



Technical Deep Dive on Managing Urban Expansion in Mega- Metropolitan Areas Welcome Kit

TOKYO and SEOUL | DEC 11 – 16, 2017



Tokyo
Development
Learning
Center



Government
of Japan





W elcome to TDD!

We are very excited to host this **Managing Urban Expansion in Mega-Metropolitan Areas TDD**. The TDD will be delivered by the Tokyo Development Learning Center (TDLC) and Korea Research Institute for Human Settlements (KRIHS).

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 the effective use of information technology for improving land administration, 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 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 and Seoul more comfortable please do not hesitate to contact any member of the TDD Team.

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



Dan Levine
Senior Officer, TDLC



Dongju Kim
President, KRIHS



Meet the TDD Team

TDLC

Dan Levine



SENIOR
OPERATIONS
OFFICER

TEAM LEAD OF
TDLC

Phil Karp



LEAD
KNOWLEDGE
MANAGEMENT
SPECIALIST

TDD TEAM

Barjor E. Mehta



LEAD URBAN
SPECIALIST

TECHNICAL LEAD

Peter D. Ellis



LEAD URBAN
ECONOMIST

TECHNICAL LEAD

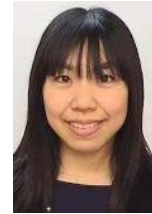
Haruka Imoto



KM ANALYST

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



Meet the TDD Team

KRIHS

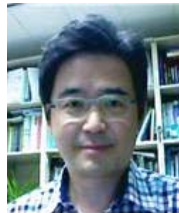
Dongju Kim



PRESIDENT

KRIHS

Jinkyu Chung



DIRECTOR OF
GDPC(Global
Development
Partnership
Center)

KRIHS

Songsu Choi



SENIOR
ADVISOR

KRIHS

Yehyun An



ASSOCIATE
RESEARCH FELLOW

KRIHS

Taehoon Ha



ASSISTANT
RESEARCH FELLOW

KRIHS

Jiyeon Yoon



ASSISTANT
RESEARCH FELLOW

KRIHS

Hyejung Park



ASSISTANT
RESEARCH FELLOW

KRIHS

Heeyoun You



ASSISTANT
RESEARCH FELLOW

KRIHS

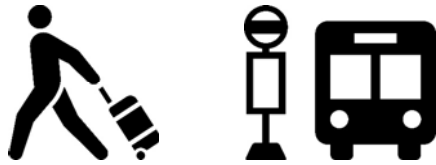


Technical Deep Dive on
Managing Urban Expansion in Mega-
Metropolitan Areas
Welcome Kit

TOKYO, JAPAN

DEC 11 – 13, 2017

Plan your trip



Weather in Dec

December is the gateway to a winter wonderland in Japan as the temperature drops and the nights are illuminated with spectacular lights.

What to wear

A light long-sleeved thermal inner shirt plus a sweater and a denim jacket or light down jacket will take care of you.



Tokyo

High: 12°C / 53.6F

Low : 4°C / 39.2F



During the week the dress code is business casual.

Please bring your comfortable walking shoes for site visits.

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.

100 volts
Type A



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.



Please see page 15 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



Lunch

All days

Please take breakfast at your hotel from Day 2 and Day 3.



Dinner

Day 1 and Day2



Emergency Contacts



Mr. Dan Levine

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

Email :dlevine@worldbank.org

Mobile : +81-90-9962-1647

➡ For program and delivery

Ms. Haruka Imoto

Knowledge Management Analyst for World Bank TDLC (based in Tokyo)

Email :himoto@worldbank.org

Fixed: +81-3-3597-1313

Mobile : +81-90-9962-1647

We recommend you to check the above in advance.

