Technical Deep Dive on Managing Urban Expansion in Mega-Metropolitan Areas
Welcome Kit
TOKYO and SEOUL | DEC 11 – 16, 2017
Welcome 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 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
# Meet the TDD Team

## KRIHS

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<tr>
<th>Name</th>
<th>Position</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Dongju Kim</td>
<td>President</td>
<td>KRIHS</td>
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<tr>
<td>Jinkyu Chung</td>
<td>Director of GDPC (Global Development Partnership Center)</td>
<td>KRIHS</td>
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<tr>
<td>Songsu Choi</td>
<td>Senior Advisor</td>
<td>KRIHS</td>
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<tr>
<td>Yehyun An</td>
<td>Associate Research Fellow</td>
<td>KRIHS</td>
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<tr>
<td>Taehoon Ha</td>
<td>Assistant Research Fellow</td>
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<td>Jiyoon Yoon</td>
<td>Assistant Research Fellow</td>
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<tr>
<td>Hyejung Park</td>
<td>Assistant Research Fellow</td>
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<tr>
<td>Heeyoun You</td>
<td>Assistant Research Fellow</td>
<td>KRIHS</td>
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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.

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

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.
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.

Emergency Contacts

Mr. Dan Levine
Senior Operations Officer for World Bank TDLC (based in Tokyo)
Email : dlevine@worldbank.org
Mobile : +81-90-9962-1647

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

For program and delivery

• 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.
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)

- **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

**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 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 ⚠️

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, Dec 22, 2017
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.

Seoul

High: 3.7°C / 38.6°F
Low: -3.5°C / 25.4°F

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.

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.

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. Jiyoon Yoon**  
Assistant Research Fellow  
(based in Seoul and Sejong)  
Email: jyyoon@krihs.re.kr  
Mobile: +82-10-2984-3519
Venue in Korea

LOTTE HOTEL SEOUL

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

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

Telephone
+82-2-771-1000

Web site

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)

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)

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**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)

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**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

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**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)

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**Euljiro 1(il)-ga Station**

Lotte hotel is located 2 mins from the station (Exit 8)

**Hongik Univ Station**

Transfer here: from Subway Line 2 to Airport Railroad

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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

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