

# JICA Tokyo Guide 2014



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# I OUTLINE OF JICA TOKYO

## 1 Name and Establishment

Name: Tokyo International Center (JICA Tokyo)

Establishment: June, 1985



## 2 Location

Address: 2-49-5 Nishihara Shibuya-ku Tokyo 151-0066 Japan

Tel: +81-3-3485-7051

FAX: +81-3-3485-9655 (Incoming FAX at Front Desk)

## 3 Accommodation

441 rooms (424 single rooms, 12 double rooms, 5 rooms for persons with disabilities)

## 4 Facilities

### 1) Main Building

1st floor: Lounge

Dining Hall, Auditorium (Gymnasium), Seminar Rooms 101-103, Prayer's Room for Muslims, Billiards Corner, Newspaper Corner, Smoking Room, vending machines for beverages

2nd floor: Main Entrance and Lobby

Communication Plaza (Information Desk, Service Counter, Front Desk, PC Help Desk, Travel Agency Desk), Seminar Room 201, public telephones, JICA Tokyo Office

3rd floor: Office and Seminar Rooms

Seminar Rooms 301-306, Director General's Room, Reception Room, Lecturers' Room, Training Coordinators' Room, JICA Tokyo Office

4th floor: Seminar Rooms

Seminar Rooms 401-411

### 2) Accommodation Building (1<sup>st</sup> – 10th floors)

The 4th floor is connected to the Lobby (2nd floor) of the Main Building.

4th floor: Clinic, Counselor's Room, Smoking Room, Cash Dispenser, Guard's Counter

5th floor: Computer Room

1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup> floor: vending machines for beverages

each floor: Laundry Room

### 3) Annex Building

1st floor: JICA Tokyo Office

2nd floor: Seminar Rooms A – F

## II SERVICES AND SERVICE HOURS

1 **Main Entrance** (2nd floor of the main building) 6:00 - 23:30

2 **JICA Tokyo Office** (2<sup>nd</sup> and 3rd floor of the main building)

9:30 - 17:45 (closed 12:30 -13:15) Weekday

Closed on Saturday, Sunday, National Holidays and from Dec. 29th to Jan. 3rd.

3 **Front Desk** (2nd floor of the main building)

6:00 - 23:30 Dial 7

23:30 - 6:00 Dial 9

**\* Check-out time is 10:00**

\* Wake-up call service is not available. Please see page 6 for setting up an automatic wake-up in each room.



4 **Dining Hall** (1st floor of the main building)

Breakfast 6:30 - 9:30 (order stop 9:00) Weekday

7:00 - 10:00 (order stop 9:30) Saturday, Sunday and National Holidays

Lunch 11:30 - 14:30 (order stop 14:00)

Dinner 17:30 - 21:30 (order stop 21:00) Weekday

17:30 - 21:00 (order stop 20:30) Saturday, Sunday and National Holidays

\* Subject to minor changes according to seasons.

1) No room service is available except for seriously sick participants.

2) Early Breakfast and Late Dinner Service

When you have to leave JICA Tokyo before breakfast time due to official reasons, please contact the Dining Hall in advance. A packed breakfast will be given to you during the dinner time on the previous day.

Also when you find out that you cannot come back to JICA Tokyo in dinner time due to official reasons, please contact the Front Desk for a packed dinner before 7 o'clock in the evening. You can pick up your packed dinner at the Front desk.



## 5 **Medical Care** (4th floor of the accommodation building)

JICA participants can receive medical treatment with JICA Medical Card during your stay in Japan for any health conditions except the following;

- 1) Medical treatment of your pre-existing diseases for which immediate treatment or examination is not required.
- 2) Corrective surgery which does not require immediate treatment.
- 3) Any medical treatment related to and resulting from pregnancy.
- 4) Treatment of your teeth for corrective purposes including decorative ones.
- 5) Purchase and repair of corrective eye glasses and contact lenses.

### <JICA Tokyo Clinic>

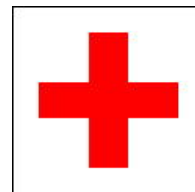
Consultation with a doctor

18:00 - 20:30 Every Monday, Wednesday, Friday,  
2<sup>nd</sup> & 4<sup>th</sup> Tuesday, 1<sup>st</sup> & 5<sup>th</sup> Thursday

Consultation with a medical coordinator

9:30 - 17:30 (closed 12:30 -13:15) Weekday only

※Please bring your Medical Card for any consultation.



## 6 **Stress Management** (4th floor of the accommodation building)

15:30 - 19:30 Wednesday

JICA participants can receive stress management service during your official stay in Japan  
A specialist is available to offer advice to JICA participants at Counseling Room.

## 7 **Cash Dispenser** (at the entrance of the 4th floor of the accommodation building)

8:45 - 19:00 Weekday

9:00 - 17:00 Saturday

Closed on Sunday and National Holidays

Your allowance is deposited by JICA in advance into your account at Mitsui-Sumitomo Bank.

