Technical Deep Dive: Seismic Risk and Resilience
TOKYO / SENDAI / KOBE | MAR 12 – 16, 2018
Welcome to TDD!

We are very excited to host this **Seismic Risk and Resilience**. The TDD will be delivered by the Tokyo Development Learning Center (TDLC).

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 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

Asako Sato
KM CONSULTANT
C4D, PPTs MASTER

Takashi Riku
CONSULTANT
REPORT SYNTHESIS ASSISTANT

Sun Young Park
CONSULTANT
PROGRAM ASSISTANT

Extended TDD Team

Luis Tineo
LEAD OPERATIONS OFFICER

Mika Iwasaki
SENIOR COMMUNICATION OFFICER

Shoko Takemoto
DISASTER RISK MANAGEMENT SPECIALIST

Guillermo A. Siercke
DISASTER RISK MANAGEMENT SPECIALIST

Haruko Nakamatsu
PROGRAM ASSISTANT
Plan your trip

Weather in Mar

March is the month of starting the spring. The weather is nearly perfect, with none of the heavy rains and high temperatures of summer, but the weather can be variable.

What to wear

We would suggest packing gloves, scarf and a warm jacket to go over a sweater (or waterproof jacket). Buy an umbrella when you get here.

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 Cash can easily withdrawn from credit card or ATM in most convenience stores.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: 14°C / 57.2F
Low : 5°C / 41F

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

TDLC provides you......

• Breakfast
  All days in Tokyo/Sendai/Kobe
  Please take breakfast at your hotel from Day 2 to Day 5.

• Lunch
  All days

• Dinner
  Day 1

• 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 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.
Hotel in Sendai

JAL CITY SENDAI

Check-in 14:00 / Check-out 11:00

Address
1-2-12, Kakyoin, Aoba-ku, Sendai, Miyagi 980-0013

Telephone
+81-22-711-2580

Web site

Due to the group reservation, room preference cannot be accepted.
Hotel in Kobe
Hotel Monte Hermana Kobe Amalie
Check-in 15:00 / Check-out 11:00

Address
2-2-28, Nakayamate-dori, Chuo-ku, Kobe 650-0004

Telephone
+81-78-393-7111

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.

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.
Option 3: Airport Limousine Bus  90 min. ride

Tickets available at counter in the airport.

★Option 1

<table>
<thead>
<tr>
<th>Every 15-20 minutes from 6:55 am to 9:15 pm</th>
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<tbody>
<tr>
<td>Where to get off:</td>
</tr>
<tr>
<td>• Tokyo Station Yaesu North Exit</td>
</tr>
<tr>
<td>• Tokyo Station Marunouch</td>
</tr>
<tr>
<td>• T-CAT (Tokyo City Air Terminal)</td>
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<tr>
<td>JPY 2,800</td>
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Take a taxi to your hotel.

★Option 2

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<th>Only 8 times a day from 8:05 am to 4:25 pm</th>
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<tr>
<td>Where to get off:</td>
</tr>
<tr>
<td>• Imperial Hotel (for remm HIBIYA)</td>
</tr>
<tr>
<td>JPY 3,100</td>
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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 ⚠️

![Access from Haneda Airport Diagram]

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

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, Mar 23, 2018