

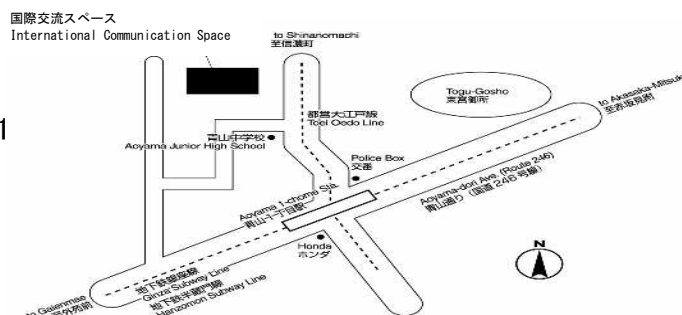
# Users' Guide to International Communication Space Meeting Room



You can use the Meeting Rooms at International Communication Space for free. Activities other than international exchange and related matters are also welcome.

Address :

Toei Kita Aoyama 1-Chome Apartment,Bldg.3,B1  
1-6-3 Kita Aoyama, Minato-ku 107-0061



==Access to the International Communication Space==

- 5 min. walk from #0 exit at “Aoyama Itchome (1-chome) Station” on the Ginza line, Hanzomon line, and Oedo line
- 2 min. walk from the bus stop “Kita-aoyama Itchome (1-chome) Apartment Mae” on the Shinagawa to Shinjuku Nishi (West)-guchi route (Shina 97 route)
- No parking space is available.

## Meeting Room

Room	Capacity	Fixtures	Available Equipments ※prior reservation required
Meeting Room1	Approx.50	Meeting tables, Chairs, White board	Projector, Screen
Meeting Room2	Approx.25	Meeting tables, Chairs, White board	TV, DVD player, Video player

※ Please apply for the equipments at the time you reserve the room

## Application for Group Registration

To use the rooms, your group should register first. The eligibility for registration is as below. (Your group need to fulfill all the conditions listed below.)

Please bring your ID along with the application form when you apply.

Group registration will be handled both at the Minato International Association and the Minato City Office (Global Community Planning Subsection). Registration card will be issued afterwards.

### ★Eligibility for Registration

1. At least there are 5 members in the group.
2. Address of the group and the representative of the group should be in Minato City.
3. At least half of the group members are either living/studying/working in Minato City.
  - ※ The groups will be categorized as “Minato Residents Group,” “Minato Students Group,” or “Minato Workers Group” according to the composition of the members.
  - ※ Addition to the above categories, groups related to international exchanges and activities will be distinguished in the International Activity Group.

## ★Necessary Documents

### 1. Group Registration Form

(You can download from the Minato City website.)

### 2. Group Regulation/Agreement

### 3. List of Members

### 4. Outline/Calendar of Activities

} No fixed format



## Rooms are available at

Time zone	Time	Mon-Fri	Sat
Morning	9:00~12:00	○	○
Afternoon	13:00~17:00	○	○
Evening	17:00~20:00	○	×

## Period of accepting meeting room reservation

Group	Reservation accepted <b>from</b> ...
International Activity	The 1 <sup>st</sup> day of the month which is <b>3</b> months prior to the request day <b>until</b> 2 weeks before the date
Minato Residents	The 1 <sup>st</sup> day of the month which is <b>2</b> months prior to the request day <b>until</b> 2 weeks before the date
Minato Students/Workers	The 1 <sup>st</sup> day of the month which is <b>1</b> month prior to the request day <b>until</b> 2 weeks before the date

\* e.g. To reserve a room on **Sept. 15**,

- **International Activity Group**: can apply from June 1 to Sept. 1
- **Minato Residents Group** can apply from July 1 to Sept. 1
- **Minato Students/Workers Group** can apply from Aug. 1 to Sept. 1

## Conditions for Use

Rooms are available only

- for the activities with the participation of Minato City residents
- for nonprofit (profit-making activities are NOT allowed)



## Reservation for Rooms

- You can make a reservation up to **4** times/month. Please make a phone call first to check the vacancy of the rooms and submit the reservation form. You need to fill in a separate reservation form every month.
- After receiving the reservation form, we will send you the reservation confirmation. Please bring the confirmation along with the group registration card on the day of the use.

## 【Inquiries】

Global Community Planning Subsection for Group Registration

TEL 03-3578-2308

Minato International Association for confirmation of the room availability

TEL 03-3796-3309