city, then take a taxi to your hotel. Taxi ride is about 10-15 min. from Tokyo area.



CHECK!



TDLC will NOT reimburse taxi fare from Narita Airport to hotel.



From Narita Airport

Option 1: Airport Shuttle Bus (90 min. ride)

Tokyo Shuttle

1,000 JPY
Need to buy a ticket at the bus tickets counter in the airport



THE ACCESS NARITA

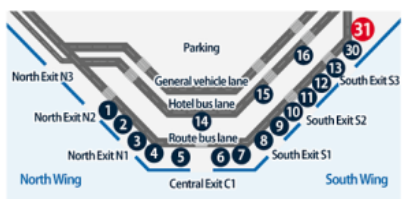
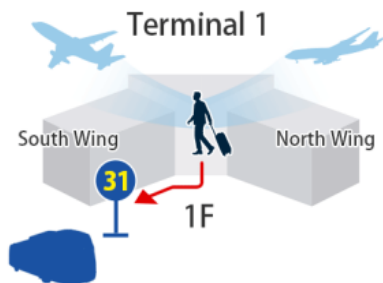
1,000 JPY
No ticket
Direct ride



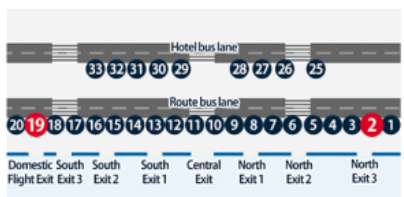
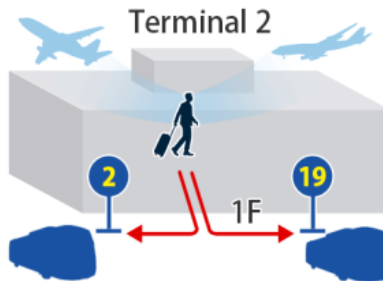
Both airport shuttle buses operate **every 20 minutes** from 7:30 am to 22:50 and leave from **the same bus stops** in Narita Airport.

Get off at **TOKYO station** and **take taxi** to your hotel.

NARITA AIRPORT MAP



Terminal 1 No.31 Bus Stop



Terminal 2 No.2 Bus Stop
Terminal 2 No.19 Bus Stop



PLEASE KEEP YOUR RECEIPTS for reimbursement.




From Narita Airport


Option 2: Narita Express (Japan Railway) 60 min. ride



Go to **Narita Airport Station** and a ticket is available at:



JR Ticket Offices
(Midori-no-madoguchi)



Travel Service Centres
(View Plaza)

- Buy SINGLE ticket to **TOKYO** station
- Fare: JPY 3,020
- Get off at **TOKYO** station and take a taxi to your hotel



PLEASE KEEP YOUR RECEIPTS for reimbursement.



From Narita Airport

Option 3: Airport Limousine Bus 90 min. ride

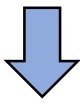


Tickets available at counter in the airport.

★Option 1

Every 15-20 minutes from 6:55 am to 9:15 pm

Where to get off:	JPY 2,800
• Tokyo Station Yaesu North Exit	
• Tokyo Station Marunouch	
• T-CAT (Tokyo City Air Terminal)	

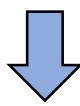


Take a taxi to your hotel.

★Option 2

Only 8 times a day from 8:05 am to 4:25 pm

Where to get off:	JPY 3,100
• Imperial Hotel (for remm HIBIYA)	



1-2minute walk form the bus stop to your hotel.



