PRACTICAL GUIDE
FOR THE USE OF CONFERENCE FACILITIES
AT UN HOUSE — TOKYO

Updated: May 2006
U Thant International Conference Hall (3F)

Elizabeth Rose Conference Hall (5F)

Reception Hall (2F)
CONFERENCE FACILITIES AT UN HOUSE - TOKYO

Welcome to United Nations University. Established in 1973, UNU is a global network engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the Charter of the United Nations. To learn more, please visit our website (http://www.unu.edu).

We pride ourselves on our conference facilities located in UN House - Tokyo, which are first rate.

The UN House Conference Facilities are accessible to users external to the United Nations under certain conditions described below.

APPLICATION PROCEDURES

1. The Conference Facilities shall not be used for commercial, political or religious activities; therefore a formal approval process is required prior to granting permission to use UN House facilities.

2. The range of facilities and tariffs are explained hereunder (see Tariff Sheet attached).

3. Users of the Conference Facilities shall submit an application (see Application Form attached), together with relevant background information, for consideration and approval by UNU. We strongly encourage users to plan their activities in UN House far ahead and submit their request not less than 3 months before the date of the event.

4. A formal letter, including a quotation for the use of UN House conference facilities, will be issued when approval has been granted.

SPECIAL CONSIDERATIONS

5. UN House is inviolable under the laws of Japan, and shall be under the control and authority of United Nations University in accordance with the Agreement between the United Nations and Japan regarding the headquarters of United Nations University and the Convention on the privileges and immunities of the United Nations adapted by the General Assembly of the United Nations.

6. Users of the Conference Facilities shall be responsible for the admission and conduct of the participants in their respective events, and shall ensure that all participants are properly registered and are wearing authorized badges whilst in the building.

7. Users are not permitted to charge any admission fees, or to sell any items in UN House.
8. Food and drink are not permitted in the conference facilities, except in the reception hall on the 2nd floor and in the lounge on the 5th floor. *Smoking is not permitted in UN House.*

9. Unfortunately, due to security constraints, we are unable to provide vehicle parking on our premises and we therefore ask that delegates and invitees to your conference be advised accordingly. There are public parking stations in the Cosmos Aoyama Building, the Oval Building and the Children's Castle, all of which adjoin UN House.

10. A poster announcing the event shall be placed in the 1st floor lobby of the UN-House at least on the day of the conference. Placing of a poster at a much earlier stage might influence the attendance positively.

11. We ask that users of our facilities do not make use of either the UN or UNU logos or pictures of UN House as part of their promotional materials, without prior express permission. Unfortunately, UNU is unable to accept telephone queries from individual delegates or members of the public invited to your conference and you are therefore kindly requested not to promulgate the UNU telephone or facsimile numbers in your promotional materials. We are happy to provide you with a map showing the location of UN House, upon request.

12. All the facilities made available, including furniture and equipment, shall be returned to UNU in the same condition as they were provided to the user. Users will be charged for any damage or loss attributable to their activities in the building.

13. The following services are not included and should be arranged by the organizer: (i) sound technician in the control room; (ii) interpreters; (iii) banners, flowers & posters for the event; (iv) catering services. (see *List of Possible Service Providers attached* – this list is meant as a guide only and does not constitute any obligation to buy services from the companies listed; UNU has no business agreement with, no commercial interest in, and does not endorse any of these companies).

14. United Nations University shall not be liable for damages or injury sustained by you as the conference organizer, your employees, contractors, conference delegates or any third parties, owing to a suspension or stop of a part or whole of the functions of the building by natural disaster, Act of God, intentional damage or malicious acts by any person or party. Neither shall United Nations University be held liable for the injury or death to your employees, contractors, guests or third parties brought about either directly or indirectly through the malicious act of any person or party. We accept no liability for any damages or disruption to your conference caused by technical malfunctions or failure of any equipment provided by us. You shall be responsible for dealing with and satisfying any claims, against whomsoever brought, by third parties for personal injury, loss, illness, death or damage to them or their property occurring on the premises and attributable to the acts or omissions of you as conference organizer or your servants or agents. You may insure or self-insure against such claims.

