Technical Deep Dive on Competitive Cities

Welcome Kit
TOKYO, YOKOHAMA and KOBE Japan | OCT 30 – NOV 3, 2017
Welcome to Japan!

We are very excited to host this Competitive Cities TDD. The TDD will be delivered by the Tokyo Development Learning Center (TDLC) program in collaboration with Competitive Cities KSB.

The TDD will bring together World Bank task team leaders and their respective clients (City government officials, line ministries, and others) from across the world to discuss competitiveness of cities, explore policy options and share examples of successful interventions. 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 have assembled this guide to provide you with 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 Operations Officer, TDLC
Meet the TDD Team

Dan Levine
SENIOR OPERATIONS OFFICER
TEAM LEAD OF TDLC

Megha Mukim
SENIOR URBAN ECONOMIST
CONTENTS AND EXPERT

Haruka Imoto
KM ANALIST
TDD CONTENTS AND MODALITIES

Yuko Okazawa
URBAN SPECIALIST
CITY PARTNERSHIP PROGRAM

Iain Mitchell
TECHNICAL OPERATIONS & ENGINEERING SUPPORT
SENIOR KM ASSISTANT

Chiyuki Mifuji
CONSULTANT
EVENT COORDINATOR

Yumi Sarumaru
CONSULTANT
EVENT COORDINATOR

Asako Sato
KM CONSULTANT
TDD TEAM

Marko Tanaka
COMMUNICATION CONSULTANT
VIDEO INTERVIEW FOR TECHNICAL DEEP DIVE

Takashi Riku
CONSULTANT
REPORT SYNTHESIS ASSISTANT
Plan your trip

Weather form late Oct. to early Nov.

Form October to November is one of the best times to visit Japan, as the weather is relatively dry and mild.

What to wear

It might be not too cold but there might be a little rain. A light long-sleeved shirt plus a cardigan or a light jacket would be recommended.

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 withdrawn from credit card or ATM in most convenience stores.

Tokyo and Kobe

High: 17°C / 63F
Low : 10°C / 50F

During the week the dress code is business casual.
Please bring your comfortable walking shoes for site visits.

Luggage

We plant to have one night trip to Kobe during this Deep Dive, so please bring an OVER NIGHT TRAVEL BAG that you can take with you to Kobe. Your heavy suitcase should be left at the hotel in Tokyo so that you can travel light. Comfortable walking shoes also recommended.

CHECK! Please see page 14 for reimbursement 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 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 WiFi networks are available for free for tourists in most public areas. Networks vary widely from easy-to-use ones to others that require registrations.

Emergency Contacts
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Senior Operations Officer for World Bank TDLC (based in Tokyo)
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Ms. Haruka Imoto
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TDLC provides you…….

• Breakfast
  Day 1

• Lunch
  Day 1 to Day 5

• Dinner
  Day 1, Day 3 and Day 5

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.
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
+81-3597-1327 (Ms. Chiyuki Mifuji)

Web site
http://www.jointokyo.org/en/about/location/
Hotel information
DAI-ICHI HOTEL ANNEX
Check-in: 15:00 / Check-out: 12:00

Address
1-5-2 Uchisaiwaicho, Chiyoda-ku, Tokyo 100-0011

Telephone
+81-3-3503-5611

Web site

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

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

Address
1-2-1 Yuraku-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.
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.

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

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

1,000 JPY
No ticket Direct ride

**PLEASE KEEP YOUR RECEIPTS** for reimbursement.
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:
• Tokyo Station Yaesu North Exit
• Tokyo Station Marunouch
• T-CAT (Tokyo City Air Terminal)

JPY 2,800

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:
• Daiichi Hotel (for Daiichi Hotel Annex)
• Imperial Hotel (for remm HIBIYA)

JPY 3,100

1-2minute walk from 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 ⚠️

Taxi from Haneda Airport to city, 30 min. ride, costs around JPY 5,000 (USD 50).

PLEASE KEEP YOUR RECEIPTS for reimbursement.
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, Nov 17, 2017