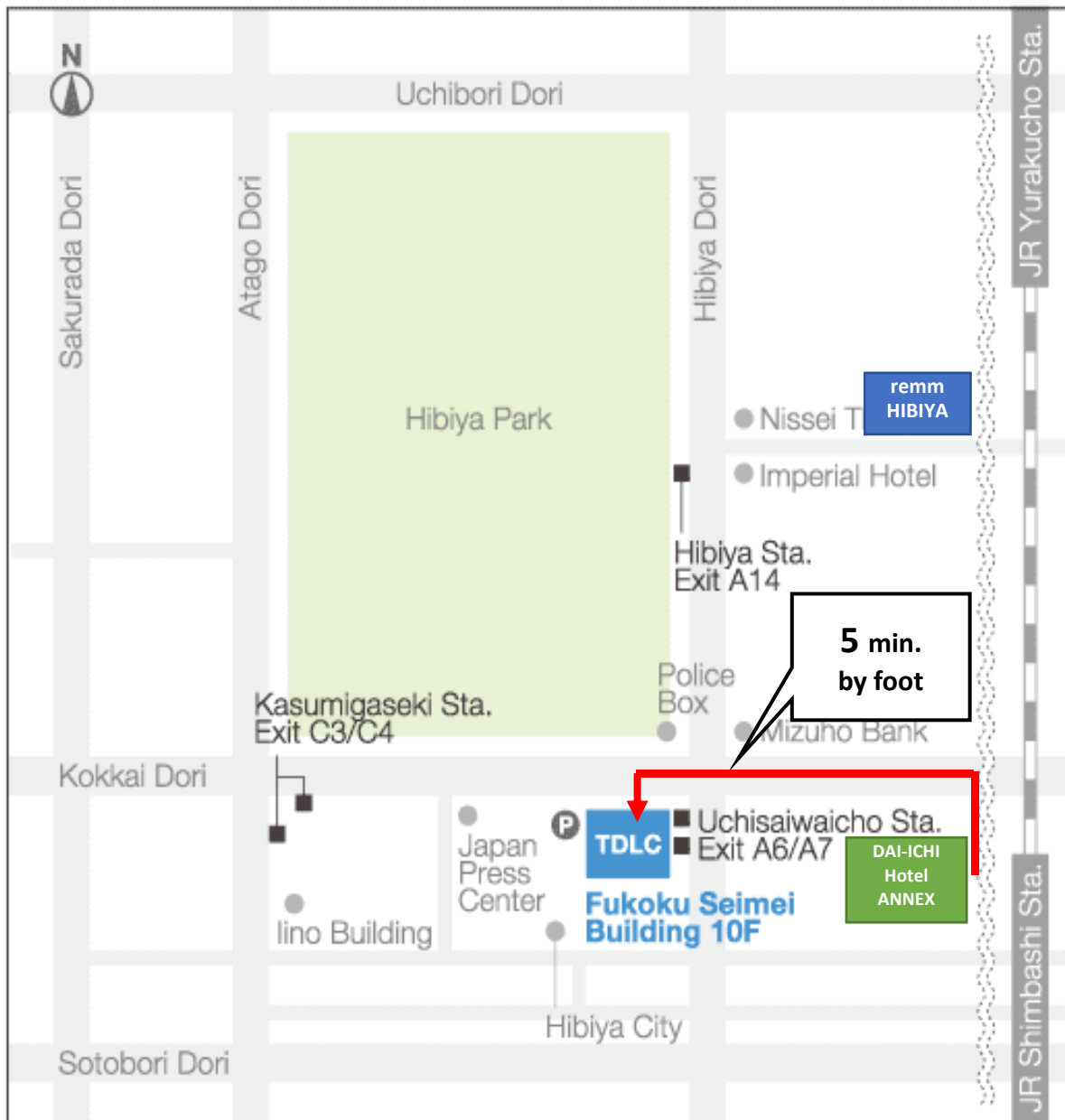


How to get to TDLC



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



<http://www-a.global.hankyu-hotel.com/daiichi-hotel-annex/>



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

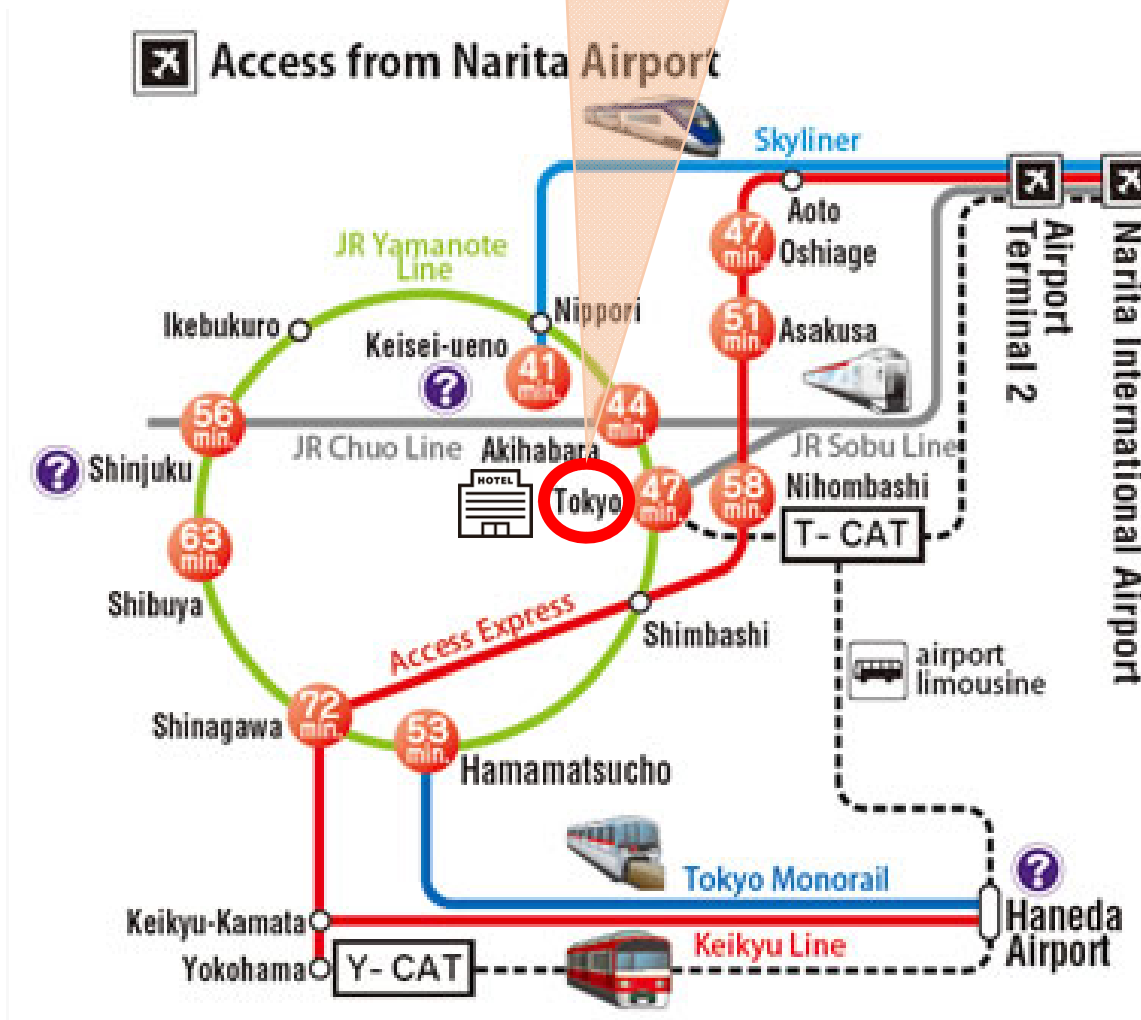
Arrival in Japan

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



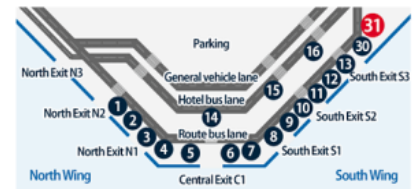
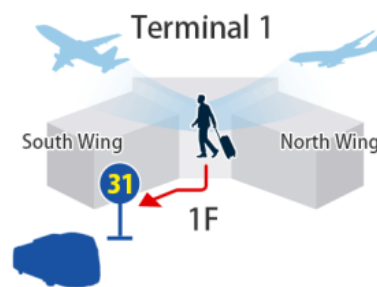
1,000 JPY

No ticket
Direct ride

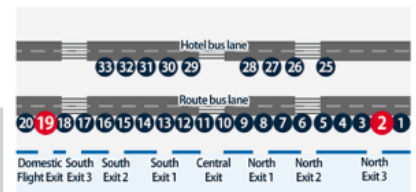
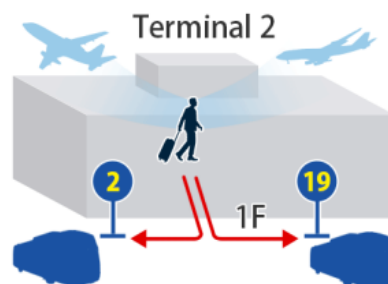
Both airport shuttle buses operate **every 20 minutes** from 7:30 am to 22:50 and leave from **the same bus stops** in Narita Airport.

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



Airport Limousine

Tickets available at counter in the airport.

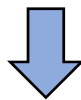
★Option 1

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

Where to get off:

- Tokyo Station Yaesu North Exit
- Tokyo Station Marunouchi
- 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 form the bus stop to your hotel.