15. For further information/inquiries, please contact:

United Nations University
Conference Services
Tel: (03) 3499 2811
Fax: (03) 3499 2828
E-mail: booking@hq.unu.edu
CONFERENCE FACILITIES AT UN HOUSE - TOKYO
Tariff Sheet (as of 1 June 2005)

U THANT INTERNATIONAL CONFERENCE HALL (3F & 4F)

<table>
<thead>
<tr>
<th>CAPACITY</th>
<th>Per day</th>
<th>Per ½ day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture room set up: 304 seats on 3F + 60 seats in 4F gallery</td>
<td>¥495,000</td>
<td>¥330,000</td>
</tr>
</tbody>
</table>

- 3F Hall (including 100 table microphones) & 4F Gallery
- Visitor room, meeting room & multi-purpose room
- Foyer on the 3F, including kitchen
- Simultaneous interpretation booths (4F)
- Audio system
- Projection screen (3600 x 4095 mm)
- 2F registration area including cloak room (2F)
- Preparation prior to the meeting (max. 3 hrs.)
- Facility supervisor (one liaison person from the UNU)
- Cleaning

ELIZABETH ROSE CONFERENCE HALL (5F)

<table>
<thead>
<tr>
<th>CAPACITY</th>
<th>Per day</th>
<th>Per ½ day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round room set up: 110 seats</td>
<td>¥220,000</td>
<td>¥143,000</td>
</tr>
</tbody>
</table>

- 5F Hall (including 50 table microphones)
- Staff room & chairman’s Room
- Lounge area on the 5th floor
- Foyer including information counter & open cloak room
- Pantry
- Audio system
- Projection screen (4600 x 3003 mm)
- Simultaneous interpretation booths (6F)
- Registration area (2F) if available
- Preparation prior to the meeting (max. 3 hrs.)
- Facility supervisor (one liaison person from the UNU)
- Cleaning
RECEPTION HALL (2F)

<table>
<thead>
<tr>
<th>CAPACITY</th>
<th>Per day</th>
<th>Per ½ day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 200 guests standing</td>
<td>¥187,000</td>
<td>¥110,000</td>
</tr>
</tbody>
</table>

- Reception Hall
- Pantry
- Sound system (2 microphones/CD player)
- Registration area, if available
- Facility Supervisor (one liaison person from the UNU)
- Cleaning

NOTE:

1. Fees and charges are fixed and non-negotiable.
2. Per day use means more than 3 hours during the period 09:30 to 17:30.
   Per ½ day use means less than 3 hours during the period of 09:30 to 17:30.
3. Usage between 17:30 and 22:00 is subject to a 40% surcharge.
4. There is a 40% surcharge for usage on Saturdays, Sundays and UNU holidays.

The following services are not included and should be arranged by the organizer:

A) Sound technicians in the control room
B) Interpreters
C) Banners, flowers & posters for the event
D) Catering services

Security guards are arranged by the UNU at extra cost. The same applies for special cleaning, if needed.
**APPLICATION FOR USE OF CONFERENCE FACILITIES AT UN HOUSE**

<table>
<thead>
<tr>
<th>Name of requesting organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone: ( )</td>
</tr>
<tr>
<td>Fax: ( )</td>
</tr>
<tr>
<td>E-mail address:</td>
</tr>
<tr>
<td>Contact person(s)/name and title(s):</td>
</tr>
<tr>
<td>Title of meeting:</td>
</tr>
<tr>
<td>Purpose of meeting:</td>
</tr>
<tr>
<td>Background on requesting organizations</td>
</tr>
<tr>
<td>(Provide brief descriptions of purposes and activities):</td>
</tr>
<tr>
<td>If you intend to organize the conference with other partners, please list them and provide background information:</td>
</tr>
<tr>
<td>Approximate number of participants:</td>
</tr>
<tr>
<td>Please provide: (a) a draft agenda (programme) and (b) a tentative list of proposed speakers:</td>
</tr>
<tr>
<td>Please indicate your requested date, time and facilities required:</td>
</tr>
<tr>
<td>□ 3F U Thant Hall (304 seats on 3F, 60 seats on 4F)</td>
</tr>
<tr>
<td>DATE:</td>
</tr>
<tr>
<td>Actual Time:</td>
</tr>
<tr>
<td>(From : to : )</td>
</tr>
<tr>
<td>(without preparation time)</td>
</tr>
<tr>
<td>□ 5F Rose Hall (110 seats)</td>
</tr>
<tr>
<td>DATE:</td>
</tr>
<tr>
<td>Actual Time:</td>
</tr>
<tr>
<td>(From : to : )</td>
</tr>
<tr>
<td>(without preparation time)</td>
</tr>
<tr>
<td>□ 2F Reception Hall (coffee break, lunch, reception, 150-200 guests standing or can accommodate 88 seats)</td>
</tr>
<tr>
<td>DATE:</td>
</tr>
<tr>
<td>Actual Time:</td>
</tr>
<tr>
<td>(From : to : )</td>
</tr>
<tr>
<td>(without preparation time)</td>
</tr>
</tbody>
</table>

By submitting this application form, I hereby agree to be bound by the Application Procedures, and Special Considerations applying to and the rental and usage of UN House Conference Facilities.

