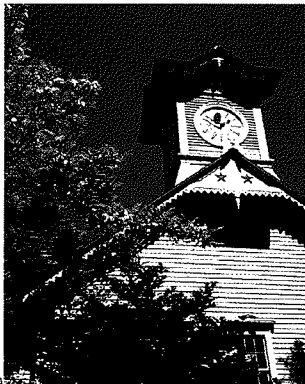




Sapporo International Center

JICA Sapporo Briefing Book



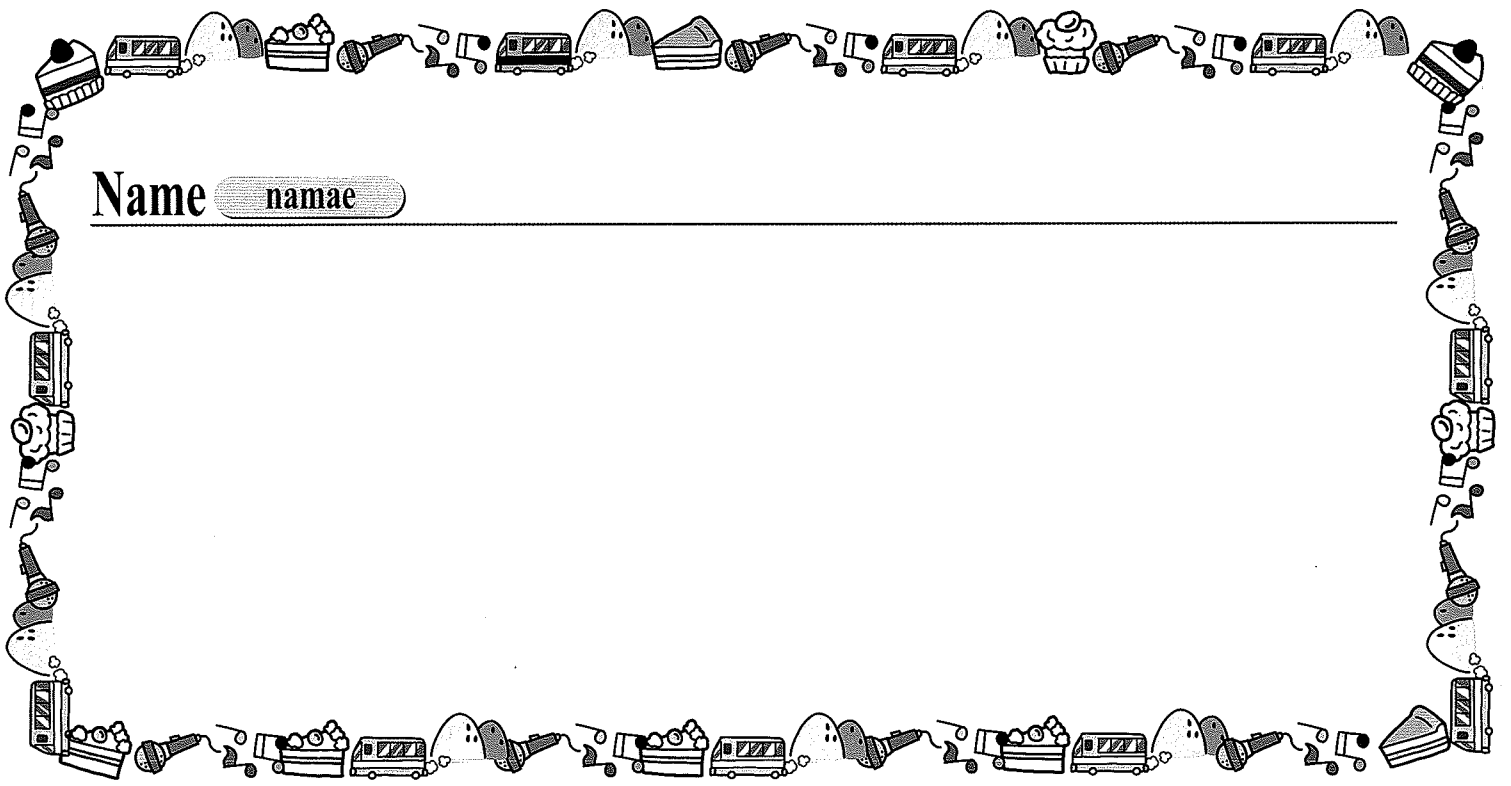
JICA Sapporo Briefing Book

Welcome to the JICA Sapporo International Center (JICA Sapporo). We're very glad to have you here with us in Japan, and we hope that your stay during the training course will be comfortable and fruitful.

