

TOKYO

MEETING PLANNER'S GUIDE

2016-2017



TOKYO

PERFECT DESTINATION FOR YOUR NEXT BUSINESS EVENT

Let Tokyo be your first choice when considering where to host your next event. Japan's capital has earned high marks among organizers of global business meetings, conferences and exhibitions, especially when it comes to the high quality of service, flawless organization and unforgettable hospitality. The achievement of hosting the International Monetary Fund (IMF) and the World Bank Group annual meetings in 2012 and the recent success of the World Ophthalmology Congress (20,000 delegates) and the International Bar Association General Meeting (6,300 delegates) in 2014, as well as the fact that Tokyo was selected as a site for the 2020 Olympic and Paralympic Games, has significantly raised Tokyo's profile as the host city for the global business community.

Japan's capital city offers 98,000 guest rooms ranging from deluxe to quality budget accommodations. The culinary choices – both Japanese and international – have received the most Michelin stars in the world, and the dynamic combination of modern convenience and time-honored tradition are sure to inspire and impress your delegates, making any event memorable.

Tokyo's dedicated Business Events Team is ready and eager to work closely with meeting organizers and planners every step of the way, with the singular goal of making every congress and event held in Tokyo successful beyond expectations.

Business Events Team
Tokyo Convention & Visitors Bureau (TCVB)



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All information is as of December 2015 unless otherwise stated.

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OUR SERVICES

When it comes to corporate events, international conventions, exhibitions and incentive tours, we provide all the support you need through a team of experienced business event professionals and over 400 partners in Tokyo. With our network of expertise we consult closely with meeting planners to identify and arrange for the venue that best suits your particular needs. You can count on our accumulated expertise and know-how to ensure the success of your next meeting, incentive tour, convention or exhibition.

ONLINE RFP

Our website has an online RFP (request for proposal) availability-check service regarding all major convention venues and hotels. Simply contact us with a query on availability and a member of the team will check directly with the venue and provide the requested information.

SITE INSPECTIONS

We coordinate detailed inspection tours of venues and accommodations, and accompany meeting planners as they narrow their choices for where to hold their meeting and where their guests will stay.

EVENT PLANNING

We can help arrange for a variety of supplementary programs and parties for larger events. In addition to tours that lead up to the conference, or immediately follow it, there are incentive activities, attractions around town, team building programs and more that can be integrated into your agenda.

FINDING PARTNERS IN TOKYO

We can also introduce you to DMCs (destination management companies), PCOs (professional congress organizers) and other partners.

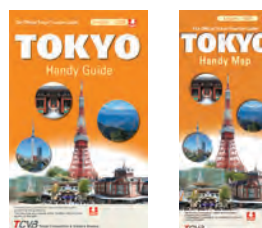
SPECIAL OFFERS FOR CORPORATE EVENTS

We have special offers for corporate meetings and incentive tours, such as party entertainment programs, giveaways and site visit support for organizers and planners. Please visit our website for details.

PROMOTIONAL MATERIALS

We provide extensive support and collateral, including:

- Tokyo Handy Guide – practical information and tips on the exciting sights and sounds around the capital city to enjoy during your guests' free time
- Tokyo Handy Map – highlighting key sites
- Corporate Meetings & Incentive Travel Booklet – ideas of quality activities available in Tokyo
- Promotional DVD
- Online Photo/Footage Library



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WHY TOKYO?



CONVENTION CITY WITH PROVEN TRACK RECORD

Tokyo hosted 228 international congresses in 2014 alone, which ranks Japan's capital city sixth in the world and has retained the position in UIA's top 10 cities for the fifth consecutive year. Having attracted 20,000 participants, the success of the World Ophthalmology Congress 2014 raised Tokyo's excellent reputation as a host city even higher.



GREAT ACCESS FROM AROUND THE WORLD

Tokyo's two modern international airports handle all major carriers and provide great access for our guests from around the globe. Narita Airport offers over 1,450 international flights from 106 cities and Haneda Airport in the city center offers over 600 flights from 27 cities each week. More international flights are scheduled ahead of the Olympic and Paralympic Games in 2020.



WIDE RANGE OF HOTELS AND VENUES

As a business capital, Tokyo constantly welcomes government dignitaries and business leaders, offering the highest quality of service and organization. The 98,000 guest rooms in Tokyo offer a wide choice of accommodation, from budget to luxury international brands. A variety of multi-purpose venues can fulfill the specific needs of every meeting planner.

SAFE AND CLEAN

Being a huge metropolis, Tokyo has a very low crime rate and has been ranked No. 1 in the top 10 safest cities in the world by the 2015 Economist Intelligence Unit Report. One can walk out on the streets or take the subway at night and feel completely safe. Many guests visiting Tokyo for the first time comment on the cleanliness of the city as well – the roads are incredibly clean, the air is clear and tap water is safe to drink.

UNIQUE MIXTURE OF MODERN AND TRADITION

Asakusa District, the Imperial Palace, Meiji Jingu Shrine and many more carefully preserved sites represent Tokyo's 400-year history, along with new icon TOKYO SKYTREE®, the world's tallest free-standing tower. State-of-the-art skyscrapers and neon lights intersperse with hidden temples and shrines. Traditional arts and cutting-edge design and technology continuously take on new shapes, making Tokyo the ultimate combination of modernity and tradition.

ACADEMIC AND BUSINESS HUB IN ASIA

Over 150 universities that include the University of Tokyo, which is home to 10 Nobel laureates, are located in Tokyo, fostering scientific innovation and leading-edge collaboration between academics worldwide. Tokyo is also a global business hub in Asia with numerous world-renowned companies such as Honda and Canon. Tokyo therefore has the power to attract many participants and exhibitors to your event.

CITY GOVERNMENT'S STRONG SUPPORT

In the long-term vision (2014-24), the Tokyo Metropolitan Government clearly states its commitment to take action to support future business events held in Tokyo. The main focus is on providing financial and in-kind support for large association meetings as well as in-kind support for corporate events to ensure your every success.

IRRESISTIBLE JAPANESE CUISINE

Washoku, or authentic Japanese cuisine, including globally popular sushi and tempura, has been designated by UNESCO as an Intangible Cultural Heritage. There are more than 160,000 restaurants in Tokyo and the most Michelin stars in the world. The exquisite quality and variety of dishes, from *washoku* to world cuisine, make for an unforgettable experience.

EXCEPTIONAL ORGANIZATION AND SERVICE

The Japanese are renowned for their good nature and unique temperament, providing dependable, top-class service with a smile. An attention to detail and the ability to anticipate your needs and deliver what's required as well as execution according to plan combine to offer you a level of precision and comfort that is sure to make your event a great success.

PROFESSIONAL EXPERTS AS YOUR ONE-STOP SHOP

Based on inseparable cooperation with the local hospitality industry, the Business Events Tokyo team is your one-stop source for tapping into the city's expanding facilities and increased resources. With our expertise in the business events industry in Japan, we will work closely with you to make your next event beyond your expectations.

GENERAL INFORMATION





1. Population and Geography

Population of Tokyo: 13.490 million (October 1, 2015, Tokyo Metropolitan Government)

Geography and Area: Tokyo, covering 2,187.65 square kilometers, is located in the center of the Japan islands in Eastern Asia, facing the Pacific Ocean. The Tama and Sumida rivers flow through the capital city of Japan, with the Greater Tokyo region drained by five rivers. Major mountains include Mt. Mitake, Kumotori, Mihara and Takao.

2. Time Zone

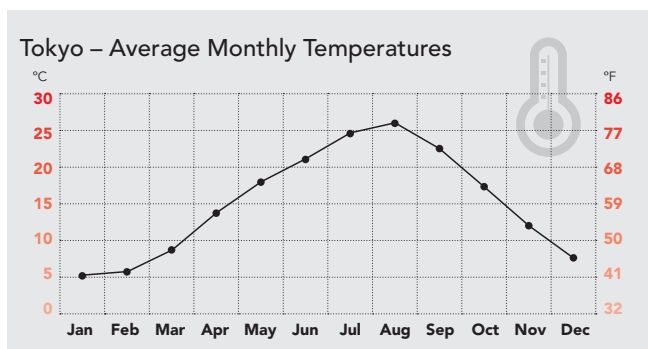
+9 hours (GMT) (+14 hours from EST and +17 hours from PST). Tokyo does not observe daylight saving time.

3. Language

The official language of Japan is Japanese. English is spoken widely in Tokyo. Most people involved with the travel industry speak English.

4. Best Times of the Year to Visit Tokyo

Popular seasons to visit Tokyo remain spring, from March to May, and autumn, from September through November. While cherry blossoms bloom from the end of March to the beginning of April, the leaves change colors from mid to late November. The rainy season lasts from early June to mid July.



5. Public Holidays (2016-2017)

Should any of the set-date national holidays listed below fall on Sunday, the holiday is observed on Monday (Museums normally closed on Monday would stay open and close the following day). From December 29 to January 3 (Year-end to New Year's), late April to early May (Golden Week) and around August 13-15 (Obon holidays) are extended holiday periods, which means many Japanese travel inside Japan and overseas.

January 1	New Year's Day
January (2nd Mon)	Coming of Age Day (20 year olds)
February 11	National Foundation Day
March 20 or 21	Spring Equinox Day
April 29	Showa Day (former Emperor's birthday)
May 3	Constitution Memorial Day
May 4	Greenery Day
May 5	Children's Day
July (3rd Mon)	Sea Day
August 11	Mountain Day
September (3rd Mon)	Respect for the Aged Day
September 22 or 23	Autumn Equinox Day
October (2nd Mon)	Health and Sports Day
November 3	Culture Day
November 23	Labor Thanksgiving Day
December 23	Emperor's Birthday

6. Currency

The Japanese yen (¥) is the official currency, coming in denominations of 10,000, 5,000 and 1,000 yen bills, as well as 500, 100, 50, 10, 5 and 1 yen coins.

7. Tax

There is a 8% consumption tax on goods. In April 2017, the government is planning to increase this to 10%.

8. Tipping

It is not necessary to tip for service in Japan, such as at restaurants, bars, taxis, airports and hotels. However, hotels and some restaurants indicate an additional service charge on their bills or menus, respectively.

9. Business Hours

Banks – 9:00 – 15:00. Closed Sat, Sun and holidays.

