GUIDELINES
FOR THE USE OF CONFERENCE FACILITIES
AT THE UNITED NATIONS UNIVERSITY
HEADQUARTERS BUILDING

Updated: May 2010
U Thant International Conference Hall (3F)  [364 seats]

Elizabeth Rose Conference Hall (5F)  [110 seats]

Reception Hall (2F)  [Accommodates up to 150-200 persons]
UNU Headquarters Building

UNU Headquarters Building

CONFERENCES AT THE UNITED NATIONS UNIVERSITY - TOKYO

Welcome to the United Nations University. Established in 1973, the UN University is “an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the Charter of the United Nations” (UNU Charter, I.1). To learn more about the UN University, please visit our website (www.unu.edu).

The UN University provides state-of-the-art conference facilities located in a prime district of Tokyo. The UN University Conference Facilities are accessible to users external to the United Nations under certain conditions, as 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 our granting permission to use the UN University facilities.

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

3. Users of the Conference Facilities shall submit an application (see the attached Application Form), together with relevant background information, for consideration and approval by the UN University. We strongly encourage users to plan their activities in the UN University far in advance, and to 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 the UN University Conference Facilities, will be issued when approval has been granted.

5. A 10% Non-refundable Reservation Deposit is due upon receiving the Approval Letter to confirm the booking of the facilities. The 10% deposit applies to the total amount quoted in the Approval Letter. Should a potential user subsequently decide to cancel the booking, under no circumstances will this Non-refundable Reservation Deposit be refunded by the UN University. The 90% balance must be paid to the UN University within fifteen business days upon receipt of the invoice.
SPECIAL CONSIDERATIONS

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

7. 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.

8. Users are not permitted to charge any admission fees, nor to sell any items in the UN University.

9. 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 the UN University building.

10. Flower arrangements for the event should be donated to UN University upon completion of the event.

11. Unfortunately, due to security constraints, we are unable to provide vehicle parking on our premises; we therefore ask that delegates and invitees to your event be advised accordingly. Public parking is available in the Cosmos Aoyama Building, the Oval Building and the Children’s Castle, all of which adjoin the UN University.

12. A poster (A1-size) announcing the event shall be placed in the 1st floor lobby of the UN University Headquarters Building at least on the day of the conference. Be advised that placement of a poster at a much earlier stage might positively influence event attendance.

13. Users of our facilities may not make use of either the UN or the UN University logos, or pictures of the UN University Headquarters Building, as part of their promotional materials without prior express permission. Unfortunately, the UN University is unable to accept telephone queries from individual delegates or members of the public invited to your conference; you are therefore kindly requested not to advertise the UN University telephone or facsimile numbers in your promotional materials. We will be happy to provide you with a map showing the location of the UN University, upon request.

14. All the facilities made available, including furniture and equipment, shall be returned to the UN University 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.

15. Please note that the following services are not included, and must be arranged by the organizer if desired: (i) additional equipments for sound / simultaneous interpretation / visual aid / lighting / communication /etc.; (ii) interpreters and technicians for the simultaneous interpretation system; (iii) banners, flowers & posters for the event; (iv) catering services. (For your convenience, we have attached a List of Possible Service Providers; this list is meant as a guide only, and does not constitute any obligation to buy services from the companies listed. The UN University has no business agreement with, no commercial interest in, and does not endorse any of these companies.)

16. The UN 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 stoppage of a part or whole of the functions of the building by natural disaster, an Act of God, intentional damage or malicious acts by any person or party. Neither shall the UN University be held liable for the injury or death of your employees, contractors, guests or third parties brought about either directly or indirectly through the malicious act of any person or party. Further, the UN University accepts 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 acts or omissions by you as conference organizer
or by your servants or agents. You are strongly advised to insure or self-insure against such
claims.

17. For further information/inquiries, please contact:

United Nations University
Conference Services
Tel: (03) 5467 1212
Fax: (03) 3499 2828
E-mail: booking@hq.unu.edu
# CONFERENCE FACILITIES AT THE UNITED NATIONS UNIVERSITY - TOKYO

## Tariff Sheet (as of September 2009)

### 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: 364 seats on 3F &amp; 4F gallery</td>
<td>¥545,000</td>
<td>¥363,000</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 with one technician for basic services
- Projection screen (3600 x 4095 mm)
- 2F registration area including cloak room
- Preparation prior to the meeting (max. 3 hrs.)
- Facility supervisor (one liaison person from the UN University)
- Regular Security & 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>¥242,000</td>
<td>¥157,000</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 with one technician for basic services
- 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 UN University)
- Regular Security & 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 150–200 guests standing</td>
<td>¥206,000</td>
<td>¥121,000</td>
</tr>
</tbody>
</table>

- Reception Hall
- Pantry
- Sound system (2 microphones/CD player)
- Registration area, if available
- Facility supervisor (one liaison person from the UN University)
- Regular 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 the UN University holidays.