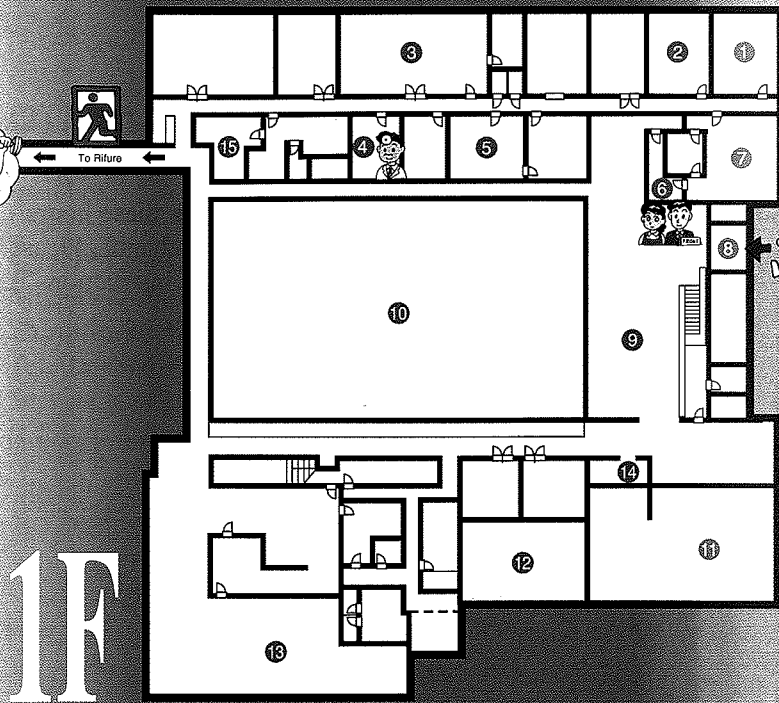
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Name

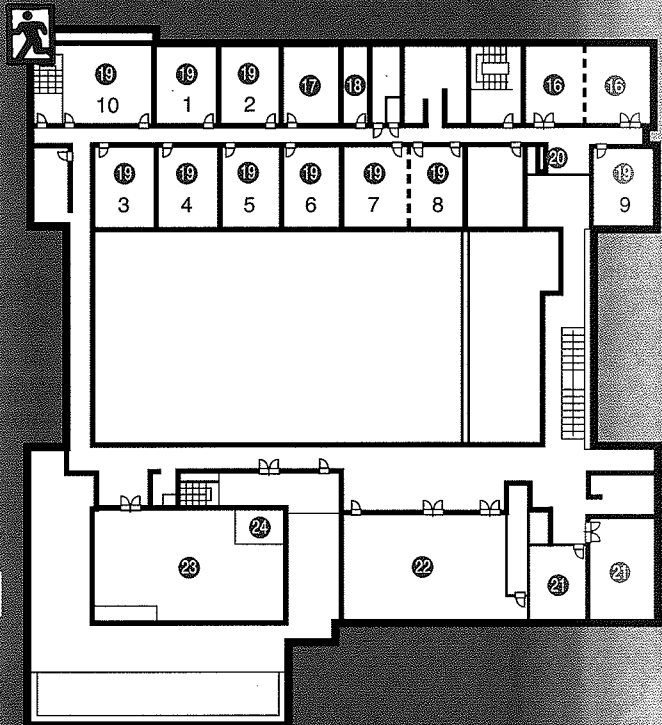


Layout of the JICA Sapporo Building



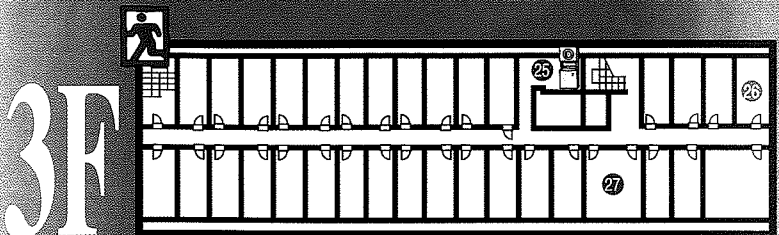
1F

- ① NRC Director's Room
- ② JICE Office
- ③ JICA Office
- ④ Medical Room
- ⑤ JICA Director General's Room
- ⑥ Front Desk
- ⑦ NRC Office
- ⑧ Entrance
- ⑨ Lobby
- ⑩ Courtyard
- ⑪ Library
- ⑫ Japanese-Style Room
- ⑬ Dining Hall
- ⑭ Vending Machines
- ⑮ Security Office



2F

- ⑯ Orientation Room
- ⑰ Lecturer's Room / JICE Training Coordinator's Room
- ⑱ Japanese Teachers' Room
- ⑲ Seminar Rooms (1 – 10)
- ⑳ Vending Machines
- ㉑ Meeting Room
- ㉒ Briefing Room
- ㉓ Lounge
- ㉔ Audio Room



