

UNEG
EvalWeek
2025



UNEG
United Nations Evaluation Group

UNEG EvalWeek 2025

Logistics Note

Dates: 10-14 February 2025

UNEG EvalWeek 2025 will be hosted by United Nations University (UNU) at UNU Headquarters in Tokyo, Japan.

General Meeting Information	3
General Travel Information	4
Arriving in Tokyo	4
Getting around	4
Accommodation	6
DSA.....	7
Eating out.....	7
Currency.....	7
Public Toilets	8
Local attractions.....	8
Weather and Earthquakes	10
Electricity	10
Common places offering free Wi-Fi	11
Where to Buy Short-Term SIM Cards in Tokyo	11
Emergency Numbers.....	12
Exploring Japan	12

General Meeting Information

All UNEG EvalWeek 2025 sessions will take place at UNU Headquarters, located in the heart of Tokyo.

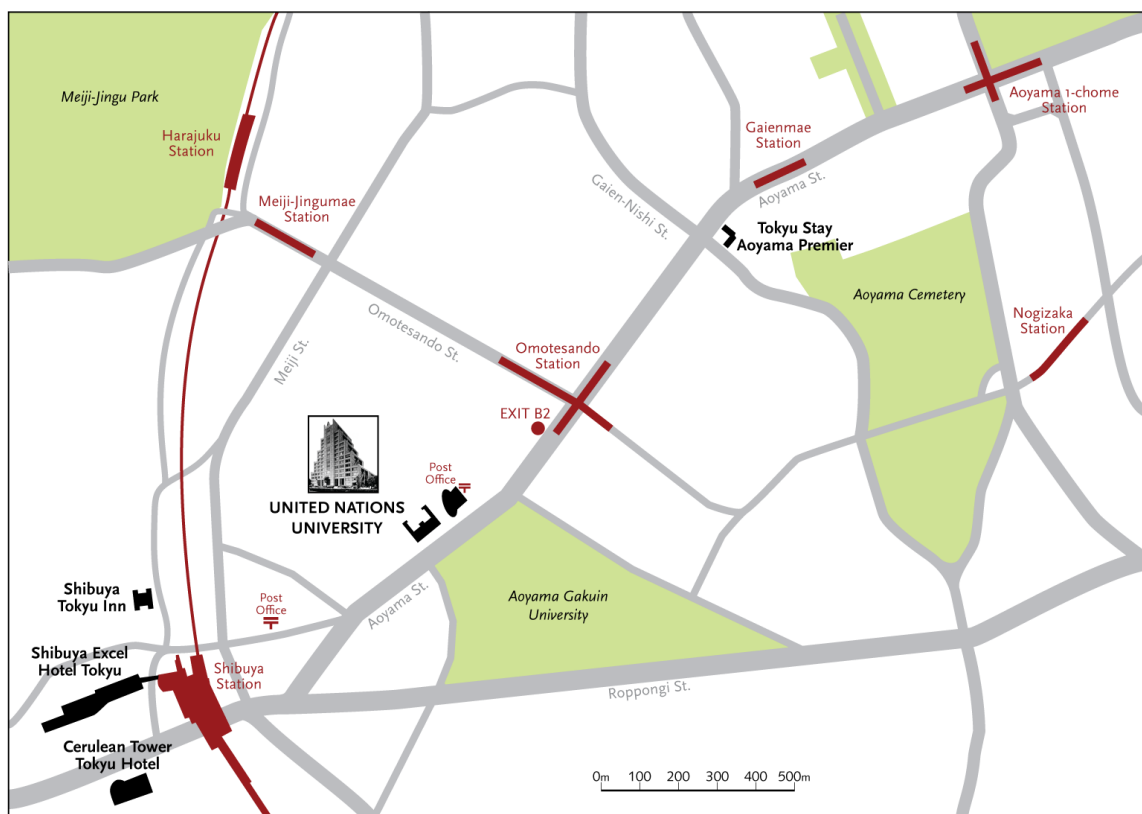
UNU Headquarters address:

[5 Chome-53-70 Jingumae, Shibuya City, Tokyo 150-8925](#)

UNU is situated on Aoyama Dori (street), opposite Aoyama Gakuin University.