Post offices – 9:00 – 17:00. Closed Sat, Sun and holidays.

Retail stores – 10:00 – 20:00. Usually also open Sat, Sun and holidays.

10. Electricity

Voltage – 100V AC

Electrical Current – 50Hz (Tokyo and Eastern Japan). 60Hz (Kyoto, Osaka and rest of Western Japan)

Sockets – Standard flat two-pin.

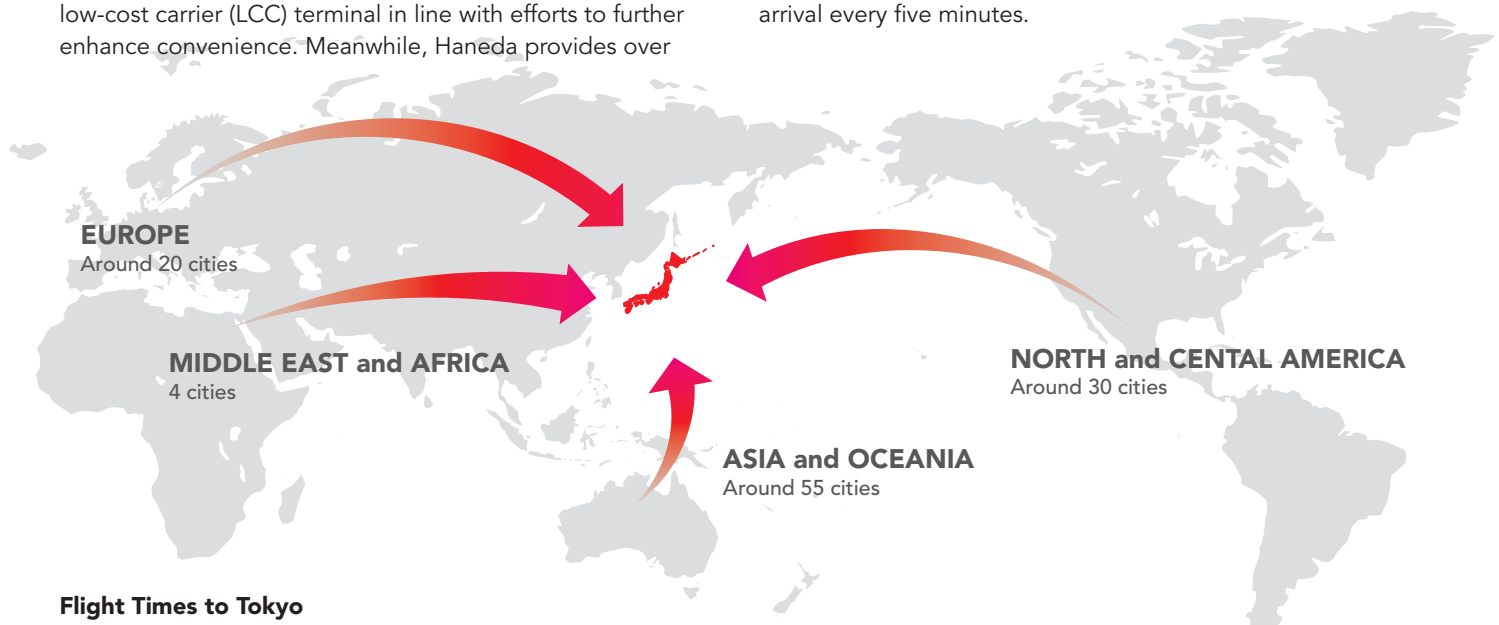
11. Visa

Verify with your local embassy or consulate. Japan waives visa requirements to enter or for short-term stays regarding traveling residents of 67 countries and regions (2014, Ministry of Foreign Affairs).

Flight Access

Narita International Airport (with three terminals) and Tokyo International Airport (Haneda) (the international terminal) together handle all major carriers, providing great access for visitors from around the globe. Together these airports serve as a key hub to the region as well. Narita offers over 1,450 international flights every week, connecting to 106 cities around the world and has opened a dedicated low-cost carrier (LCC) terminal in line with efforts to further enhance convenience. Meanwhile, Haneda provides over

600 international flights weekly, serving 27 cities across the globe, and has begun 24-hour operation. The number of international flights of both airports is expected to continue to increase. Haneda Airport is also convenient after arrival and can be reached by train in just around 10 minutes from the Shinagawa and Hamamatsucho hub stations. When including ordinary trains, there is one train departure and arrival every five minutes.



Flight Times to Tokyo

North America	(JST)	Flight Time
Chicago	(-15)	13:00
Dallas	(-15)	13:00
Los Angeles	(-17)	11:35
New York	(-14)	14:00
San Francisco	(-17)	10:45
Vancouver	(-17)	9:40

Europe	(JST)	Flight Time
Amsterdam	(-8)	10:50
Frankfurt	(-8)	11:10 (Haneda)
London	(-9)	11:40 (Haneda)
Milan	(-8)	11:50
Moscow	(-6)	9:35
Paris	(-8)	11:50 (Haneda)

Asia and Oceania	(JST)	Flight Time
Bangkok	(-2)	6:10
Beijing	(-1)	3:30
Hong Kong	(-1)	4:10 (Haneda)
Jakarta	(-2)	7:30
Kuala Lumpur	(-1)	7:00
Seoul	(0)	2:05 (Haneda)
Shanghai	(-1)	2:20
Singapore	(-1)	7:00 (Haneda)
Sydney	(+1)	9:50 (Haneda)
Taipei	(-1)	3:00 (Haneda)

Middle East	(JST)	Flight Time
Abu Dhabi	(-5)	10:10
Dubai	(-5)	9:30 (Haneda)

Notes: Since Japan does not observe daylight saving time (DST), add 1 hour for months during DST.

JST: Japan Standard Time

Transportation in and around Tokyo

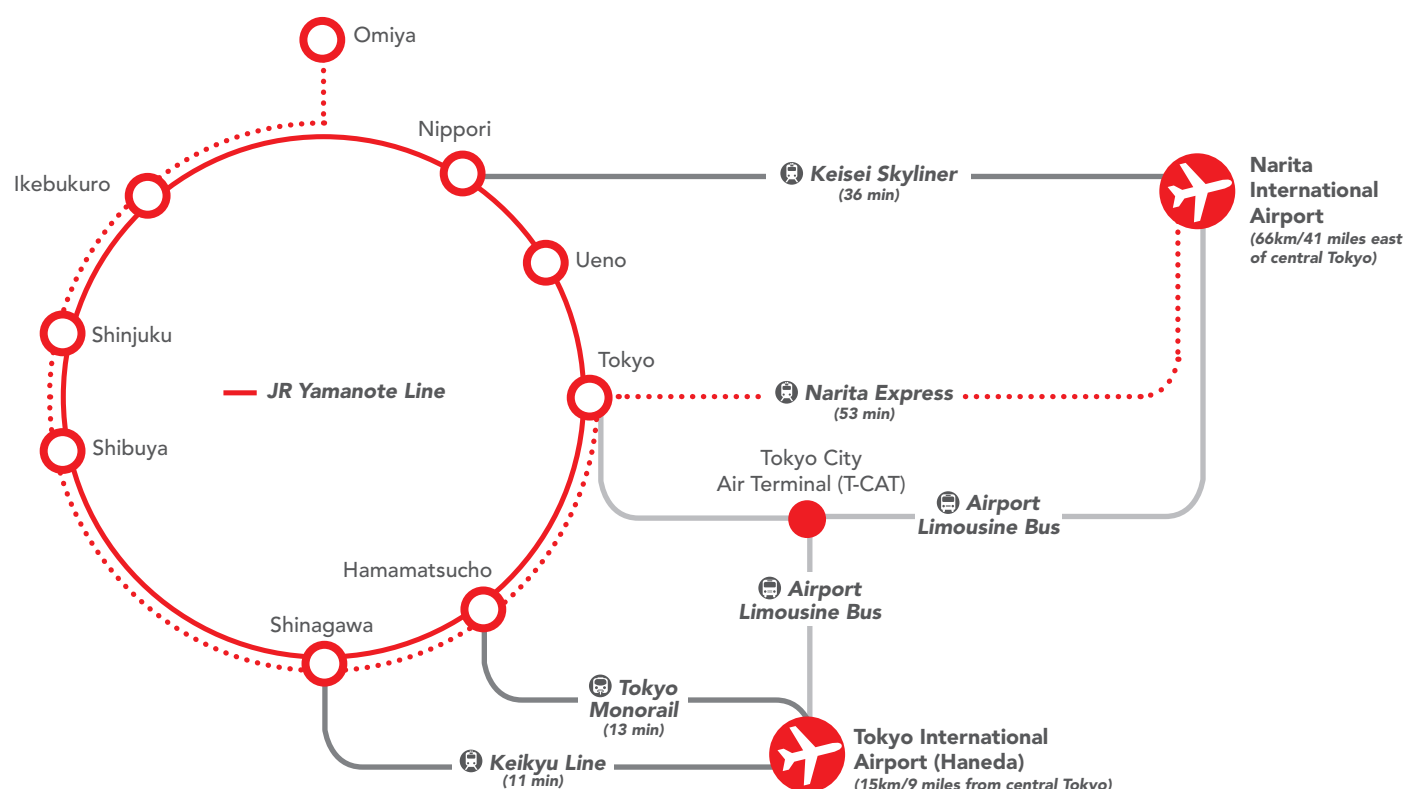
Overview – A network of train lines run by JR East Japan and the subway lines of Tokyo Metro and Toei link stations that are located near hotels, convention venues and around districts for shopping, dining, cultural enrichment and leisure activities. International symbols and signage are available in English, Korean and Chinese at the stations. Train timetables are located on the platforms and are very reliable since the trains in Tokyo run on time.

Taxis – In central Tokyo, taxis are a convenient way to get around town. At train stations, hotels and convention

venues, passengers can board taxis that are lined up at designated spots. At the corner of an intersection or along a busy street, you can hail an approaching taxi by raising your hand.

