

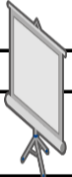





Application for Use of Equipment and Arrangement

Date: (Year/Month/Day)		Organization :			
		Person in charge:			
Layout change (additional charge)		<input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> U-Shape <input type="checkbox"/> Theater (Chair only) <input type="checkbox"/> Work Shop			
P C	Projector	Screen	Microphone	Conference Chairs	Conference Tables
					
Facility to be used	Please circle the appropriate seminar room:		Other: <u> </u>		<i>J's café</i>
	Int'l Conference Hall, Meeting Room, 201AB, 202A, 202B, 202AB, 203, 600, 601, 602, 601/602, 603				
Date of use	___/___/___		Participants		
Hours reserved	__:__ am/pm to __: __ am/pm		Online participants		
Hours of actual use	__:__ am/pm to __: __ am/pm				
Title of event	Japanese :				
	English :				
Signboard request	▪ Lobby : Yes ▪ No		▪ Entrance of the room : Yes ▪ No		
Request food & beverages	<input type="checkbox"/> Yes ▪ <input type="checkbox"/> No		<input type="checkbox"/> Reception		<input type="checkbox"/> Coffee Break
	<input type="checkbox"/> Lunch				
Equipment to be used	※If yes, please contact the Facility Management Office (TEL:03-3269-2911 Ext. 6008)				
	※Please write the number of equipment required (numbers of equipment are limited)				
	▪ PC		▪ Microphone		▪ OHP
	▪ Screen		▪ Stand for Microphone		▪ Table Place Name Holder
	▪ Projector		▪ Blu-ray Player		▪ Interactive Visualizer
	▪ White Board		▪ DVD Player		▪ Coat Hanger
	▪ Laser Pointer		▪ DVD Recorder		▪ Remarks :
	▪ Cable for Sound system		▪ CD Player		
▪ TV Monitor (with additional charge)		▪ VIDEO Player			
Bring my own PC	▪ Windows		▪ Mac		▪ Others
	Area (JICA facility)				
TV conference	Others (external facility)		※ Please submit details of connection layout.		
Online Tools	<input type="checkbox"/> ZOOM		<input type="checkbox"/> Other Tools		
Internet access	<input type="checkbox"/> Yes ▪ <input type="checkbox"/> No		* Wi-Fi connection only, Access Code and Pin Number will be provided.		
National Flag to use	<input type="checkbox"/> Yes ▪ <input type="checkbox"/> No		* If yes, please submit "Application form for Flag to Use".		
Remarks					
* If you wish to use more than one room, please submit an application form for each room.					