

Guidelines and Procedures for Use of the International Conference Center

Any organization wishing to use the International Conference Center is asked to send an email to the Academic Affairs Division (shisetsu_kyomu@list.waseda.jp) giving the information indicated in the three areas specified below. Facility-operator staff will respond accordingly.

1. Applicant Information

- 1-1: Name of organization
- 1-2: Overview of organization
- 1-3: Name of contact person
- 1-4: Email address

2. Event Information

- 2-1: Name of event/activity
- 2-2: Description of event/activity
- 2-3: Proposed date of event/activity
- 2-4: Estimated number of participants

3. Request for Facilities

- 3-1: Site and/or number of room(s) desired
- 3-2: Dates requested (including those for venue preparation and rehearsals)

Please note that applications for the use of the International Conference Center will only be accepted when the applicants have read and understood the six points listed below.

1. Use of the International Conference Center is limited to academic assemblies held by academic organizations. No applications from agencies, profit-making organizations, or corporations will be accepted.
2. Communication for all arrangements, including reservation procedures, must be handled in the Japanese language.
3. The organization must arrange for a Japanese-speaking person to be stationed at the International Conference Center during event preparation, rehearsals, the actual event, and post-event removals/restoration of the facility. All communications with the facility operator must be handled in Japanese.
4. Interpretation services, operational staff, and catering services must be arranged by the applicant organization.
5. Venue layout must be prepared by the applicant organization, with the original layout being restored at the end of the event by that organization.
6. All relevant fees must be paid in Japanese yen.