UNU is:

- A five-minute walk from Omote-sando station (Exit B2) on the Chiyoda, Ginza, and Hanzomon metro lines; or
- A ten-minute walk from Shibuya station.



General Travel Information

Arriving in Tokyo

Haneda Airport (HND)

Haneda airport is relatively close to the city. There are various transportation options available from Haneda Airport, including taxis.

The ["Tokyo Hire-Taxi Association"](#) maintains a set fare for taxis departing from Haneda Airport, with no reservations required. It costs around JPY 7,000 to reach the Shibuya area from the airport, with a late-night fee of JPY 8,400.

Alternatively, to travel from Haneda Airport to Shibuya, the nearest major station to UNU, you can take either:

1. The **Monorail to Hamamatsucho Station**, then take the **Yamanote Line** to **Shibuya Station**.
2. The **Keikyu Airport Line** from Haneda to **Shinagawa Station**. From there, you can use the **Yamanote Line** to reach Shibuya.
3. [Airport Limousine](#) operates a bus from Haneda Airport Terminal 1 to Shibuya Station hourly. Tickets cost ¥900 - ¥1300 and the journey takes 44 min. Tokyu Bus also services this route hourly.

Narita Airport (NRT)

Narita Airport has more international flight options than Haneda but is further away from the city, thus taking a taxi is not recommended. Trains from/to the airport are very reliable and affordable.

For taking a train or metro to and from Narita or Haneda airport, please see more details here: https://www.tokyometro.jp/en/tips/from_airport/index.html

The [Airport Limousine Bus](#) service operates from both airports to various areas in Tokyo, including some hotels in the area, offering a convenient and economical means of transportation. Tickets can be purchased in the arrivals area after clearing customs, and boarding takes place at numbered gates just outside the airport exit doors. The journey from [Narita Airport to the Shibuya area](#) takes approximately 105 minutes and costs JPY 3,600. (From [Haneda Airport to Shibuya](#), the trip lasts 60 minutes and is priced at JPY 1,100.)

The [Narita International Airport Taxi Operators Committee](#) provides services without advance reservation. The fare for travel from the airport to the Shibuya area typically ranges from JPY 29,000 JPY to JPY 30,000 (very expensive).

Getting around

Once you are in the city, you will find numerous transportation options available. Taxis are readily available, clean, but not cheap.

- Tips for taking a taxi: <https://jw-webmagazine.com/tips-to-catch-a-taxi-in-japan/>

The Japan Rail (JR) and subway offer quick, efficient, and affordable transportation.

- Tips for using the Tokyo metro: <https://www.japan-guide.com/e/e2016.html>

Public Transport

1. Obtain a Prepaid Card

- Suica or Pasmo Card: These rechargeable smart cards can be used on trains, subways, and buses. They can be purchased at all subway vending machines and are convenient as you do not need individual tickets for each ride. They also work for public transport in most cities.
- It is possible to set up your e-Suica or e-Pasmo on your Apple Wallet if you are using iPhones. Please refer to: [Use Suica, PASMO, or ICOCA cards on iPhone or Apple Watch in Japan - Apple Support](#).
- You can purchase these cards at major train stations for a small fee and then recharge them at vending machines or convenience stores. You can return them and recover your fee when you leave Japan.

2. Plan Your Route

- Apps and websites: Use apps like *Google Maps*, *Japan Transit Planner*, or *Hyperdia* to plan your routes. These tools provide real-time information on train schedules, travel times, and platform details.
- Station maps: Tokyo's train and subway stations have clear maps and signs in English, making it easy to navigate.

3. Understanding Lines and Transfers

- JR Lines: Look for the JR symbol and be familiar with key lines like the Yamanote Line (green) and Chuo Line (orange).
- Subway Lines: Tokyo Metro lines are numbered and color-coded. For example, the Ginza Line is G and yellow, while the Marunouchi Line is M and red.
- Transfers: Pay attention to signs for transfers between lines. They are usually well-marked with clear directions.