Shinkansen – All six lines depart from Tokyo Station, and certain bullet trains also stop at Shinagawa Station and Ueno Station. The Hokuriku Shinkansen that connects Tokyo, Toyama and Kanazawa opened in March 2015, making access from the Tokyo metropolitan area much more convenient. Passengers also can reach such northern

To and from the Airports



Average times to key destinations

Destination		Destination			
 Narita International Airport Terminals 1-3	 Narita Express (53 min)→	Tokyo Sta.	 Tokyo International Airport (Haneda) International Terminal	 Keikyu Line (11min) ————→	Shinjawa Sta.
	 Narita Express (73 min)→	Shinjuku Sta.		 Tokyo Monorail (13 min) ————→	Hamamatsucho Sta.
	 Limousine Bus (85 min) ————→			 Limousine Bus (25 min) ————→	Tokyo Sta.
	 Keisei Skyliner (36 min) ————→	Nippori Sta.		 Limousine Bus (35 min) ————→	Shinjuku Sta.
	 Limousine Bus (60-110 min) ————→	Major City Hotels			
	 Limousine Bus (60 min) ————→	Tokyo City Air Terminal (T-CAT)			

destinations as Aomori, Akita, Yamagata and more; head west to Kyoto (approx. 140 trains a day), etc.; and to the south, including Hakata on Kyushu island. Niigata along the Japan Sea and Nagano in the central Highlands (known as the Roof of Japan) are a few of the many other popular destinations served by the bullet trains.

Here's a sample of how convenient it is to reach other major cities from Tokyo by Shinkansen – Sendai (1:40); Nagano (1:30); Kanazawa (2:30); Kyoto (2:18, Nozomi); and Osaka (2:33, Nozomi).

JR Yamanote Line – circles central Tokyo



Shinkansen – rapid transport to many parts of Japan

AREA GUIDE

A QUICK OVERVIEW OF TOKYO

Japan's capital is modern and cosmopolitan, yet rich in cultural heritage. Majestic skyscrapers contrast with the venerable Tokyo Station building and nearby Imperial Palace with its moat and inner gardens. A short walk from fashionable Ginza is the historic theater where kabuki is performed. Some 39 million passengers

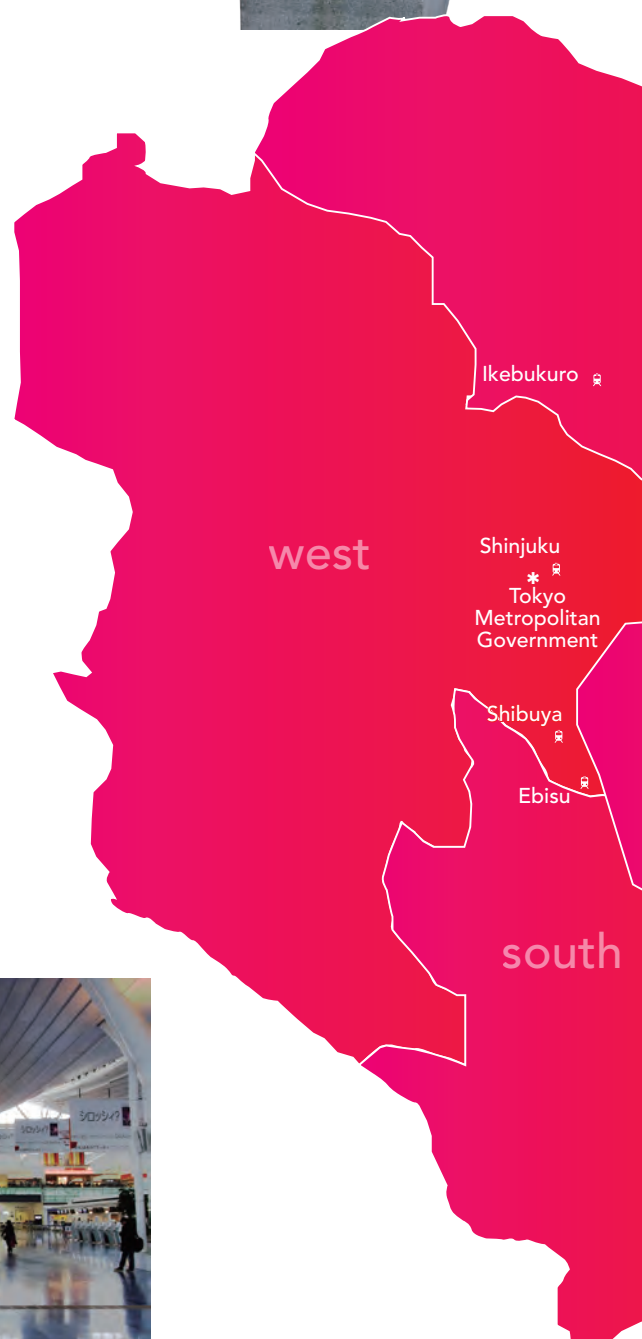
commute daily on trains in the Tokyo metropolitan area, while 1 million people board a taxi each day. Visitors may also take a leisurely pace to enjoy the sights and sounds of Tokyo Bay aboard an old-fashioned yakatabune houseboat, dining in traditional style and singing karaoke. The variety and intrigue of Tokyo never ends.



west



south





A key to the vision of city planners is Tokyo's 23 wards. The **central zone [C]** includes the Marunouchi business and shopping district, Tokyo Tower, the high-fashion avenues of Ginza, Shimbashi's multifaceted bars, historic old-town Nihombashi, Kabukiza Theatre and Tsukiji Market. Then there are the famed night-time entertainment district of Roppongi, the upscale Odaiba waterfront and classical Hama-rikyu Gardens.

In the **western sector [W]** of Tokyo lie the bustling streets of Shinjuku, the trendsetting boutiques and restaurants of Harajuku and Omotesando and Shibuya's most-photographed pedestrian crossing and thousands of teenyboppers. In the Edo period Shinagawa, which is located in the

southern zone [S], flourished as the first accommodation area for travelers arriving from Nihombashi. Today, it connects directly to Tokyo International Airport (Haneda). The anchors for the **north [N]** are Ikebukuro and its massive station department stores and Sunshine City aquarium, along with Tokyo Dome, baseball stadium and Japan's largest concert venue.

Rounding out the capital's compass is the **east [E]**, which includes Ueno's national museums and zoo, Ryogoku Kokugikan for Sumo, Asakusa's iconic Senso-ji Temple, 634-meter TOKYO SKYTREE® and Tokyo Disneyland®/Tokyo DisneySea®.



MUST SEE IN TOKYO

The Imperial Palace



TOKYO SKYTREE®



Senso-ji Temple

The Imperial Palace [C] is where the emperor and empress reside, and is surrounded by a moat and tree-lined grounds. The outer garden, east garden and Kitanomaru Garden are open to the public without charge. Reservations are required to visit the area around the palace itself. A favorite photo opportunity is before the Nijubashi Bridge over the moat, near Tokyo Station, and the east garden when azaleas, hydrangeas and other flora are in bloom. The Chidori-gafuchi moat is an all-time favorite among Tokyoites for cherry blossom viewing in April.

TOKYO SKYTREE [E] has become a landmark in Tokyo and is the highest free-standing broadcasting tower in the world at 634 meters. A shopping, dining and entertainment center, TOKYO Solamachi®, with over 300 establishments and aquarium and planetarium (in Japanese), are at the base of the tower. In the tower's TOKYO SKYTREE TEMBO DECK, the observation deck, café, restaurant and official shop are at 350 meters; and in the TOKYO SKYTREE TEMBO GALLERIA, the observation deck is at 451.2 meters, with the spiral corridor at 450 meters.

Tokyo Tower [C], built in 1958, remains a beloved icon. It exceeds the Eiffel Tower in Paris by 13 meters, yet is 3,000 tons lighter due to advances back then in steel manufacturing and construction technology. Some 34,000 liters of paint is used for the white and orange tower, and 180 floodlights were installed to light up the structure.

Senso-ji Temple [E] in Asakusa is the oldest temple in the capital city, built in the 7th century and drawing more than 30 million visitors annually, and remains an important place of worship. The principle image of the temple is the Bodhisattva Kannon, known among Buddhists as the most compassionate. The Nakamise shopping arcade leads up to the temple and houses stalls selling traditional, local snacks and souvenirs. Rickshaws are available for hire for guided tours of the Edo-style neighborhood.

Meiji Jingu Shrine [W], established in 1920, is dedicated to the souls of Emperor Meiji (1868-1912) and his consort Empress Shoken. The shrine will mark its 100th anniversary in 2020, the same year in which the Tokyo Olympics and Paralympics will be held.

Tokyo Tower



Meiji Jingu Shrine



Kabukiza Theatre



Tsukiji Market

Right next to busy JR Harajuku Station lie more than 70 hectares encompassing the green groves of Meiji Jingu Shinto Shrine. Created about 100 years ago, the sacred wood boasts 234 species of trees. An ethereal feeling permeates the air here, creating a sense of calm that makes you forget you are in the middle of a gigantic city at a shrine that draws the largest number of worshippers in Japan at New Year's.

Tsukiji Market [C] offers fish from around the world, along with fruits and vegetables from around Japan, and has over 10 wholesalers in all with hundreds of stalls where buyers and sellers auction. The seafood volume alone exceeds 1,700 tons daily. Visitors are encouraged to limit their visits to the adjacent outer market covering a few blocks of small retail shops and restaurants, situated along narrow lanes and typically open from five in the morning to around noon or early afternoon. In 2016, Tsukiji Market is slated to move to Toyosu. The outer market will remain at its current location.

Kabukiza Theatre [C] first opened in 1889 and was closed for complete renovation in April 2010. The new complex, the fifth generation of the building, opened in spring 2013

and was designed by Kengo Kuma, and now has a 29-story office tower behind it. The façade and interior of the new theater, however, resemble the previous classic structure with some refinement. The seating area is a little bigger and the exterior facing the small side street is now more open rather than walled in. The ancient dramatic costumed performances can be enjoyed with an English captioning device available for rental.

Rainbow Bridge [C] on the north side of Tokyo Bay is 798 meters in length and has the expressway on the upper deck, the Yurikamome (automated transit) line and another vehicle route on the lower deck. There are pedestrian walkways stretching about 1.7 kilometers and, when open, offer views of the skyscrapers of the inner harbor on the north side, including Tokyo Tower, and the shipping yards and Mt. Fuji on a clear day from the south side. Stored solar energy powers the red, white and green lights at night.