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

A) Additional equipments for sound / simultaneous interpretation / visual aid / lighting / communication / etc.
B) Interpreters and technicians for the simultaneous interpretation system
C) Banners, flowers & posters for the event
D) Catering services

Security guards can be arranged by the UN University at extra cost. The same applies for special cleaning, if needed.
Name of requesting organization:  

Address:  

Telephone: ( )  Fax: ( )  E-mail address:  

Contact person(s)/name and title(s):  

Title of event:  

Purpose of event:  

Background on requesting organizations  
(Provide brief descriptions of purposes and activities):  

If you intend to organize the event with other partners, please list them and provide background information:  

Approximate number of participants:  

Please provide: (a) a draft agenda (programme) and (b) a tentative list of proposed speakers:  

Please indicate your requested date, time and facilities required:  

- 3F U Thant Hall (304 seats on 3F, 60 seats on 4F)  
  DATE:  
  Actual Time:  (From : to : )  
  (without preparation time)  

- 5F Elizabeth Rose Hall (110 seats)  
  DATE:  
  Actual Time:  (From : to : )  
  (without preparation time)  

- 2F Reception Hall (coffee break, lunch, reception, 150-200 guests standing or can accommodate 88 seats)  
  DATE:  
  Actual Time:  (From : to : )  
  (without preparation time)  

By submitting this application form, I hereby agree to be bound by the Application Procedures and Special Considerations outlined in the Guidelines, including payment of 10% Non-Refundable Reservation Deposit (Paragraph No. 5 of the Guidelines).  

The application shall be addressed/submitted to:  

Name: …………………………………  

Date: …………………………………  

The United Nations University  
53-70, Jingumae 5-chome, Shibuya-ku, Tokyo 150-8925  
Fax: 03-3499-2828 Email: booking@hq.unu.edu
HOW TO GET TO THE UNITED NATIONS UNIVERSITY

5 minutes from Omotesando Station (subway)
10 minutes from Shibuya Station (JR)

The United Nations University is located on Aoyama Dori in Shibuya-ku. It is a five-minute walk from Omotesando station (Chiyoda line, Ginza line, Hanzomon line: Exit B2) or a ten-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
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、会場のお花等）

レインボウ株式会社（担当：戸野）
Email address: tono@kk-rainbow.co.jp
Tel: (03) 3221-4059 / 090-7639-4209
Fax: (03) 3265-1874

舞台お花（担当：新立）
Tel: (03) 3777-1777 / 080-1114-8758

株式会社アクリス（担当：小松）
Email address: komatsu@aqris.co.jp
Tel: (03) 5785-3320 / 090-3345-4396
Fax: (03) 5785-3321

3. ケータリング（レセプション、ランチ、コーヒー）

株式会社/動夢（担当：見並）
Email address: h-minami.cordiare.2008@jcom.home.ne.jp
Tel: (03) 5842-5295/090-5422-0027
Fax: (03) 5842-5296

“こどもの城”（担当：清水）
Email address: e-shimizu@kouendou.com
Tel: (03) 3797-5695 / 090-6516-9528
Fax: (03) 5467-8422

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

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

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) 5453-8458
Fax: (03) 5453-3485

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) 3524-3101
Fax: (03) 3524-3105
### POSSIBLE SERVICE PROVIDERS FOR CONFERENCE SERVICE ACTIVITIES

**Contact details and addresses**

1. **Operation of the sound and interpretation system**
   - **Hoso 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 The United Nations University, and flowers)

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact person</th>
<th>E-mail address</th>
<th>Tel/ Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rainbow Co., Ltd.</td>
<td>Mr. Tono</td>
<td><a href="mailto:tono@kk-rainbow.co.jp">tono@kk-rainbow.co.jp</a></td>
<td>(03) 3221-4059 / 090-7639-4209 / (03) 3265-1874</td>
</tr>
<tr>
<td>AQRIS Co., Ltd.</td>
<td>Mr. Komatsu</td>
<td><a href="mailto:komatsu@aqris.co.jp">komatsu@aqris.co.jp</a></td>
<td>(03) 5785-3320 / 090-3345-4396 / (03) 5785-3321</td>
</tr>
<tr>
<td>Ms. Shintate (florist)</td>
<td></td>
<td></td>
<td>(03) 3777-1777 / 080-1114-8758</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Company</th>
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<th>E-mail address</th>
<th>Tel/ Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOME Co., Ltd.</td>
<td>Mr. Minami</td>
<td><a href="mailto:h-minami.cordiare.2008@jcom.home.ne.jp">h-minami.cordiare.2008@jcom.home.ne.jp</a></td>
<td>(03) 5842-5295 / 090-5422-0027</td>
</tr>
<tr>
<td>KOEN-DO c/o Children’s Castle</td>
<td>Mr. Shimizu</td>
<td><a href="mailto:e-shimizu@kouendou.com">e-shimizu@kouendou.com</a></td>
<td>(03) 3797-5695 / 090-6516-9528 / (03) 5467-8422</td>
</tr>
<tr>
<td>STAR CREW., LTD.</td>
<td>Mr. Sekine / Mr. Hatakeyama</td>
<td><a href="mailto:gen@star-crew.co.jp">gen@star-crew.co.jp</a></td>
<td>(03) 5355-1330 / 090-2143-1654 / (03) 5355-1337</td>
</tr>
<tr>
<td>Shiba Park Hotel</td>
<td>Mr. Abe</td>
<td><a href="mailto:abe@shibaparkhotel.com">abe@shibaparkhotel.com</a></td>
<td>(03) 5470-7514 / (03) 5470-7515</td>
</tr>
</tbody>
</table>

**Interpreters**

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact person</th>
<th>E-mail address</th>
<th>Tel/ Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHK Joho Network</td>
<td>Mr. Michishita</td>
<td><a href="mailto:michishita-s@nhk-jn.co.jp">michishita-s@nhk-jn.co.jp</a></td>
<td>(03) 5453-8458 / (03) 5453-3485</td>
</tr>
<tr>
<td>Convex Co., Ltd.</td>
<td></td>
<td><a href="mailto:info@convex.co.jp">info@convex.co.jp</a></td>
<td>(03) 3589-3355 / (03) 3589-3974</td>
</tr>
</tbody>
</table>