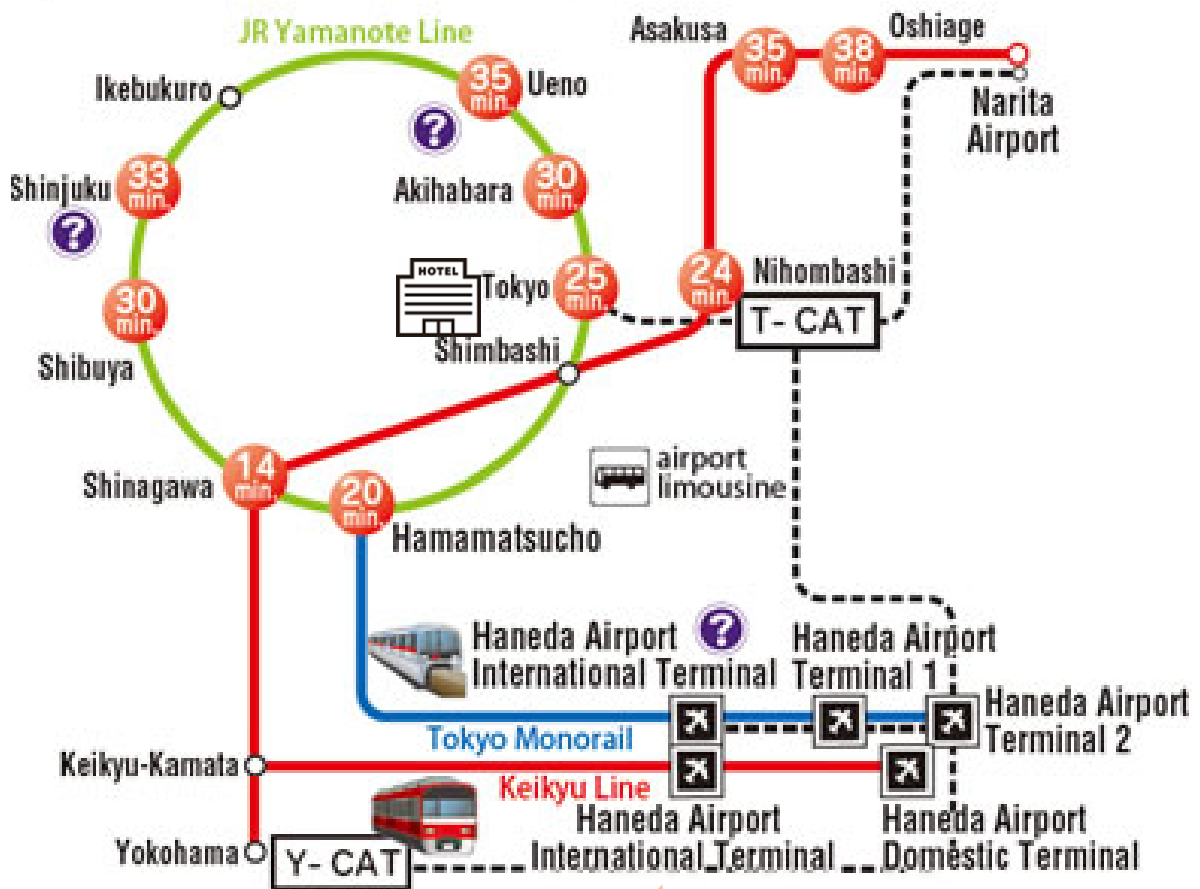


PLEASE KEEP YOUR RECEIPTS for reimbursement.

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
5,000 (USD 50).



PLEASE KEEP YOUR RECEIPTS for reimbursement. 14

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,
Dec 22, 2017**



TDLC will reimburse....



Visa for Japan



**Meals in
Tokyo**

* 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**

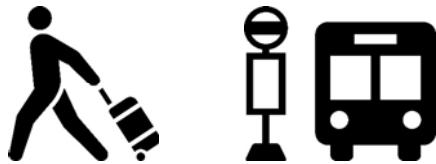


Technical Deep Dive on Managing Urban Expansion in Mega- Metropolitan Areas Welcome Kit

SEOUL, KOREA

DEC 14 – 16, 2017

Plan your trip



Weather

December in Seoul is mostly clear and dry with less than 10 percent chance of rain. Wind is stronger than common according to the large Siberian pressure.

What to wear

A light long-sleeved thermal inner shirt plus a sweater and a coat or light down jacket will take care of you. Muffler and gloves are recommended.