To withdraw cash from the cash dispenser, you need a Cash Card given by JICA.

Only JICA participants can use the cash dispenser.

## 8 **Room Cleaning**

Bed making and vacuuming Between 10:00 and 15:00 daily on Weekdays

\* It will clean your room only on weekdays. So, if you put "Don't disturb" sign on Friday or before holidays, we would clean the room on the next Monday or after the holidays.

Bed sheets change Twice a week between 10:00 and 15:00/Monday and Friday

\* Please be informed if you leave something on your bed, we would not change your bed sheet.

## 9 **Hot Water and Ice**

Drinkable hot water is available at the corner of each floor of the accommodation building except 0:00 - 6:00, 9:00 - 12:00, 13:30 - 18:00.

Ice is available at the corner of 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> floor.

**10 Laundry Room** (each floor of the accommodation building)

7:00 - 22:00

Ironing is permitted only in the Laundry Rooms.

Irons are available at the Guard's Counter (4th floor of the accommodation building) during the hours below:

8:30 - 9:30, 19:30 - 21:00 Weekday

8:30 - 9:30, 14:00 - 15:00, 19:00 - 21:00 Saturday, Sunday and National Holidays

Except for the above hours, irons are available at Front Desk (2nd floor of the main building).

**11 Computer**

PCs are available at the places below:

1) 5th floor of the accommodation building : 8:30 - 23:00 (every day)

2) Communication Plaza on the 2nd floor of the main building : 9:00 - 21:00 (every day)

Internet service is available. If you have any questions, please contact the PC help desk (2nd floor of the main building, Dial 2618 or 2619)

**12 Communication Plaza** (2nd floor of the main building)

1) Information Desk

Recreational information is available.

11:00 - 20:00 Weekday

\* On Saturday, Sunday and National Holidays, please contact the Front Desk.

2) Travel Agency Desk

A travel agent provides flight information and advice on travels to your country.

15:00 - 20:00 (closed 18:00 - 18:45) every day except Thursday, Sunday and National Holidays

3) Service Counter

< 1 > Rental for free

DVD (Movies & Documentaries)

Games (Chess, Othello, and Go)

Guitars

Shopping Bags

Alarm Clocks

Aikido Uniforms

< 2 > Copy

Using copying machine by JICA participants for official reasons is free.

**13 PC Help Desk** (2nd floor of the main building)

9:00 - 18:00 (closed 12:30 - 13:30) Weekday

\* Closed on Saturday, Sunday and National Holidays

PC Help Desk will give a technical support to users of official PC rented by JICA Help Desk. Problems of your own PC and/or mobile equipment brought from your country, and PC that Implementing Partners lend you are out of scope for the Desk's support.

## 14 Mail, Fax and Telephone

### <Mail>

- 1) Incoming mail  
Delivered to JICA Tokyo once a day and handed over to you at the Front Desk.
- 2) Outgoing mail  
Please post by yourself. A public mail box (red-colored) is located just outside the entrance of the main building.
- 3) International courier service  
If you wish to send your postal parcel, please call 0120-950-489 to make a reservation for pick-up. Please hand in your parcel by yourself to a postal personnel at the Lobby.

### <Fax>

A fax machine is available for your use at the Front Desk (sending fax only).

### <Telephone >

- 1) How to make outside calls

To call outside of this center, you are requested to purchase a telephone card first.

**ONLY telephone cards listed below** can be used in your room.

#### ◎BRASTEL Brastel Card

※This card has the best rate for international calls to most of the countries.

#### KDDI 0055 GoGo Card, KDDI Super World Card



<1>Where to purchase a telephone card

- Brastel Card: Front Desk on the 2nd floor of the main building
- KDDI 0055 GoGo Card, KDDI Super World Card:  
convenience stores outside

\* Please ask at the Front Desk for further information.

<2>How to use

### How to make outside calls with Brastel Card from your room

① Dial 0

② Dial 0091-20-20

You will hear guidance to select the language  
e.g. 1.Portuguese 2.Spanish 3.Japanese 4.English ~

If you want to choose English, Dial \* + 4 + #

③ Dial Access Code + #

**\* DO NOT register your Access Code**

④ Dial Country Code – Area Code – Phone Number + #

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**DO NOT register an Access Code.**



2) How to make extension calls

- <1> To call the other room → Dial **3** + room no. (Ex: Room #402 → **3402**)  
 \*10<sup>th</sup> floor is exceptional (Ex: Room #1001 → **3001**)
- <2> To call the Front Desk → Dial **7**