4. Boarding and Exiting

- Entering the station: Swipe your Suica or Pasmo card at the gates. Ensure sufficient balance on your card, otherwise recharge your card near the entrance.
- Finding your train: Follow signs to your platform. Check electronic boards for train times and destinations.
- Exiting the station: Swipe your card again at the exit gates; in case your balance is insufficient, you can recharge your card at a machine next to the exit or pay at the exit counter.

5. Tips

- Avoid rush hours: Morning (7-9 AM) and evening (5-7 PM) can be extremely crowded.
- Use Lockers: Major stations have coin lockers for storing luggage.

6. Etiquette and Rules

- Queueing: Line up orderly at the platform markings.
- Priority Seating: Reserved for the elderly, disabled, pregnant, and those with small children.
- Quietness: Keep noise levels down, especially on your phone.

Accommodation

5-Star Hotels	
Cerulean Tower Tokyu Hotel	26-1, Sakuragaoka-cho, Shibuya-ku, Tokyo 150-8512 https://www.tokyuhotels.co.jp/cerulean-h/
Hotel New Otani	4-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8578, Japan http://www.newotani.co.jp/en/tokyo/
Hotel Okura	2-10-4 Toranomon, Minato-ku, Tokyo http://www.hotelokura.co.jp/tokyo/en/
4-Star Hotels	
Shibuya Excel Hotel Tokyu	1-12-2, Dogenzaka, Shibuya-ku, Tokyo 150-0043 https://www.tokyuhotels.co.jp/shibuya-e/
Shibuya Stream Excel Hotel Tokyu	3-21-3, Shibuya, Shibuya-ku, Tokyo 150-000 https://www.tokyuhotels.co.jp/stream-e/
Tokyu Stay Aoyama Premier	2-27-18 Minami-aoyama, Minato-ku, Tokyo 107-0062 http://www.tokyustay.co.jp/e/hotel/AO/index.html
Shibuya Tokyu REI Hotel	1-24-10, Shibuya, Shibuya-ku, Tokyo 150-0002 https://www.tokyuhotels.co.jp/shibuya-r/
Sequence Miyashita Park	https://www.sequencehotels.com/miyashita-park/eng/
All Day Place Shibuya	https://www.uds-hotels.com/en/all-day-place/#top
3-Star Hotels	
Hotel Mets Shibuya	https://www.hotelmets.jp/en/shibuya/
APA Hotel Shibuya Dogenzakaue	https://www3.apahotel.com/hotel/syutoken/tokyo/shibuya-dougenzakaue/
Dormy Inn Premium Shibuya Jingumae	https://dormy-hotels.com/en/dormyinn/hotels/shibuya/
Cheap accommodation options: Capsule/Budget hotels	
Nine Hours	Features: Modern, clean, sleep pods, and gender-segregated floors. Price: Around ¥3,000 - ¥5,000 per night.

Capsule Hotel Anshin Oyado	Features: Relaxing capsule experience with public baths and sauna. Price: Around ¥4,000 - ¥6,000 per night.
First Cabin	Features: Private cabins with a shared lounge and bath area. Price: Around ¥4,000 - ¥7,000 per night.
Book And Bed Tokyo	Location: Shinjuku Features: Unique concept hostel with book-lined walls and sleeping pods. Price: Around ¥3,500 - ¥5,000 per night.
UNPLAN	Location: Kagurazaka and Shinjuku Features: Modern hostel with dormitory and private rooms, free breakfast, and Wi-Fi. Price: Around ¥3,000 - ¥5,000 per night.

Booking, AirBnB, etc. will provide you with further options near UNU or a short subway ride away.

DSA

The DSA rate for Tokyo as of 29 May 2024 is USD 279. Accommodation can absorb quite a bit of your DSA, so you may want to plan your accommodation early and compare prices. Subway transportation is very efficient, safe, and reliable in Tokyo, which means you can also consider staying in other areas of the city and take public transportation to reach UNU.