Oedo Onsen Monogatari [C] is an Edo-style theme park tapping actual hot spring water 1,400 meters below.



Mori Art Museum



Tokyo National Museum



Edo-Tokyo Museum

Nezu Museum [C] is located on the site of the former private residence of renowned industrialist Kaichiro Nezu and houses Japanese and Asian classic art with the Kaichiro's diverse personal collection at its core. One can enjoy serenity and harmony between the art masterpieces and modern yet characteristically Japanese building designed by the most sought-after Japanese architect, Kengo Kuma, surrounded by a verdant Japanese garden. **Museum of Contemporary Art Tokyo** [C] holds regular themed exhibitions based on its collection of some 4,800 works to reveal varying angles to contemporary art, as well as inviting special exhibitions.

Tokyo National Museum [E] exhibits some 3,000 outstanding works at a time from its 114,000-piece collection covering paintings, calligraphy, sculpture, decorative arts, archaeology and more. Its e-Museum offers high-resolution images of national treasures and important cultural properties by Japan's four national institutes for cultural heritage in Tokyo, Kyoto, Nara and Kyushu, and descriptions in Japanese, English, French, Chinese and Korean. **Edo-Tokyo Museum** [E] has a replica of the Nihombashi Bridge, which serves as an entrance to the permanent exhibit covering more than 400 years of history. Special exhibitions also present aspects to Tokyo-Edo's history and culture, which serve as projections into living in the future as well. The construction area covers 30,000 square meters.

Mitsubishi Ichigokan Museum, Tokyo [C] opened in 2010, reconstructing the building's original design of 1894. It concentrates on presenting exhibitions of art from the late 19th to the first half of the 20th century. **Ota Memorial Museum of Art** [W] is a museum specializing in ukiyo-e Japanese woodblock prints and houses over 14,000 ukiyo-e works from the 17th to early 20th centuries, including those by Katsushika Hokusai, an ukiyo-e artist representing the Edo period (1603-1868). Every month, about 70 works are put on display. There is also a rock garden in the resting area.

Art Triangle Roppongi

Mori Art Museum [C] is located on the 53rd floor of the Mori Tower in Roppongi Hills. It aims to take the lead in introducing the newest art from Asia and other regions of the world, with a key emphasis on the concepts of being

contemporary and international, which promote its vision of "Art and life in the 21st century." **Suntory Museum of Art** [C] is part of Tokyo Midtown and does not have a permanent exhibition. Rather, it offers special exhibitions that cover a range of periods and schools in Japanese art history and from a variety of regions, as well as periodic displays on foreign-generated art forms. **The National Art Center, Tokyo** [C] is a unique and innovative art exhibition facility, one of the largest exhibition spaces in Japan at 14,000 square meters. Along with various art exhibitions, the Center promotes outreach activities through educational programs, and the library collects and disseminates art information. It aims to provide people with opportunities to experience diverse values and contribute to a new culture based on mutual understanding and symbiotic relationships.



The National Art Center, Tokyo



JAPANESE GARDENS

Hama-rikyu Gardens

The East Gardens [C] of the Imperial Palace cover 210,000 square meters. The East Garden is where, back in the Edo Period (1603-1868), the principal, second and third compounds were. There is a vast lawn area and a preserved Japanese garden. **Hama-rikyu Gardens** [C] are located at the mouth of the Sumida River, with entrances at the Otemon Gate (Shimbashi) and Nakanogomon Gate (Shiodome). The garden has teahouses and a tidal pond, common elements of a feudal lord's residence. **Shinjuku Gyoen** [W] was the former site of a private mansion owned by Lord Naito, and was completed as an Imperial garden in 1906. Covering

58.3 hectares and at a circumference of 3.5 kilometers, the garden blends three styles of garden – French formal, English landscape and Japanese traditional. **Rikugien** [N] is a circuit style daimyo (Japanese feudal lord) garden with manmade hills and ponds that reflect the tastes and flavor of the world of Waka poetry. Highlights include a large weeping cherry tree, garden hills, teahouses built in the Meiji Period (1868-1912) and a small island of stone. **Koishikawa Korakuen** [N] is from the 17th century and has a Chinese flavor to it. The garden earned double designation as the Special Place of Scenic Beauty and the Special Historic Site of the country. The garden

features a central pond and hills, and is a wonderful place for a quiet stroll in central Tokyo. The "Full Moon" bridge, the garden reproduction of Seiko Lake and other features have cultural origins in China.



Koishikawa Korakuen



Shinjuku Gyoen



Rikugien



Comme des Garçons Aoyama

Ginza Maison Hermès [C] (Renzo Piano) is the flagship store and also includes a theater, gallery and champagne bar. The façade of specially designed, fabricated glass (45x45 centimeter blocks) create a translucent “magic lantern,” inspired by the Japanese paper lantern.

Armani/Ginza Tower [C] (Doriana and Massimiliano Fuksas) includes a boutique, wine lounge and ristorante. The permeability of the exterior surface is softened by a cascade of brightly LED-lit leaves that are adjusted in intensity and color according to the time of day or season. **Prada Aoyama** [C] (Herzog & de Meuron) is a six-floor, five-sided polyhedral structure, taking in the surroundings, with a plaza where passersby can linger and admire. Steel defines the three cores, horizontal tubes and diagrid external frame. The windows are a variation between flat and transparent, convex, concave or etched (for the dressing rooms).

MIKIMOTO MAIN STORE [C] (Toyo Ito) is a nine-story building in Ginza housing Mikimoto jewelry along with a cosmetics salon and restaurants. The prominent exterior shines in a pink tone like a pearl and is studded with glass windows of differing shapes and sizes while the joints between the glass windows feature an attractive flat finish. The structure expresses a strong glamorous feeling that leaves a lasting impact even for the Ginza area, which is renowned for its refinement and quality.

GYRE [W] (MVRDV and Takenaka Corporation) located on the corner lot of Omotesando and the Cat Street boardwalk (opposite Omotesando Hills) is a multi-purpose retail complex in the shape of a swirl, as the name suggests, with five floors above ground and one below, including fashion stores, a gallery and restaurants. The building impresses with a design based around a “swirling” concept where each layer is twisted so that each floor jolts out of alignment.

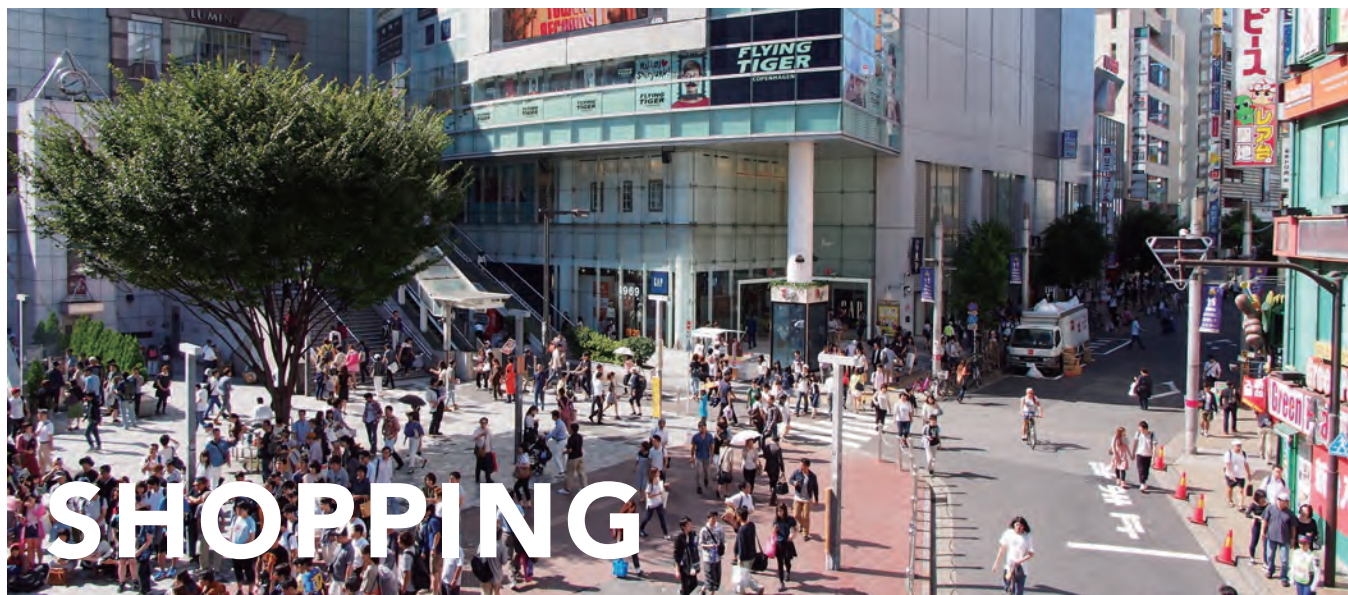
Yoyogi National Gymnasium [W] (Kenzo Tange) in Shibuya was built for the 1964 Tokyo Olympic Games, featuring a suspended roof with high tensile strength reinforcement. The Gymnasium is famous in the world for its unique design and for hosting various sporting events as well as cultural events. The facility is planned for use in the Tokyo 2020 Olympics and Paralympics as a venue. **JP TOWER** [C] (Japan Post Co., Ltd.) is a high-rise building that looms up in front of Tokyo Station. The building consists of a lower level wing, which has preserved a portion of the former Tokyo Central Post Office designed by Tetsuro Yoshida, and an upper level wing with a maximum eaves height of approximately 200 meters. **KITTE**, an impressive commercial facility, is part of JP TOWER. Along with restaurants, stores featuring fashion and miscellaneous items, it also includes a huge triangular atrium as part of an interior environment designed by Kengo Kuma. Moreover, there is an academic culture museum next to KITTE.



MIKIMOTO MAIN STORE



KITTE



Shinjuku

The **Ginza** [C] shopping district is very popular and convenient, with the major department stores in the area offering everything from fashion and accessories, cosmetics and beauty care products to lifestyle goods, foods and restaurants, and traditional Japanese arts and crafts. Matsuya, now with an LED-lit façade, opened in 1925, and the iconic brass lions have been guarding the entrance of Mitsukoshi since 1930. Wako, built in 1932, was architecturally restored recently, and its clock tower remains an icon at the famous intersection of Chuo and Harumi streets. Inside are jewelry, watches and other luxury items. Printemps is a Paris-based chain that not only has women's fashion and accessories, but specialty outlets for wines and foods, as well as restaurants.