Seoul



High: 3.7 °C / 38.6 ° F

Low : -3.5 °C / 25.4 ° F



During the week the dress code is semi-casual.

Please bring your comfortable walking shoes for site visits.

Electricity / Plugs

The standard voltage in South Korea is 220V.

The electrical outlet plug is Type C and F. Please pack an electric adapter if you need.



Type C



Type F

Money

US dollars, Korean Wons(KRW) can be easily exchanged. There is a currency exchange counter available in the arrival floor at the airport.

Cash can easily withdrawn from ATMs in most convenience stores.



And others

Per diem

Each person will get per diem for dinners and other expenses during your stay. This includes round trip expense to the airport (from Gimpo, and to Incheon). Visa fees (for Korea Visa) will be reimbursed with per diem in case you submit your receipt.

Meals

Breakfast will be provided from 6 to 9 at the hotel. Lunch will be provided everyday during the workshop. Dinner on December 14 will be provided by KRIHS. Expenses for other dinners will be included in your per diem.

Other expenses

Extra hotel services including mini bar, room services are at your own cost.

visitseoul.net

Please follow the QR code to get more information about Seoul; transportation, food, places to visit and other useful information are combined.

Insurance



The host is not able to provide travel insurance during the program. The purchase of insurance will be at your own cost.



Emergency Contacts

Mr. Taehoon Ha

Assistant Research Fellow
(based in Seoul and Sejong)

Email: thha@krihs.re.kr

Mobile: +82-10-4560-6311

Ms. Jiyeon Yoon

Assistant Research Fellow
(based in Seoul and Sejong)