Eating out

Options for food are endless in Tokyo: Japanese cuisine, Italian, you name it. You will find plenty of choices from extremely low to exceedingly high. UNU is surrounded by many restaurants, which notably at lunchtime offer delicious quality food at unbeatably low prices.

Dinner in elegant restaurants will be more expensive, but you will find lots of budget or medium-range options, especially near stations, near/inside department stores, and near hotels. It is common to have menus with pictures – this is not necessarily a sign of the restaurant being of low standard.

Currency

The local currency in Japan is the yen. As of 6 June, the exchange rate is:

- EUR1 = JPY170
- USD1 = JPY156

Where to withdraw cash in Japan

- **Convenience stores:** ATMs in convenience stores such as 7-Eleven, Lawson, and FamilyMart are reliable and widely available. These ATMs usually accept a variety of international cards, including Visa, Mastercard, and Cirrus.
- **Post Offices:** Japan Post Bank ATMs can be found in post offices and many stations and are good option for foreign cards. They usually have English language options.

- **Major banks:** Some major Japanese banks like Mitsubishi UFJ (MUFG) and Sumitomo Mitsui (SMBC) have ATMs that accept foreign cards.
- **Currency exchange** at airports, banks, hotels, and dedicated exchange offices.
- **Use of credit cards:** Japan is still a largely cash-based society, yet credit cards are increasingly accepted, especially in urban areas and larger establishments.

Public Toilets

In Tokyo, finding free and clean toilets is easy. Look for the sign " トイレ " (toilet) in convenience stores (Lawson, 7Eleven, Family Mart, etc.), train/subway stations, department stores, and parks.

Local attractions

Tokyo offers a seemingly unlimited choice of shopping, entertainment, culture and dining to its visitors. The city's history can be appreciated in districts such as Asakusa and in many excellent museums, historic temples and gardens. Tokyo also offers several attractive green spaces in the city center and within relatively short train rides at its outskirts.

Attractions near UNU, in Shibuya & Omotesando area

- Shibuya Crossing: One of the busiest pedestrian crossings in the world, known for the wave of people that cross from all directions at once.
- Hachiko Statue: A famous statue of Hachiko, the loyal dog who waited for his owner at Shibuya Station every day, even after his owner's death.
- Shibuya Center-Gai: A bustling street filled with shops, restaurants, and entertainment options, popular among the younger crowd.
- Nezu Museum: An art museum in the Minato district of Tokyo, 15-minute walk from UNU, with a rich art collection of Japan and ancient China and a beautiful Japanese garden.
- Yoyogi Park: A large city park perfect for relaxing, picnicking, and people-watching, especially popular on weekends.
- Meiji Shrine: A serene Shinto shrine located adjacent to Yoyogi Park, dedicated to Emperor Meiji and Empress Shoken.
- Nonbei Yokochō: A small alleyway filled with tiny bars and izakayas (informal Japanese bars), offering a nostalgic glimpse into post-war Tokyo.

Shopping

- Shibuya Scramble Square: A modern shopping and entertainment complex with an observation deck, "Shibuya Sky," offering panoramic views of Tokyo.
- Shibuya 109: An iconic shopping mall geared towards young women, featuring trendy fashion and accessories.
- MEGA Don Quijote Shibuya: A multi-story discount store where you can find almost anything, from groceries to electronics.

- Shibuya Hikarie: A skyscraper complex with shopping, dining, and cultural facilities, including an art gallery and theater.
- Omotesando: A tree-lined avenue known for its high-end shopping, luxury brands, and modern architecture, where a stylish shopping complex 'Omotesando Hills' is located.
- Cat Street: A pedestrianized alley that runs between Harajuku and Shibuya, with trendy fashion boutiques, bars, eateries, and cafes.

Other areas in Tokyo worth visiting

1. Shinjuku

- Shinjuku Gyoen National Garden: A large park with traditional Japanese, English, and French gardens.
- Tokyo Metropolitan Government Building: Offers free observation decks with panoramic views of Tokyo.
- Kabukicho: Tokyo's vibrant red-light district with numerous bars, restaurants, and entertainment venues.
- **Omoide Yokochō**: A warren of small alleys crammed with izakaya-type restaurants appealing to office workers and foreign visitors alike.