Akihabara [C+E] remains Tokyo's Electric Town and the center of Japan's Otaku Anime and Manga culture. Hundreds of outlets sell goods such as computers, cameras, televisions, mobile and smartphones and home appliances. Staff are multilingual, and

there are duty-free shopping options for visitors.

Roppongi Hills [C] is a complex with over 200 restaurants, cafés, shops and event spaces, as well as an art museum and gallery, Cineplex and observation deck. Close by is **Tokyo Midtown** [C] that resonates with the theme of urban living and includes from the basement up to the 4th floor outlets for dining and shopping, a museum and airy event spaces, as well as a park with jogging trail.

Shibuya [W] remains the youth trend-setting area in both fashion and lifestyle. The latest chic multi-story department store is **Shibuya Hikarie**, which includes a three-floor theater for major overseas musicals, while also offering food, beauty items, fashion, lifestyle goods, creative space and restaurants.

Harajuku/Omotesando [W] area is popular among people of all ages and appeals to a diverse range of fashion senses. Along Cat Street, a pleasant boardwalk linking Harajuku and

Shibuya, visitors will find a host of fashion and interior related stores as well as eateries boasting exteriors and interiors that charm the senses. On both sides of Omotesando, a beautiful avenue lined with Japanese elm trees, sit the world's high-end brand stores, with the commercial facility Omotesando Hills serving as a landmark of the area on account of its concentration of popular brands from Japan and abroad as well as restaurants.

Shinjuku [W] is home to behemoth department stores, many connected to the largest train station in the world (Keio) and others just across the street (Odakyu) or nearby one of the four main-direction exits (Takashimaya Times Square and Isetan).

Odaiba [C] along the waterfront has DiverCity Tokyo Plaza, Aquacity and Decks that together offer floors of global brand boutiques, themed restaurants and indoor entertainment spaces and a Cineplex, plus spectacular views of the Tokyo cityscape and Rainbow Bridge.



Ginza



Shibuya

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Miraikan

Miraikan along the Tokyo waterfront [C] is also known as the National Museum of Emerging Science and Innovation. Special exhibitions and unique events organized by various sectors are held on the first floor. The demonstration of ASIMO, a humanoid robot made by HONDA, and androids are attracting many visitors from abroad to the truly unique place. Other than the robot exhibition "Create your future" on the third floor, there are various interactive exhibitions

such as innovation, lifestyle and information technology. The symbol exhibit, the Geo-Cosmos, is the only spherical display for permanent exhibition in the world and shares with people an image of the shining earth that can be seen from space. **Panasonic Center Tokyo** near Tokyo Bay [C] is where the latest technologies for the future are explored. A variety of solutions are displayed on the first floor, designed for sustainable and comfortable lifestyles for the next generation of people

around the world. On the second floor is "RiSuPia," which is a hands-on museum to experience the fun of science and mathematics.

MEGA WEB is located along the Tokyo waterfront [C], and is a theme park and the world's largest auto showroom featuring some 140 vehicles from Toyota Motor's current models, including the MIRAI hydrogen fuel cell vehicle. **Sony Building** in Ginza [C] is a showroom of modern technology where visitors can see, touch and try the latest Sony products. The Communication Zone OPUS on the eighth floor is where they can experience video and audio entertainment of the highest quality.



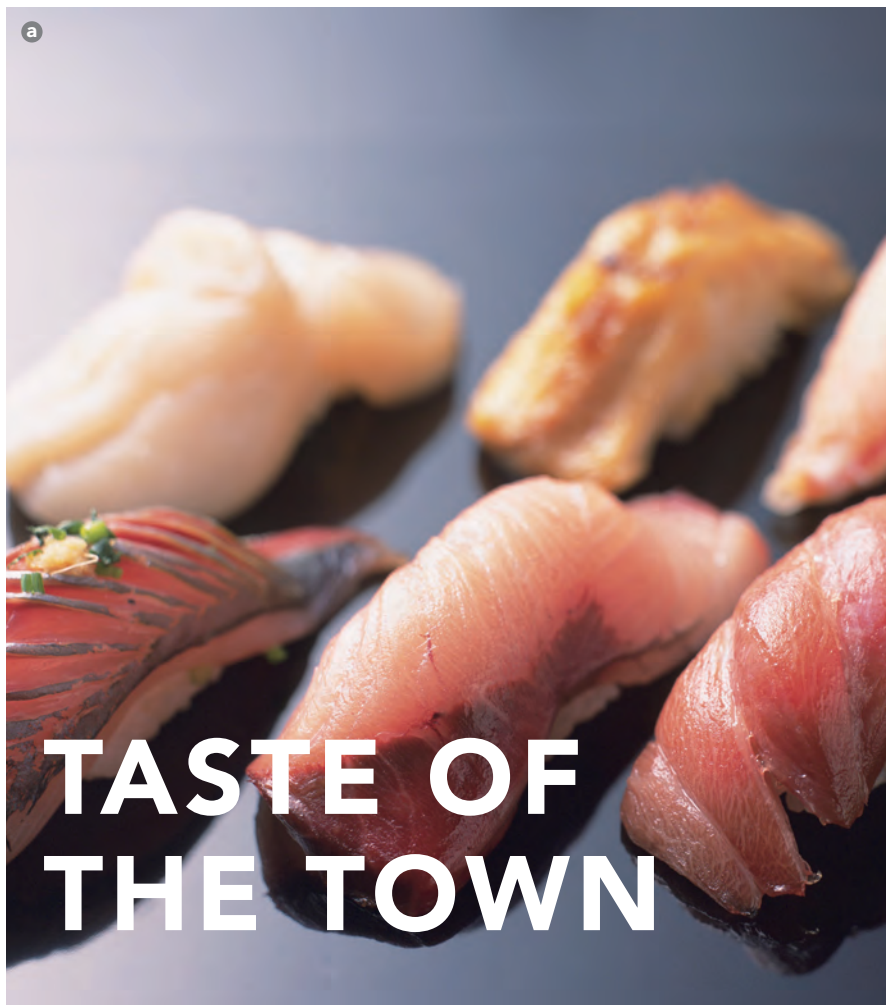
© MEGA WEB

MEGA WEB



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Kodomoroido® (Miraikan)



TASTE OF THE TOWN

Tokyo remains a gourmet paradise. Whether part of a shopping mall, the top floor of restaurants at a department store, the basement level of a skyscraper, the dining section at a train station, a popular entertainment district or in a hotel, you can find restaurants serving the major food categories listed on this page. The choice of restaurants offering authentic fare from other countries is as numerous and remains popular among both foreign and Japanese residents, reminding them of home or where they've been. To

match an event planner's exact needs, the concierge at the hotel where your delegates are staying, as well as the Business Events Team at the Tokyo Convention & Visitors Bureau, can assist in narrowing down the right choice of restaurants and locations, and making the reservations.

Sushi **a** remains a specialized food item. Many of the high-end establishments require a reservation, while the large indoor malls or top floors of department stores have a first-come, first-served policy. Tsukiji

Market remains the primary daily source for tuna and other seafood, so the sushi chefs are up before the crack of dawn to secure their ingredients. Popular family sit-down establishments are Kaiten-zushi, where selections are prepared in the center then placed on a rotating conveyor belt in front of the customers seated around. The cost is determined by the number of small plates, with color-coding to distinguish the more expensive sushi served in pairs.

Tempura **b** can be enjoyed at Japanese-style restaurants serving other items with it, such as noodles or Sashimi (raw fish). It's best to check the menu at the entrance of places specializing only in Tempura since they are very high-end even during the lunch hours. Indigenous roots (burdock, lotus, sweet potato) and seasonal vegetables (carrots, beans, onion), as well as shrimp and small fish (smelt), are commonly deep-fried in oil with a light wheat-flour batter. Customers dip tempura in a sauce (bonito-based stock, soy sauce) with some grated white radish to offset the oily taste.

Quite often Japanese noodles are made from scratch on the premises, and the broths are from handed-down recipes. Long queues outside establishments are a clear sign of their popularity. The choice of Chinese wheat **Ramen** **c** can be region specific (northern Sapporo, southern Hakata), and the hot broth is usually of four types (miso bean paste, salt, soy sauce or tonkotsu pork bone). Recent various include Italian or French style and popular "tsukemen," where noodles





are dipped in flavoured soup. There are thick wheat-flour **Udon**, or narrower buckwheat **Soba** ㉔ served hot or cold.

At **Shabu-Shabu** restaurants, customers place raw thin-sliced meats, cabbage, mushrooms, vegetables and chrysanthemum leaves into a pot of boiling water in the center of the table and then dip the ingredients in a sesame miso bean paste sauce or citrus-based soy sauce. **Teppanyaki**, a high-end dining experience, involves a chef preparing ingredients (beef, shrimp, mushrooms, vegetables) on a flat grill in front of the customers. Grilling skills are also involved in **Robata-yaki** (literally “fireside cooking”), where customers point to their choices among the ingredients spread out before the chef, who scoops them onto a wide wooden paddle with a long handle. The morsels are skillfully



grilled over an open hearth, then served on the same paddle to customers on surrounding counter seats.

If you are looking for a variety of Japanese authentic dishes in one meal, then **Kaiseki** is the answer. A characteristic of Ryokan small inns, this style of dining on a variety of small portions is synonymous with locally grown seasonal ingredients of high quality, prepared in a way to preserve their freshness. The 12-month cycle actually begins in November, when the year’s first tea is prepared for grinding. **Sukiyaki** ㉕ is a stew with thinly sliced beef, clear-glass noodles, bean curd (tofu), onion and mushrooms simmered in soy sauce, sake and sugar, typically served on the colder days of the year.

The choices in **Yakitori** ㉖ grilled chicken skewered on wooden sticks



cover just about every part of the fowl and watching the chef prepare and grill the wide variety of yakitori ordered is fun. **Tonkatsu** ㉗ is breaded fried pork (primarily either fillet or pork loin), served with a special thick Worcestershire sauce and dab of dry mustard, a generous mound of cabbage (customarily as much as you want) with a wedge of lemon and parsley sprig, bowl of rice and miso soup. Tonkatsu can be relatively pricy (not extravagant) because of the skills and quality of meat involved.