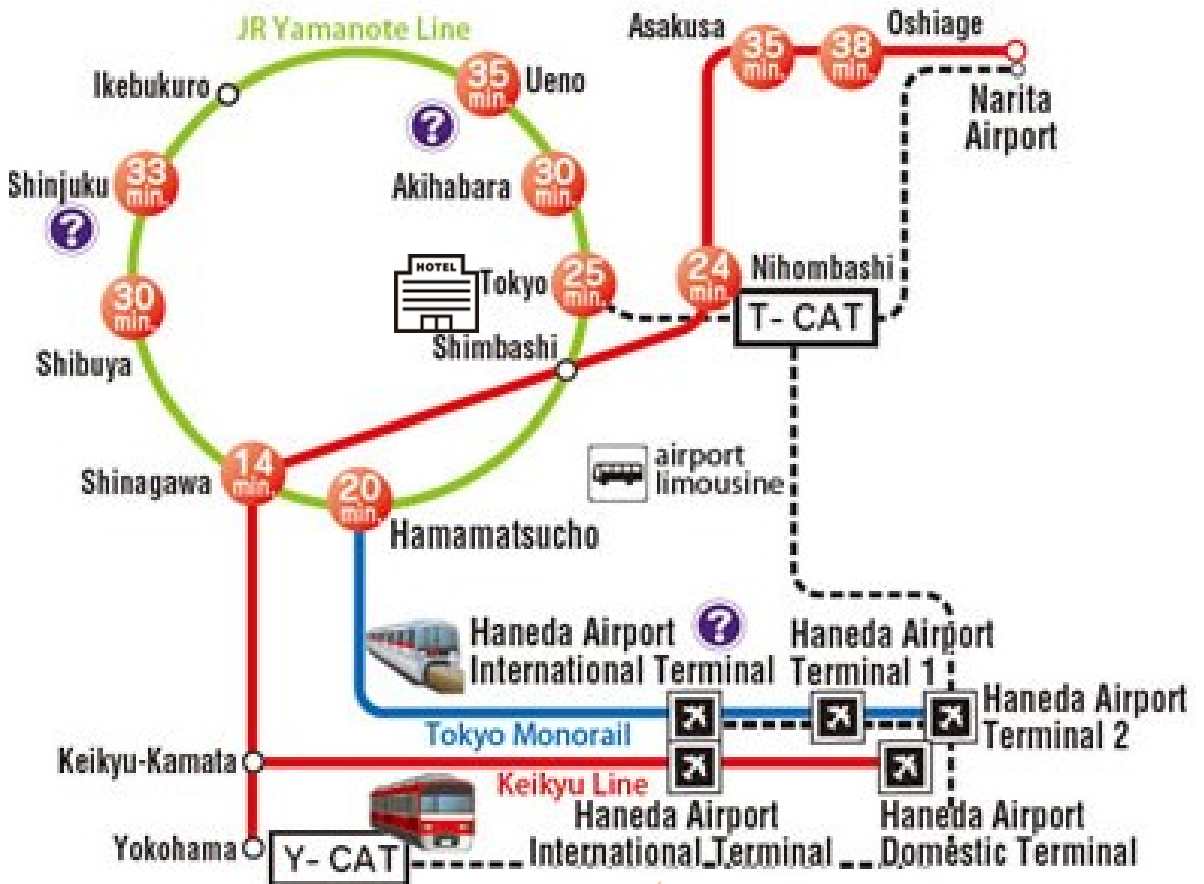
PLEASE KEEP YOUR RECEIPTS for reimbursement.

Arrival in Japan

From Haneda Airport

! There will be **no Airport Pick-up** !

Access from Haneda Airport



Taxi from Haneda Airport to city, 30 min. ride, costs around JPY 6,000 (USD 60).