2. Asakusa

- Senso-ji Temple: Tokyo's oldest and most famous temple, known for the iconic Kaminarimon Gate and Nakamise shopping street.
- Asakusa Culture and Tourist Information Center: Provides information and a free observation deck with views of Asakusa and Tokyo Skytree.

3. Ueno Park

- Ueno Zoo: Japan's oldest zoo, home to a variety of animals including the famous giant pandas.
- Shinobazu Pond: A picturesque pond within the park, divided into three sections with lotus plants, boating, and a shrine.
- Tokyo National Museum: Japan's oldest and largest museum, showcasing extensive collections of Japanese art and artifacts.
- National Museum of Nature and Science: Features exhibits on natural history, science, and technology, including dinosaur skeletons and interactive displays.
- Ueno Royal Museum: Hosts a variety of art exhibitions throughout the year.
- Tokyo Metropolitan Art Museum: Offers rotating exhibitions of contemporary and classical art.

4. Odaiba

- Odaiba Seaside Park: Offers a beach, boardwalk, and views of the Rainbow Bridge.

- DiverCity Tokyo Plaza: Known for the life-sized Unicorn Gundam statue and various shopping and entertainment options.
- TeamLab Borderless: An interactive digital art museum with immersive installations (tickets are to be pre-purchased).

5. Ginza

- Ginza Six: A luxurious shopping complex with a rooftop garden.
- Kabuki-za Theatre: The main theater for traditional Kabuki performances.
- Tsukiji Outer Market: A bustling market area offering fresh seafood and street food.

6. Akihabara

- Electronics stores: Numerous shops selling the latest electronics and gadgets.
- Anime and Manga Shops: Stores specializing in anime, manga, and related merchandise.

Weather and Earthquakes

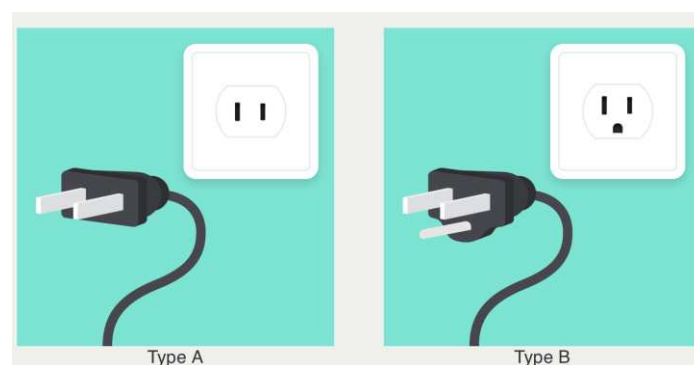
February weather in Tokyo is perfect for sightseers. February has an average temperature of about 6°C (43°F), low levels of precipitation, and a balance of sunny and cloudy days. While it is still cold, snow falls only rarely. Tokyo and its surrounding areas are the driest of Japan, in February, with a record of 70-75% sunny days. Layered clothing is a good idea, as is a sturdy pair of shoes for enjoying the city on foot.

The Japanese archipelago is located in an area where several continental and oceanic plates meet, causing frequent earthquakes. Should an earthquake occur during your stay in Tokyo, please remain calm, stay inside the building as possible, and follow instructions by hotel/UNU personnel.

Earthquake information can be found on the [Japan Meteorological Agency's website](#). The guidelines of the Tokyo Fire Department provide helpful [guidance](#) on how to protect yourself during an earthquake.

Electricity¹

The voltage in Japan is 100V, which is different from most regions of the world. Japanese electrical plugs have two, non-polarized pins, and the power socket used is of type A. Bring an adapter!



¹ <https://www.electricalsafetyfirst.org.uk/guidance/advice-for-you/when-travelling/travel-adaptor-for-japan/>

Common places offering free Wi-Fi

Convenience Stores

- 7-Eleven: Look for the "7SPOT" network.
- Lawson: Connect to the "Lawson_Free_Wi-Fi" network.
- FamilyMart: Connect to the "Famima_Wi-Fi" network.