3F
4F/5F

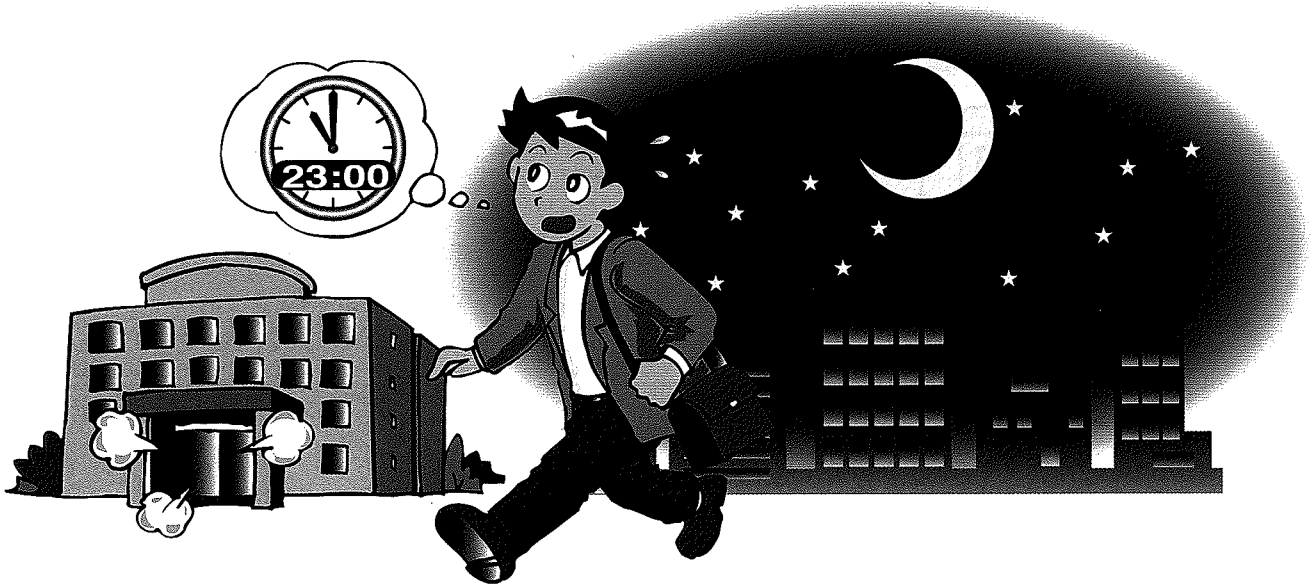
- ㉕ Laundry Room
- ㉖ Residential Quarter
- ㉗ Common Kitchen

Information on JICA Sapporo



Front Desk

The front desk hours (Ext. 636/637) are 7:00-23:00. (The main entrance is open during these hours.) If you expect to be back after 23:00, you are requested to inform the front desk beforehand. Please use the side entrance located next to the security office and follow the security guard's instructions if you come back after 23:00.