3) How to set up a wake-up call

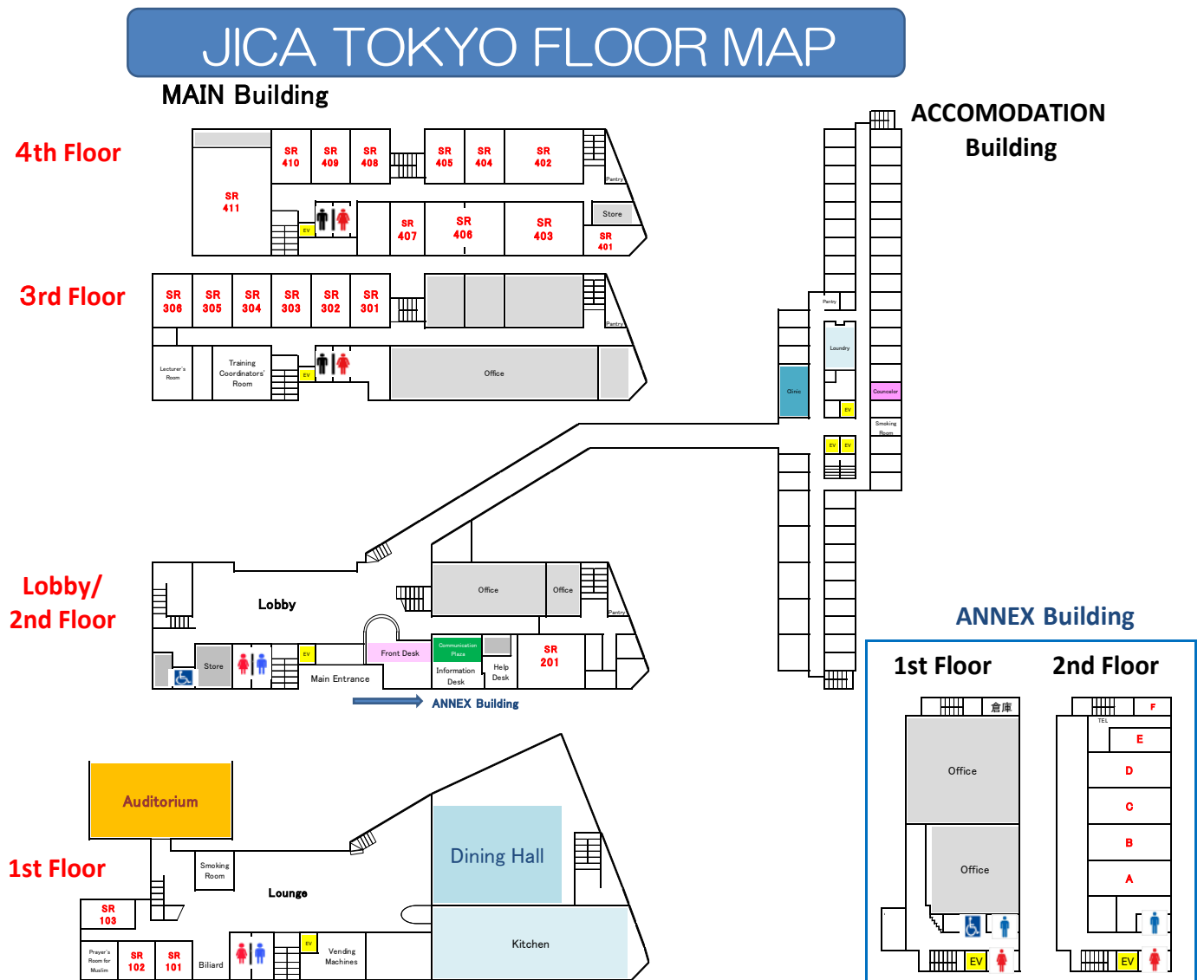
- Pick up the phone → press **#** + TIME e.g. AM7:30 ⇒ **#0730** PM7:00 ⇒ **#1900**
- To cancel → press **64**

15 **Auditorium** (Gymnasium) (1st floor of the main building)

18:00 - 21:00 Weekday

9:00 - 21:00 Saturday, Sunday and National Holidays

The schedule of sports /recreational activities is posted at the entrance of the Auditorium.



### III Meal Card and Dining System

<For the guests except JICA participants>

For breakfast, please follow the instruction at the Dining Hall. Breakfast is included in your room charges.

For lunch and dinner, please pay by cash.

<For JICA participants>

Breakfast is included in your accommodation. You do not have to make payment.

Your Meal Card is credited with an amount of 947 yen × the number of nights (dinner) you are scheduled to stay. The amount is subject to adjustment in case your staying period changes.

- 1 Meal Card does not have a daily spending limit. Therefore, with the card you can buy foods of more than 947 yen per day..
- 2 You can check your remaining amount on your Meal Card .When there is no space to print the remaining amount, please request Front Desk to re-issue a new card.
- 3 Please keep your Meal Card appropriately on your own responsibility. In case you have lost it, it cannot be re-issued.
- 4 Meal Card cannot be passed on to other participants in any case.
- 5 In case you are scheduled to stay in other JICA Center(s), you can continue to use your Meal Card by charging meal expenses at the Front Desk of each JICA Center when you check in.
- 6 When you check out a JICA Center to leave for your country, please return your Meal Card to the Front Desk of the Center. Please be informed that any balance remaining at the time of check-out will not be reimbursed to you.