Train and Subway Stations

- JR Stations: Many JR East stations offer free Wi-Fi under the "JR-EAST_FREE_Wi-Fi" network.
- Tokyo Metro: Look for the "Metro_Free_Wi-Fi" network available in most subway stations.
- Toei Subway: Use the "Toei_Subway_Free_Wi-Fi" network.

Airports

- Narita International Airport: Connect to "FreeWiFi-NARITA."
- Haneda Airport: Look for "HANEDA-FREE-WIFI."

Public Spaces and Tourist Spots

- Tokyo Tourist Information Centers often provide free Wi-Fi.
- Parks and Public Buildings sometimes offer free Wi-Fi.

Cafés and Restaurants

- Starbucks: Connect to the "at_STARBUCKS_Wi2" network.
- McDonald's: Use the "00_MCD-FREE-WIFI" network.

Shopping Malls and Department Stores

- Many large shopping malls and department stores offer free Wi-Fi. Look for signs indicating "Free Wi-Fi" and follow the instructions.

Where to Buy Short-Term SIM Cards in Tokyo

Airports

- Narita and Haneda airports have multiple options for purchasing SIM cards, including vending machines, convenience stores, and kiosks immediately upon arrival. Look for signs indicating "SIM Card" or "Prepaid SIM."

Convenience Stores

- 7-Eleven, Lawson, FamilyMart: These stores are everywhere in Tokyo and often carry prepaid SIM cards. You can purchase them directly at the counter.

Electronics Stores

- Bic Camera, Yodobashi Camera, and Sofmap have numerous branches in Tokyo, particularly in areas like Shinjuku, Akihabara, and Ikebukuro and offer a variety of SIM card options.

Specialized Stores

- Big Echo, Don Quijote, and other chain stores have sections dedicated to tourist SIM cards.

Online Purchase

- Amazon Japan, B-Mobile, Japan Experience: You can buy SIM cards online and have them delivered to your hotel or a designated pickup location.

Mobile Phone Shops

- SoftBank, NTT Docomo, AU: These carriers have shops throughout Tokyo and offer prepaid SIM cards specifically for tourists. Visit their official stores.

Types of SIM Cards

- **Data-Only SIM Cards:** Ideal for internet access, navigation, social media, and messaging apps. They do not support voice calls or SMS. Providers: B-Mobile, Sakura Mobile, Japan Travel SIM.
- **Voice and Data SIM Cards:** These provide both data and voice call services, useful if you need to make local calls. Common providers: IIJmio, Mobal.

e-SIM Cards:

- Alternatively, you may want to buy an e-sim card in advance and download to your smartphone (Airalo or similar providers).

Emergency Numbers

In Japan, different telephone numbers are used for notifying Police (110) and Fire/Ambulance (119) during emergencies.

 Police  110	 Ambulance  119	 Fire Dept.  119
 Child Abuse  189	 Non-Emergency Medical  #7119	 Coast Guard  118

Exploring Japan

If you are planning to arrive early or stay on after EvalWeek, you may want to plan your trip in advance, notably if you travel further out of Tokyo. The high-speed trains (Shinkansen) and local trains and buses get you (almost) everywhere in Japan. Notably [the JR RailPass](#) is an interesting option to get you to various places by high-speed train – but you need to buy the pass in your country prior to arriving in Japan.

Some ideas for a 2-day trip away from Japan, reachable by Shinkansen (JR)

- [Trip to Kyoto](#)
- [Trip to Kamakura/Enoshima/ the sea](#)
- [Skiing in the Japanese Alps](#)

Helpful online resources/magazines for further reading

- [Metropolis Japan](#)
- [Tokyo Weekender](#)
- [TimeOut Tokyo](#)
- [Tokyo Travel Guide](#)

The UNU Team in Tokyo is much looking forward to meeting you and sharing their insider tips.

For any practical questions, please email: unu.ro@unu.edu.

またね – mata ne – see you soon!