Email: jyoon@krihs.re.kr

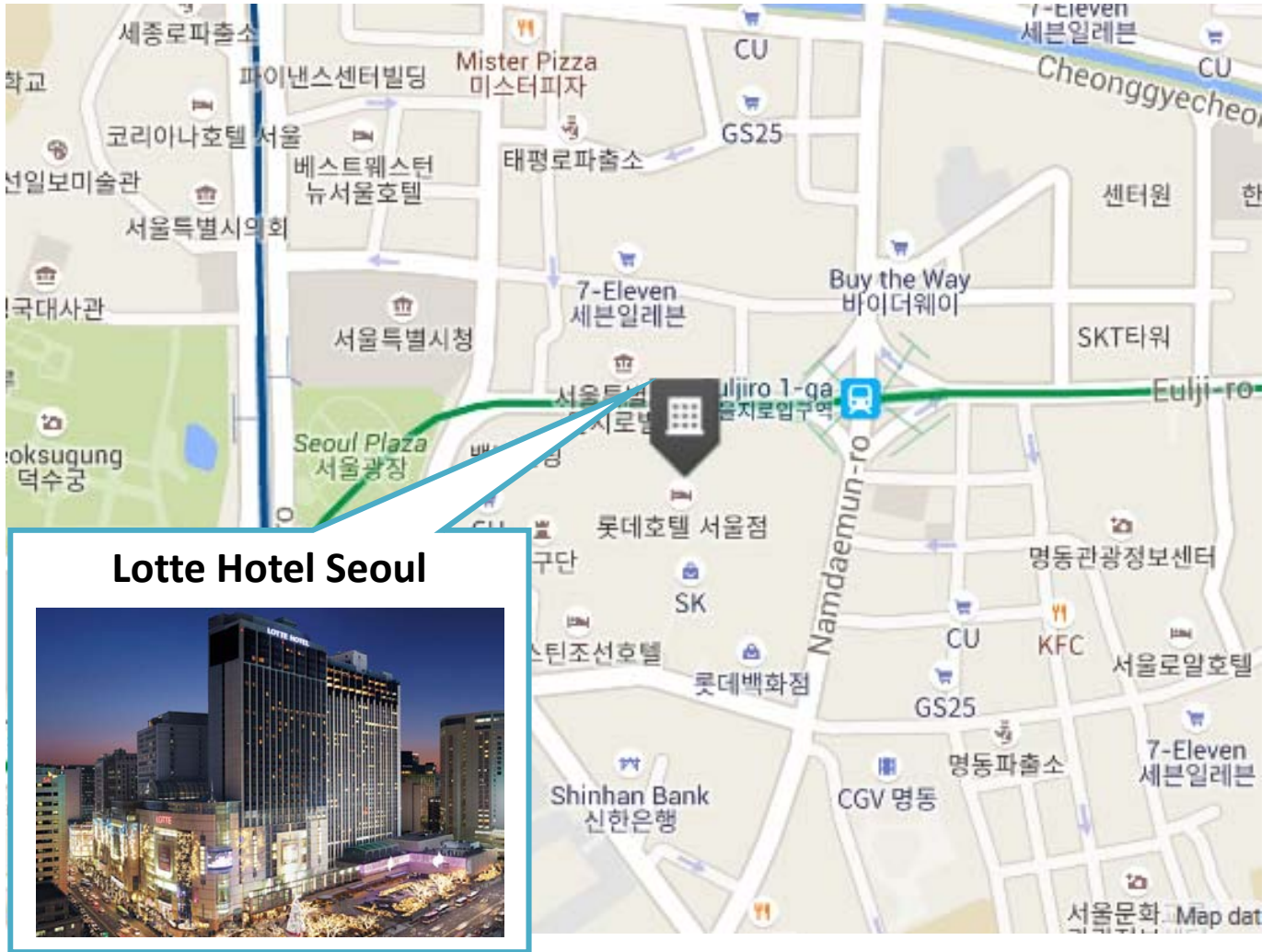
Mobile : +82-10-2984-3519



Venue in Korea

LOTTE HOTEL SEOUL

Check-in:15:00 / Check-out:12:00



Lotte Hotel Seoul



Address



30, Eulji-ro, Jung-gu, Seoul, Korea, Lotte Hotel Seoul

Telephone



+82-2-771-1000

Web site



<http://www.lottehotel.com/seoul/en/Default.asp>



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

Arrival in Korea : Subway(Airport Railroad) From Gimpo Airport

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

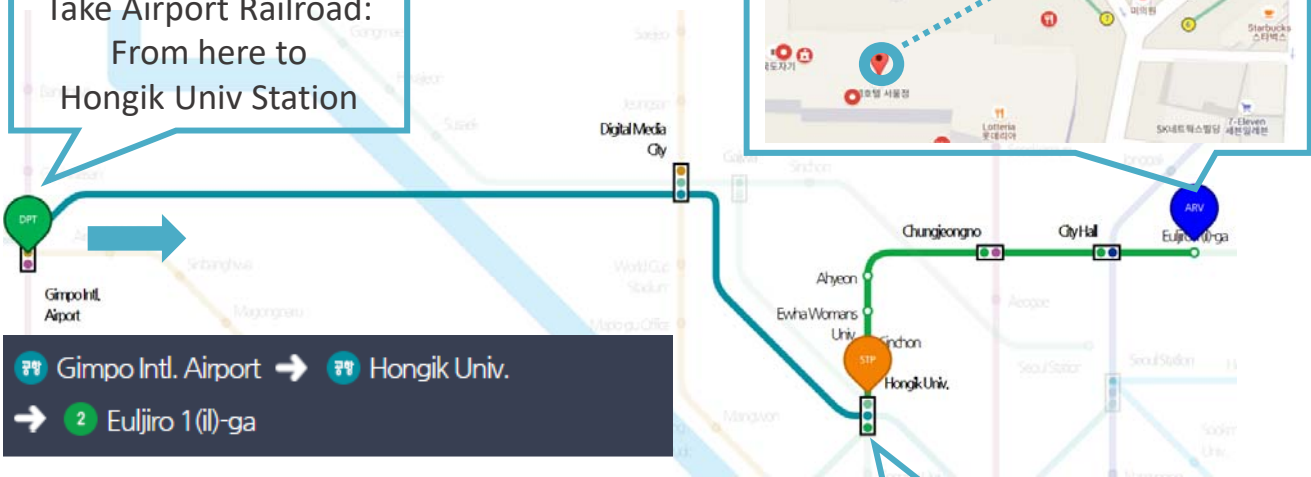


Subway : Gimpo Intl. Airport to Lotte Hotel Seoul

1. Gimpo Intl. Airport – Hongik Univ Station (Airport Railroad)
2. Hongik Univ Station – Euljiro 1(il)-ga Station (Subway Line 2)

Gimpo Intl. Airport
Take Airport Railroad:
From here to
Hongik Univ Station

Euljiro 1(il)-ga Station
Lotte hotel is located
2 mins from the station(Exit 8)



Gimpo Intl. Airport → Hongik Univ.
 2 Euljiro 1(il)-ga

• Summary

Gimpo Intl. Airport	11:42	Lead Time	25
		Section	9
Hongik Univ.		Transfer	0
		Fare	1,450 KRW (Transit Card)
2 Euljiro 1(il)-ga	12:07	Fare	1,550 KRW (Ticket)