Izakayas are a kind of neighborhood pub with a warm, inviting feel. **Izakaya** food culture appeals to both global and native palates. Many foodies call izakaya dining Japan’s friendliest form of dining, and nearly all Japanese love the laid-back, welcoming atmosphere.

OUT ON THE TOWN TIPS

Local brews

Fermented rice wine (**Sake**) is generally between 15-17% alcohol and is stored away from light and kept cool. The methods of brewing have been passed down from generation to generation for some 2,000 years, and the importance of the water and quality of rice is the pride of regions famous for their brands of sake. Whether warm during the winter or chilled during the summer, the extensive varieties of sake are enjoyed throughout Japan

and remain rooted in its lifestyle and culture.

Shochu is made from a variety of ingredients – fruit, raw sugar, grains or sweet potatoes, as well as from corn, sesame seeds, squash or carrots – which depend on the region where it is produced. In any case, it is always clear and possesses a light flavor. There are two ways shochu is distilled, either multiple in patent stills or single in pot stills, with the latter shochu the most prevalent, having a higher alcohol

content, and quality of taste readily recognizable.



NIGHT LIFE



After the sun sets, Tokyo has so much to offer in the way of live music, the variety of dining, specialty boutiques and places for a pleasant evening stroll or casual drink. Here is but a sampling to whet your guests' appetite.



Ninja Akasaka



© Blue Note Tokyo

Blue Note Tokyo

Blue Note Tokyo [C] in Minami-Aoyama may be the largest club in the capital city for first-class jazz, Latin, world and soul acts, but the clever table arrangements keep the raised stage close and in view. An exceptional AV system maintains the genuine sounds and balance of the vocals and instruments. Professional stage lighting complements the performance. Dinner and drinks are served in a cozy classy décor.

Billboard Live TOKYO [C] in Roppongi's Tokyo Midtown complex is where musicians on their world tours come to town, covering a range of genres, from classic, jazz and pop to R&B, funk and rock. The venue with unobstructed

views of the stage is great for both performing artists and fans, and the glass backdrop offers a dramatic panorama of the night skyline up to show time.

NINJA AKASAKA [C] is an entertainment-type restaurant with a "ninja" motif, as the name suggests. The interior features a complex array of private rooms laid out like a labyrinth that simulate ninja residences from the end of the 15th to the end of the 16th centuries. The interior is complete with a waterfall and pond. While visitors enjoy the culinary creations based on healthy Japanese style food, they are treated to ninja table magic performed by "ninja" staff.

KARAOKEKAN welcomes everyone with the latest karaoke features at the highest level in the industry. Based on the concept "simple yet elegant," you can choose a private room that suits the number of people in your group, from small to large, with sofa-type seating around a table. The selection of Japanese and overseas hits – current songs and oldies – is quite comprehensive. The purpose-built remote control keeps your DVD choices in the order you inputted, and the rooms are soundproof. The facilities are complete with an audio recording room (reservation required) that enables your own original CD production. The extensive food and drink menu is displayed in four languages and you can order straight from your room.



© Billboard Live TOKYO

Billboard Live TOKYO



©KARAOKEKAN

Karaoke

TOURS AROUND TOKYO

Cultural enrichment, centuries of heritage and unparalleled natural beauty are a part of Japan's capital, waiting to be discovered and explored during an organized tour leading up to the convention, or as a fitting conclusion to the event. The four varied choices easily accessible from central Tokyo can provide a rewarding, one-of-a-kind experience on incentive tours.

Mt. Fuji from Lake Ashi in Hakone



Kamakura

Historic city along the seacoast with famous temples and shrines in a verdant setting

The ancient capital, Kamakura, is a very popular destination to stroll among preserved temples and shrines, including the venerable Tsurugaoka Hachimangu Shrine, spread across the rolling hills and deep forests. Here also is one of the largest open-air Buddhas in the world, The Great Buddha of Kamakura. Just an approximately one-hour journey by train from Tokyo.

Hakone

Hot spring resort in the mountains with picturesque Lake Ashi

The fresh air and beautiful natural mountainous setting of Hakone is

where you'll enjoy Japan's famed resort area of 17 hot spring towns. At its center is Lake Ashi, offering serene views of Mt. Fuji on a clear day. The large excursion boats circling the lake put you in the middle of the spectacular surrounding nature. Accessible from central Tokyo by either a 40-minute Shinkansen bullet train ride to Odawara or two-hour bus ride.

Nikko

Natural beauty and Japanese history at a very popular tourist spot

A World Heritage Site, Nikko invites casual treks along the river and up into the mountains. The rewards include viewing Toshogu Shrine, dedicated to the memory of Ieyasu Tokugawa who established the Edo Shogunate, and Yomeimon with its artistic sculptures designated as a national treasure. Along the way you can take in dynamic Kegon Falls, breathtaking Lake Chuzenji and the natural winding Irohazaki road. A convenient two-hour express train ride from Tokyo's Asakusa Station.

Mt. Fuji

Scenic views from Japan's highest mountain

During the climbing season in summer, you can hike as far as the summit of the 3,776-meter-high Mt. Fuji, while at other times of the year, you can get to the lower fifth station to enjoy the view from Japan's snowcapped icon. The adjacent Asagiri Highland offers an inverted image of Mt. Fuji reflected on the pristine surface of Lake Tanuki. All this is less than a three-hour train ride from Tokyo's Shinjuku Station.



Nikko

CONVENTION VENUES

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There are approximately **50,000** taxis operating in Tokyo and some **39 million** people travel by rail daily in the Tokyo metropolitan area.

Nihombashi bridge is the point from which **all distances in Japan** are measured.



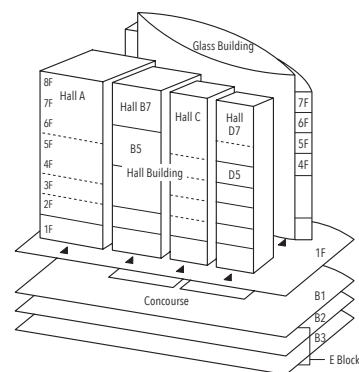
TOKYO INTERNATIONAL FORUM



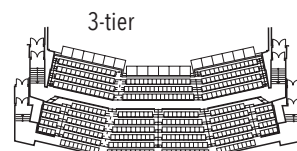
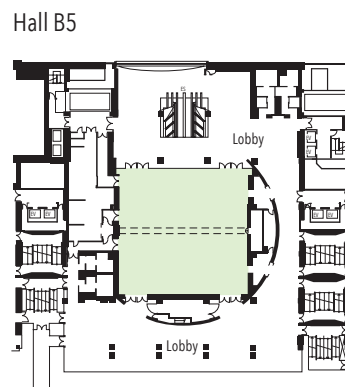
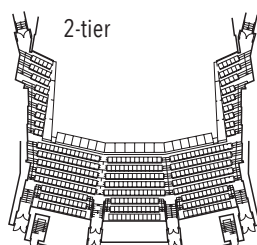
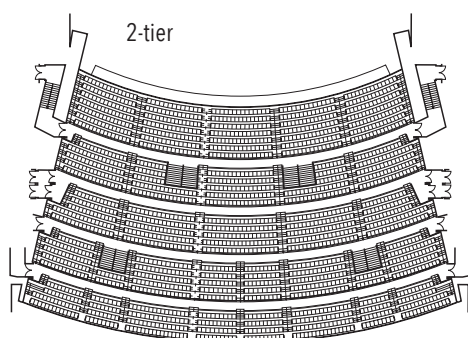
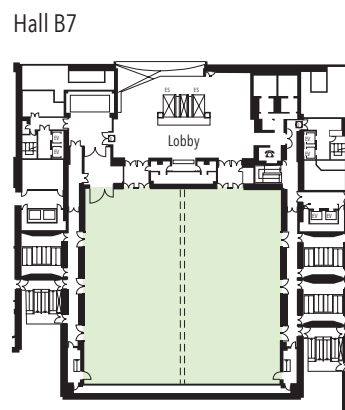
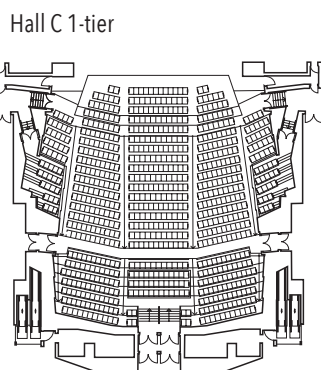
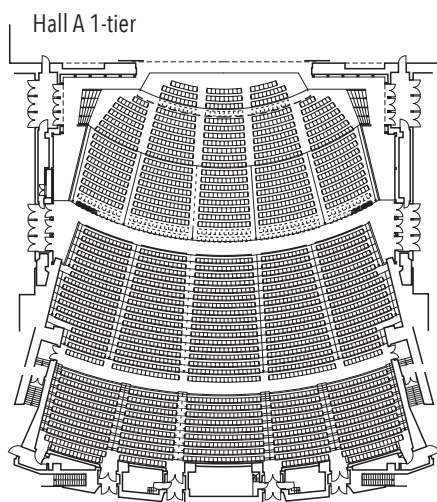
THE VENUE

TCVB

Tokyo International Forum (TIF), just a five-minute walk from Tokyo Station, has as its focal point a majestic towering glassed atrium above a generous multi-purpose reception area below. The largest international conference center in central Tokyo is conveniently located between the Marunouchi business district and the popular Ginza shopping/dining area. TIF consists of eight distinctive halls ranging from multi-level theaters to flat open space, 34 conference rooms, galleries, a refreshing ground-level plaza with greenery and a variety of shops and restaurants. The largest hall features 5,012 seats and two-tiered audience seating, making it one of the largest theaters in Japan. TIF also offers various services such as catering, AV and LAN in order to make your events the most successful.



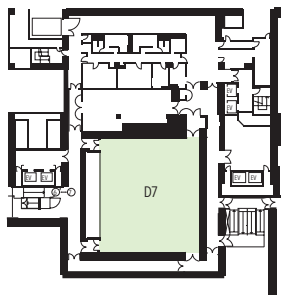
Bridges connect Hall Building with Glass Building on 4th, 5th and 6th floors.



