







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: J's café		
	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
※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)			
Equipment to be used	• 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	
★The following simultaneous translation equipment is only for International Conference Hall (with additional charge). ★Interpreting Receivers Yes • No ★Interpreting System Yes • No ★Technical Room Yes • No ★Recording System Yes • No			
Bring my own PC	• Windows	• Mac	• Others
TV conference	Area (JICA facility)	※ Please submit details of connection layout.	
	Others (external facility)		
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.			