**HOW TO GET TO UNITED NATIONS UNIVERSITY**

8 minutes from Omotesando Station (subway)
15 minutes from Shibuya Station (JR)
United Nations University is located on Aoyama Dori in Shibuya-ku. It is an eight-minute walk from Omotesando station (Chiyoda line, Ginza line, Hanzomon line: Exit - B2) or a fifteen-minute walk from JR Shibuya station. Nearby landmarks include the Kodomo no Shiro (Children’s Castle) and the Aoyama Gakuin University.

Unfortunately, we cannot provide parking space.

United Nations University
53-70, Jingumae 5-chome, Shibuya-ku,
Tokyo 150-8925
Japan
POSSIBLE SERVICE PROVIDERS FOR
CONFERENCE SERVICE ACTIVITIES
Contact details and addresses

1. **Sound control operators**  
(Operation of the sound and interpretation system)

   Hosso Service Center  
   Contact person: Mr. Kishino  
   E-mail address: kishino@hoso.co.jp  
   Tel: (03) 3846-5511  
   Fax: (03) 3846-5510

2. **Banners**  
(Banner over the stage in the halls on 3F/5F as well as a poster in the lobby of UN House)

   ACC Inc.  
   Contact person: Mr. Wakabayashi  
   E-mail address: acc@topaz.ocn.ne.jp  
   Tel: (03) 5283-6045  
   Fax: (03) 3295-1102

3. **Catering**  
(For reception, coffee service, luncheon, buffet dinner, etc.)

   Shiba Park Hotel  
   Contact person: Mr. Kawaguchi  
   E-mail address: kawaguchi@shibaparkhotel.com  
   Tel: (03) 5470-7514  
   Fax: (03) 5470-7515

   Ivy Hall “AOGAKU KAIKAN”  
   Contact person: Mr. Murakoshi  
   E-mail address: ivyhall@aogaku-kaikai.co.jp  
   Tel: (03) 3409-8181  
   Fax: (03) 3498-4053

   Star Crew Service System  
   Contact person: Mr. Sekine/Mr. Hatakeyama  
   E-mail address: gen@star-crew.co.jp  
   Tel: (03) 5355-1330 / 090-2143-1654  
   Fax: (03) 5355-1337

   KOEN-DO c/o Children’s Castle  
   Contact person: Mr. Kamata  
   E-mail address: None  
   Tel: (03) 3297-5693  
   Fax: (03) 5467-8422

4. **Interpreters**

   NHK Joho Network  
   Contact person: Mr. Michishita and Ms. Fukumoto  
   E-mail address: michishita-s@nhk.jn.co.jp or fukumoto-y@nhk-jn.co.jp  
   Tel: (03) 5453-3411  
   Fax: (03) 5453-3485

   Convex Co., Ltd.  
   Email address: info@convex.co.jp  
   Tel: (03) 3589-3355  
   Fax: (03) 3589-3974

   Simul International, Inc.  
   URL: http://www.simul.co.jp/  
   Tel: (03) 3539-3900  
   Fax: (03) 3539-4533
会議場利用の方々へ

業者紹介

1. 技術者（音声、同時通訳、照明、映像等、機材の取り扱い）

放送サービスセンター(担当:岸野)
Email address: kishino@hoso.co.jp
Tel: (03) 3846-5511
Fax: (03) 3846-5510

2. 看板等（会場用看板、正面入口用立て看板、ポスター、表示、印刷物、什器、備品のレンタル）

エー・シー・シー（担当:若林）
Email address: acc@topaz.ocn.ne.jp
Tel: (03) 5283－6045
Fax: (03) 3295－1102

3. ケータリング（レセプション、ランチ、コーヒー、会場のお花等）

芝パークホテル（担当:川口）
Email address: kawaguchi@shibaparkhotel.com
Tel: (03) 5470-7514
Fax: (03) 5470-7515

アイビーホール青学会館（担当:村越）
Email address: ivyhall@aogaku-kaikan.co.jp
Tel: (03) 3409-8181
Fax: (03) 3498-4053

スターキューレ有限会社（担当:関根・畠山）
Email address: gen@star-crew.co.jp
Tel: (03) 5355-1330 / 090-2143-1654
Fax: (03) 5355-1337

“こどもの城”広宴堂（担当:鎌田）
Email address: None
Tel: (03) 3797-5695
Fax: (03) 5467-8422

4. 通訳者 派遣会社

NHK情報ネットワーク（担当:道下）
Email address: michishita-s@nhk.jn.co.jp
Tel: (03) 5453-3411
Fax: (03) 5453-3485

サイマル インターナショナル
http://www.simul.co.jp/
Tel: (03) 3539-3900
Fax: (03) 3539-4533

株式会社コンベックス
Email address: info@convex.co.jp
Tel: (03) 3589-3355
Fax: (03) 3589-3974

サイマル インターナショナル
http://www.simul.co.jp/
Tel: (03) 3539-3900
Fax: (03) 3539-4533