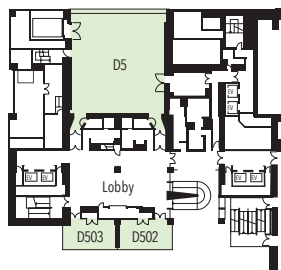


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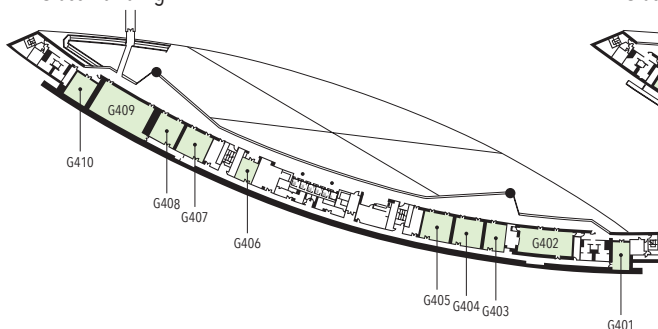
Hall D7



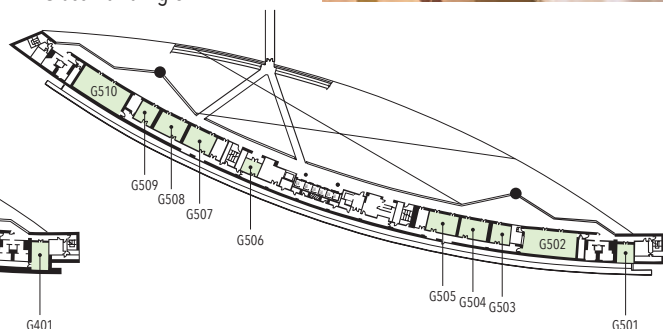
Hall D5



Glass Building 4F



Glass Building 5F



Same layout on the 6th floor

Block	Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
A	Hall A	1	—	—	—	—	5,012	—	—	—	—
C	Hall C	1	—	—	—	—	1,502	—	—	—	—
B	Hall B7 (2)	7	37.5 x 37.5	1,400	15,070	7	1,200	612	—	560	900
	Hall B5 (2)	5	25 x 24	600	6,458	6.8	480	312	126	216	350
D	Hall D7	7	17.3 x 19.7	340	3,660	6.7	240	147	84	112	200
	Hall D5	5	16.5 x 17.2	285	3,068	6.35	200	120	72	99	150
	D502	5	—	41	441	3	30	12	18	—	—
	D503	5	—	41	441	3	30	12	18	—	—
	Hall D1	1	13.7 x 10	137	—	4.7	140	79	48	—	—
	D401	4	—	49	527	3	30	18	24	—	—
E	Exhibition Hall (2)	B2	—	5,000	53,819	9	—	—	—	1,328	3,000
G	Lobby Gallery (2)	B1	10 x 28 + 10 x 28	560	6,027	60	—	—	—	—	—
	G401	4	—	52	560	2.7	40	24	24	—	20
	G402	4	—	142	1,528	2.7	130	81	60	—	80
	G403	4	—	56	603	2.7	40	24	24	—	30
	G404	4	—	82	883	2.7	60	36	30	—	40
	G405	4	—	85	915	2.7	70	45	36	—	40
	G406	4	—	42	452	2.7	—	—	14	—	—
	G407	4	—	87	936	2.7	70	45	36	—	40
	G408	4	—	80	861	2.7	60	36	30	—	40
	G409	4	—	206	2,217	2.7	168	120	72	—	100
	G410	4	—	73	786	2.7	50	36	30	—	—
	G501/G601	5/6	—	36	388	2.7	24	12	18	—	—
	G502/G602	5/6	—	144	1,550	2.7	130	81	60	—	80
	G503/G603	5/6	—	39	420	2.7	24	12	18	—	20
	G504/G604	5/6	—	57	614	2.7	36	24	30	—	30
	G505/G605	5/6	—	61	657	2.7	36	30	30	—	30
	G506/G606	5/6	—	26	280	2.7	—	—	12	—	—
	G507/G607	5/6	—	57	614	2.7	36	24	30	—	30
	G508/G608	5/6	—	59	635	2.7	36	24	30	—	30
	G509/G609	5/6	—	39	420	2.7	24	12	18	—	20
	G510/G610	5/6	—	144	1,550	2.7	130	81	60	—	80
	G701	7	—	200	2,153	2.7	190	102	78	—	100
	Lounge	7	—	224	2,411	—	—	—	—	—	120

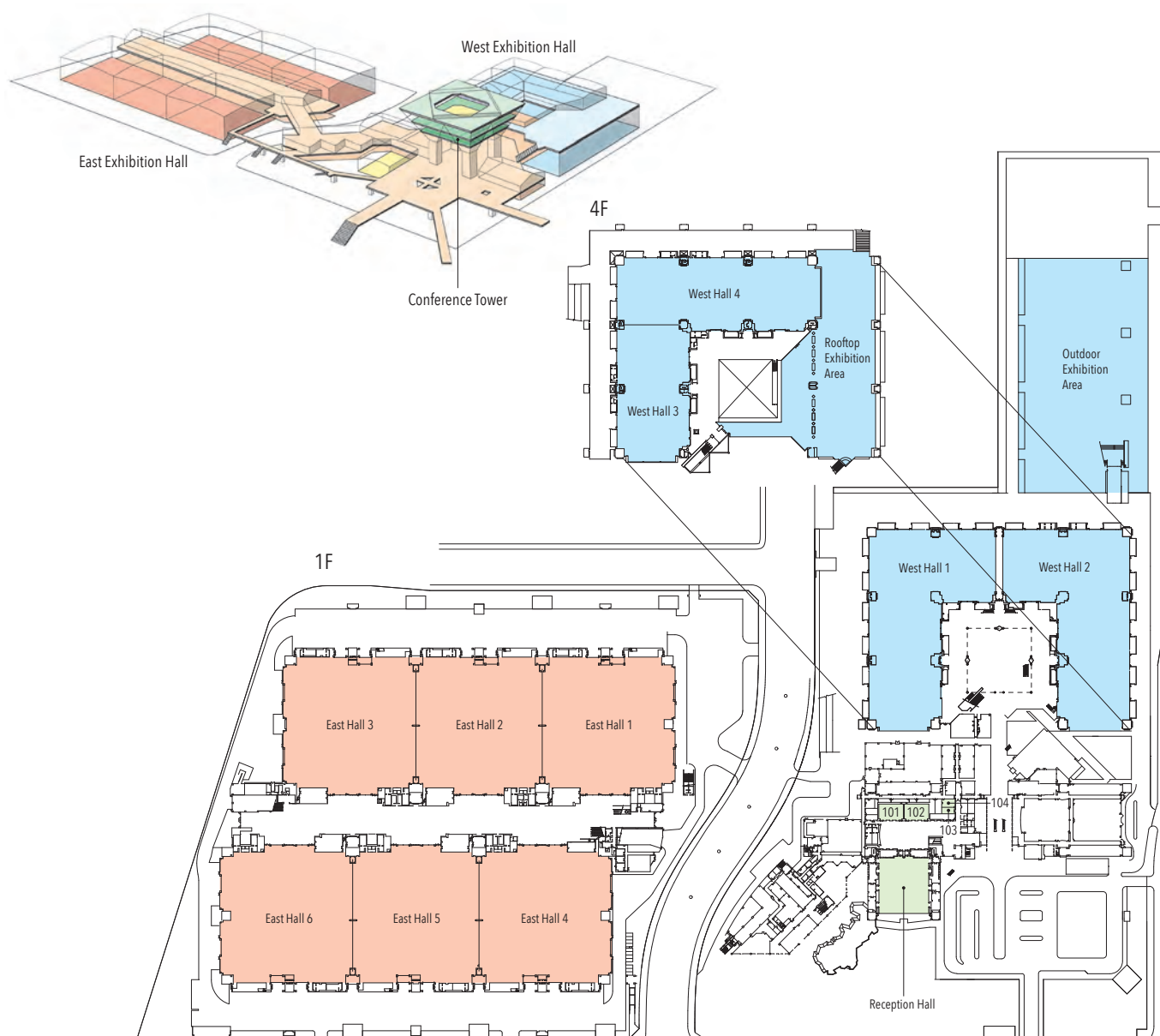
* () refers to possible room divisions using partitions. Besides the above, 16 meeting rooms are available. High-speed Internet installation upon request.

TOKYO BIG SIGHT

THE VENUE

TCVB

Tokyo Big Sight boasts Japan's largest exhibition area. The East Exhibition Hall and the West Exhibition Hall, with a total floor space of 80,660 square meters, are engineered to support a broad range of exhibitions and events. Conference rooms are linked effectively to the Exhibition Halls. The East Halls consist of six exhibition halls, three lining either side of the two-tiered Galleria main walkway. The West Halls consist of a two-tiered exhibition hall surrounding the Atrium, which is a dynamic high-ceiling space. The Conference Tower is the landmark of Tokyo Big Sight and caters to a variety of meetings, with the International Conference Room having a capacity of 1,000 people. In addition, there is the Reception Hall and 22 other conference rooms of various sizes.