Hongik Univ Station
Transfer here:
from Airport Railroad
to Subway Line 2

CHECK! **Public transportation fee from the airport to hotel(or hotel to the airport) will be included in your per diem (see page 18).**

Arrival in Korea : Airport Limousine From Gimpo Airport

There will be no Airport Pick-up

Airport Limousine Bus

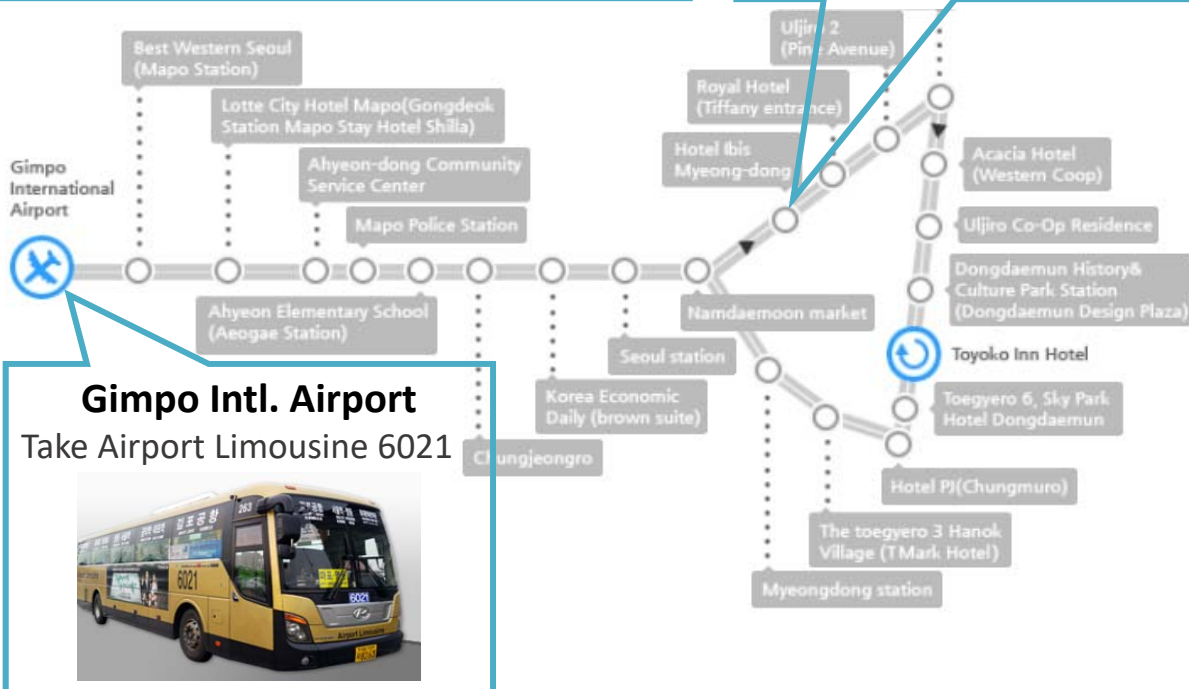
1. Gimpo Intl. Airport – Bus stop: Hotel Ibis Myeong-dong
2. Bus stop: Hotel Ibis Myeong-dong– Lotte Hotel (5 min)

Limousine Bus: 6021

- **Travel Time:** 40-50 min (subject to traffic conditions)
- **Fare:** Adult (KRW 7,000))
- **Airport Bus Stop:** Bus Stop No.6 outside Gate 1 (1F) of Gimpo Intl Terminal
- **Downtown Bus Stop:** In front of Ibis Ambassador Myeongdong (5 min by walk)
- **Ticket Office:** Bus Stop No.6 outside Gate 1(1F) of Gimpo Intl Terminal (buy from staff on site)

Bus stop: Hotel Ibis Myeong-dong

Lotte hotel is located across from the bus stop



Gimpo Intl. Airport

Take Airport Limousine 6021



CHECK!



Public transportation fee from the airport to hotel(or hotel to the airport) will be included in your per diem (see page 18).