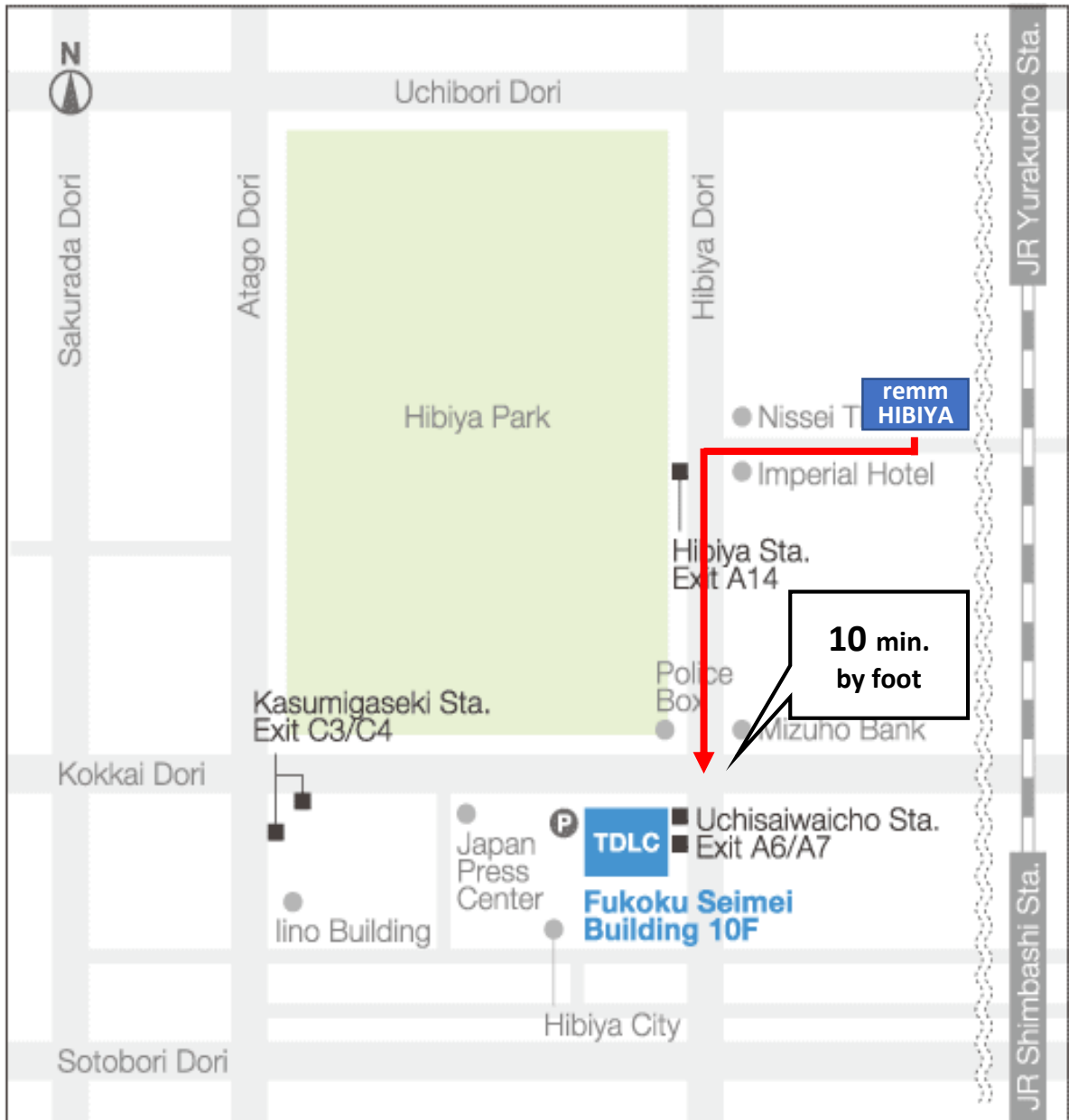


PLEASE KEEP YOUR RECEIPTS for reimbursement. 11

How to get to TDLC

Seminar venue in Tokyo

World Bank Tokyo Development Learning Center Office (TDLC)



Address



Fukoku Seimei Building 10F, 2-2-2 Uchisaiwaicho
Chiyoda-ku, Tokyo 100-0011

Telephone



+81-3597-1322 (Ms. Ayako Hyakubu)

Web site



<http://www.jointokyo.org/en/about/location/>

How to reimburse your expense



Visa fee, transportation cost from/to airport, dinner cost on the evening with no official arrangements shall be reimbursed by World Bank. Please keep receipts with you:

There are 3 steps for reimbursement:

1. Complete the Trip Worksheet.xls file, may get the file from World Bank Program Assistant
2. Scan and saved in **1 single file in PDF format** (jpg and other picture format is NOT acceptable)
 - receipts for all meals, taxi, bus/ train tickets
 - boarding pass
 - and any related documents,Indicated the date, description of item (bus from/to, Visa, etc.) And send the file to World Bank Program assistant for Task Team Leader for reimbursement
3. Complete Bank Account authorization form. Please do NOT write the form BY HAND. Only signature should be handwritten.



Deadline:

Fri, June 1, 2018



TDLC will reimburse....



Visa for Japan




Meals in Japan

* When not provided



Transportation from/to airport in Japan

Taxi from/to Narita Airport is not acceptable 

Please submit....



Boarding pass



Receipts with description



Trip Worksheet



Bank Account Authorization form