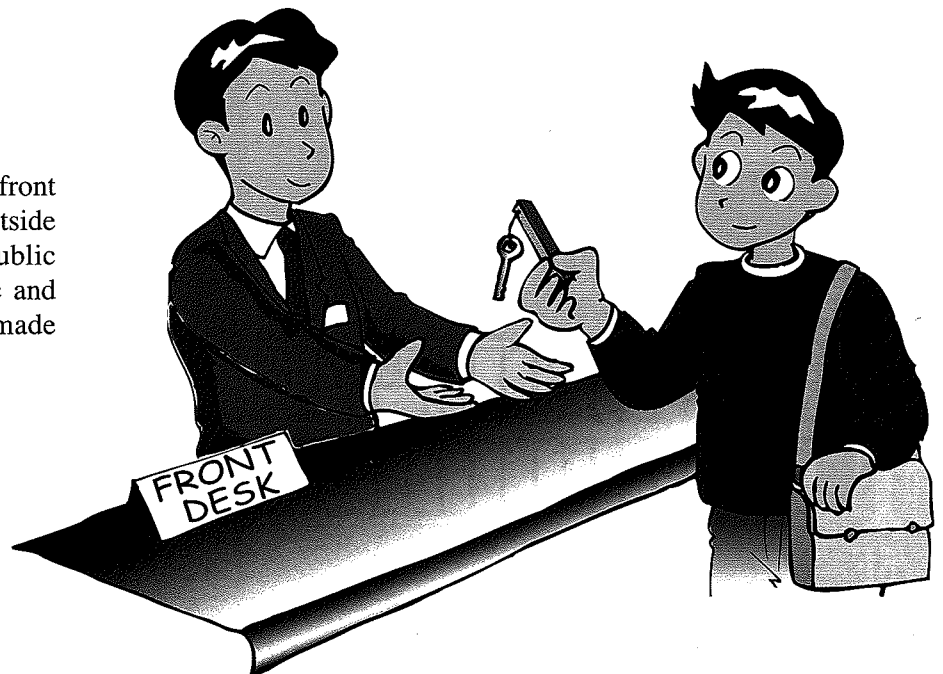
JICA Sapporo front door policy

- We would like to remind you that JICA Sapporo is not a typical hotel – it is an accommodation facility for overseas participants.
- The front door closes at 23:00 for reasons of security and administration of the center.
- If you think you are to return to the center after 23:00, please call the front desk and give your name and estimated time of return. If you know beforehand, please inform the front desk about an estimated time of return.
- You are requested to leave your room key at the front desk when you go out.
- We wish to remind you that you have been invited to Sapporo under the Official Development Assistance Program of the Japanese Government. The purpose of your stay at our center is to improve your professional skills during the training course. You are therefore expected to observe the above rules as a representative of your country. Thank you.

Services

(1) Telephone calls

Incoming calls are handled at the front desk from 7:00 to 23:00. To make outside telephone calls, please use the public phones in the lobby. Both domestic and international phone calls can be made from public phones.





(2) Mail service

To send mail, you are requested to go to a nearby post office or mail box.

Oyachi Post Office

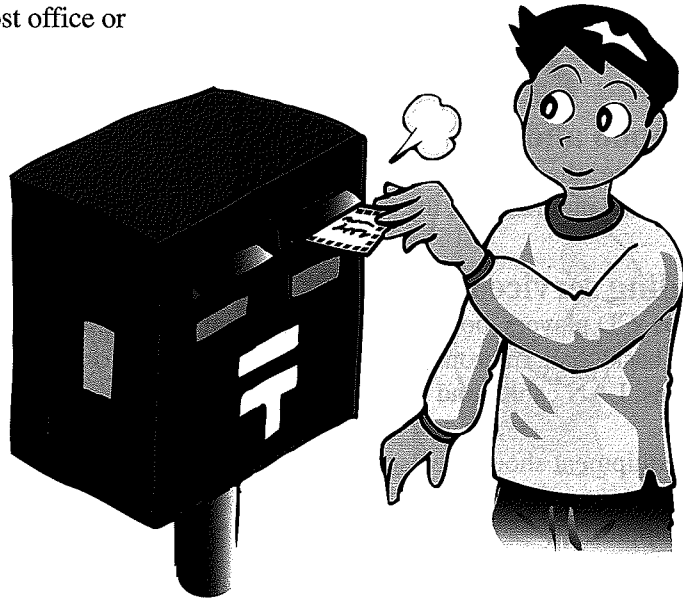
Minami 2-10, Hondori 18-chome,

Shiroishi-ku, Sapporo

Tel: 011-864-4259

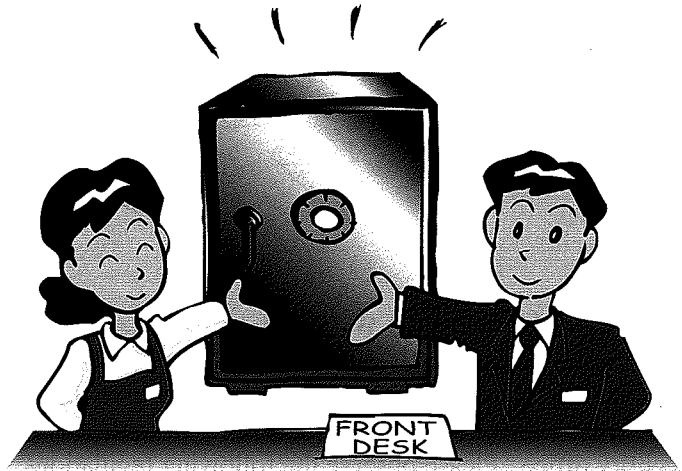
Service hours: 9:00-17:00

(Closed: Saturdays, Sundays and holidays)



(3) Valuables

JICA participants can use the safety deposit box in each room for keeping valuables. You may deposit your valuables at the front desk as well.



(4) Hot water

Hot water in the bathroom is available from 6:00 to 24:00. Boiling water from the tap is supplied 24 hours a day at the pantry on each floor.

Note: The water from all faucets at the center is drinkable.

(5) Photocopying

Please ask for a "copy control card" for using the photo copy machine at the front desk, and return it afterward. Photocopying is free of charge.