

Application for Use of Equipment and Arrangement

Date: __ / __ / 20__

Representative:
 Organization:

Layout

P C	Projector	Screen	Microphone	Conference Chairs	Conference Tables
Facility to be used	Please mark as appropriate: _____ Other: _____ <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	__ / __ / 20__		Number of users		
Hours reserved	__:__ am/pm to __ / __ am/pm				
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	Yes • No		Reception	Coffee Break	Remarks :
	※If Yes, Please contact Tokyo Fudosan Kanri (TEL:03-3269-2911 Ext. 8)				
Equipment to be used	※Please mark as appropriate and state the number required (numbers of equipment are limited)				
	• Projector		• Microphone		★ Int'l Conference Hall only (Add charges)
	• Screen		• White Board		★ Interpreting Receivers Yes • No
	• PC		• Blu-ray Player		★ Interpreting Systems Yes • No
	• Laser Pointer		• DVD Player		★ Technical Room Yes • No
• Television		• CD Recorder		★ Recording System Yes • No	
TV conference	Area (JICA facility)				
	Others (external facility)		TEL No. (Country Code) :		
	※ Please submit details of connection layout.				
※ Please note that it takes an additional charges(seminar room 203 is excluded).					
Internet access	Yes • No		* Cable connection only, basically 1 unit for each room. LAN cable will be provided.		
Flag to use	Yes • No		* If yes, please submit application form for Flag to use.		
Remarks					
Tokyo Fudosan Kanri use only Control Number -					

* Please submit application forms individually for each conference room if you use more than one room.