Departure from Korea: Subway(Airport Railroad) To Incheon International Airport

There will be **no Airport Sending**

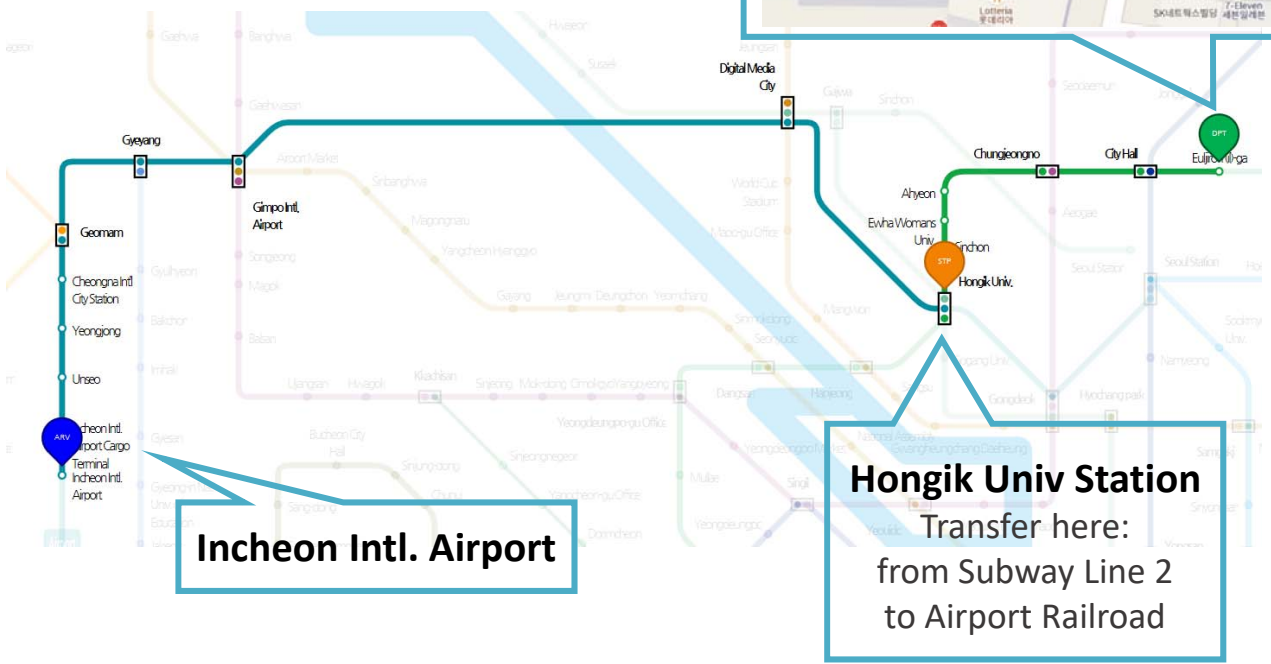


- Subway : Lotte Hotel Seoul to Incheon International Airport**
1. Euljiro 1(il)-ga Station (Subway Line 2)– Hongik Univ Station
 2. Hongik Univ Station – Incheon Intl Airport(Airport Railroad)

2 Euljiro 1(il)-ga → 2 Hongik Univ.
→ 공항 Incheon Intl. Airport

• Summary

2 Euljiro 1(il)-ga	14:20	Lead Time	57
		Section	16
2 Hongik Univ.		Transfer	0
		Fare	4,150 KRW (Transit Card)
공항 Incheon Intl. Airport	XXXX	Fare	4,250 KRW (Ticket)



CHECK! Public transportation fee from the airport to hotel(or hotel to the airport) will be included in your per diem (see page 18).

Departure from Korea : KAL Limousine To Incheon International Airport

There will be no Airport Sending

Airport Limousine Bus

1. Bus stop: Lotte Hotel Seoul – Incheon Intl Airport (50 min)

KAL LIMOUSINE BUS

- **Travel Time:** 40-50 min (subject to traffic conditions)
- **Course Time :** About 1 hour 20 min
- **Adult(KRW 16,000)**
- Ticket for the Bus departure from the entrance of the Hotel is sold at Front desk of Main building New Wing



Departure Time

5:08	5:33	5:58	6:18	6:38	6:58
7:23	7:48	8:13	8:38	9:03	9:28
9:53	10:18	10:43	11:03	11:23	11:43
12:03	12:23	12:43	13:03	13:23	13:43
14:08	14:28	14:48	15:08	15:33	15:58
16:23	16:48	17:13	17:38	17:58	18:23
18:43					

Bus Stop: LOTTE HOTEL SEOUL

Take KAL LIMOUSINE BUS In front of the Hotel Lobby



CHECK!



Public transportation fee from the airport to hotel(or hotel to the airport) will be included in your per diem (see page 18).