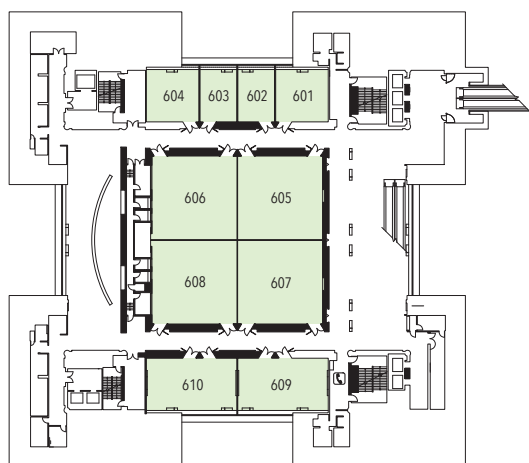




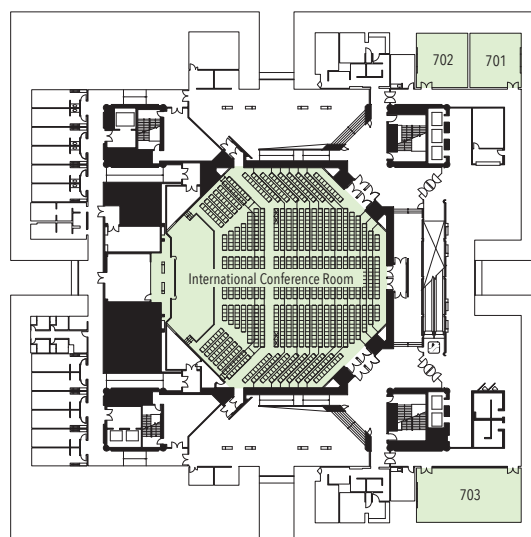
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www.bigsight.jp/english/index.html

THE FACILITIES

Conference Tower 6F



Conference Tower 7F



Building	Room ()*	Floor	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Reception
East Exhibition Hall	East Hall 1	1	8,670	93,324	17~31	—	—	—	—
	East Hall 2	1	8,350	89,879	17~31	—	—	—	—
	East Hall 3	1	8,670	93,324	17~31	—	—	—	—
	East Hall 4	1	8,670	93,324	17~31	—	—	—	—
	East Hall 5	1	8,350	89,879	17~31	—	—	—	—
	East Hall 6	1	8,670	93,324	17~31	—	—	—	—
West Exhibition Hall	West Hall 1	1	8,880	95,584	12	—	—	—	—
	West Hall 2	1	8,880	95,584	12	—	—	—	—
	West Hall 3	4	4,680	50,376	13~18	—	—	—	—
	West Hall 4	4	6,840	73,626	13~18	—	—	—	—
Conference Tower	Reception Hall (2)	1	1,700	18,299	8.8~12.2	1,100	882	—	700
	101	1	180	1,938	3.7~4.2	144	120	54	—
	102	1	180	1,938	3.7~4.2	144	120	54	—
	103	1	35	377	2.5	18	18	18	—
	104	1	50	538	2.5	28	24	24	—
	International Conference Room	7	1,030	11,087	10	1,000 fixed	—	—	—
	601	6	80	861	3.7~4.2	40	36	30	—
	602	6	55	592	3.7~4.2	20	18	24	—
	603	6	55	592	3.7~4.2	20	18	24	—
	604	6	80	861	3.7~4.2	40	36	30	—
	605~608 (2 or 4)	6	760	8,181	3.7~4.2	612	504	—	—
	609	6	135	1,453	3.7~4.2	100	72	48	—
	610	6	135	1,453	3.7~4.2	100	72	48	—
	701	7	80	861	3.7~4.2	50	45	30	—
	702	7	80	861	3.7~4.2	50	45	30	—
	703	7	150	1,615	3.7~4.2	120	99	60	—
	801	8	75	807	3.7~4.5	56	42	30	—
	802	8	100	1,076	3.7~4.2	60	54	36	—
	803	8	35	377	3.7	—	—	10 fixed	—
	804	8	55	592	3.7~4.5	—	—	12 fixed	—
	805	8	85	915	3.7~4.5	—	—	8 fixed	—
Outdoor Exhibition Area	—	—	9,000	96,876	—	—	—	—	—
Rooftop Exhibition Area	—	—	6,000	64,584	—	—	—	—	—

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

TOKYO FASHION TOWN (TFT)

EAST WING 3-6-11 ARIAKE, KOTO-KU, TOKYO 135-8071 WEST WING 3-4-10 ARIAKE, KOTO-KU, TOKYO 135-8071
TEL: +81-3-5530-5010 FAX: +81-3-5530-1222 www.tokyo-bigsight.co.jp/english/tft/



THE VENUE

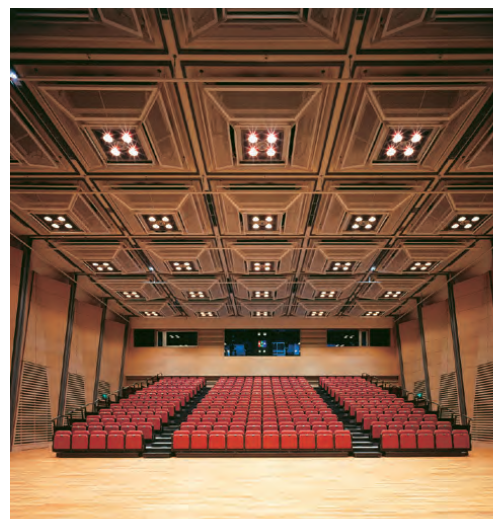
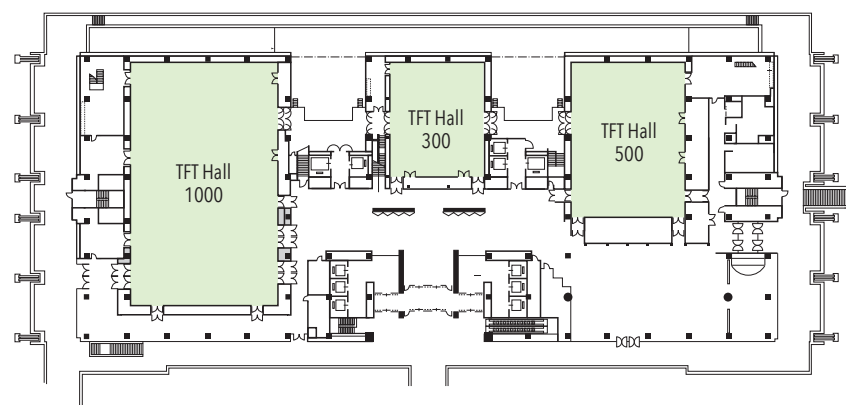
TCVB

Tokyo Fashion Town (TFT) Hall is conveniently located adjacent to Tokyo Big Sight in the capital city's waterfront district and is a versatile venue suitable for an extensive range of events. The West Wing provides three main halls of varying sizes on one level. TFT Hall 1000 holds large-scale exhibitions with its generous floor space of 900 square meters. Ideal for international

conferences, film screenings and concerts, TFT Hall 500 offers 440 square meters that comes with rollback chairs and a simultaneous interpretation system. The East Wing is set aside for meeting rooms, with retractable partitions allowing for flexible configurations. High-speed Internet connectivity is available in all three halls and 14 meeting rooms.



THE FACILITIES



Building	Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
West Wing	TFT HALL 1000	2	23.2 x 38.9	900	9,688	6.2	900	500	—	360	600
	TFT HALL 500	2	17.6 x 24.4	446	4,736	7	450	250	—	192	300
	TFT HALL 300	2	14.7 x 18.3	270	2,906	7	250	150	—	96	180
East Wing	Lecture Room 904~907 (4)	9	46.5 x 18.8	870	9,365	2.7	870	510	—	—	430
	Lecture Room 908/909	9	12.7 x 20.7	250	2,691	2.7	250	150	72	—	120
	Conference Room 9-A	9	17.7 x 10.5	190	2,045	2.7	190	120	54	—	100
	Conference Room 9-E	9	10.6 x 11.3	120	1,292	2.7	120	48	24	—	60
	Lecture Room 902	9	9.2 x 10.5	110	1,184	2.7	110	48	36	—	50
	Conference Room 9-F	9	8.7 x 11.3	100	1,076	2.7	—	—	24	—	—
	Conference Room 9-B/9-C	9	7.9 x 12	95	1,023	2.7	—	—	16	—	—

* () refers to possible room divisions using partitions. Besides the above, 2 meeting rooms are available.

ROPPONGI ACADEMYHILLS

49F, ROPPONGI HILLS MORI TOWER, 6-10-1 ROPPONGI, MINATO-KU, TOKYO 106-6149 TEL: +81-3-6406-6226
FAX: +81-3-6406-9350 forum.academyhills.com/roppongi/en/ E-MAIL: conference@academyhills.com



THE VENUE

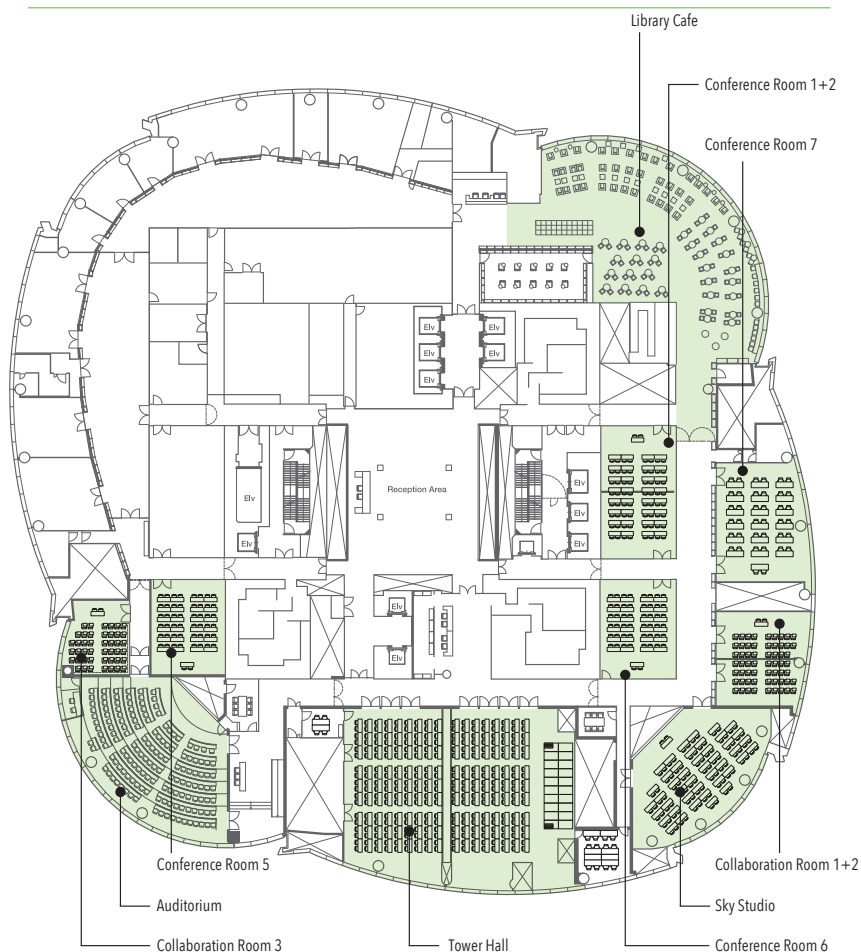
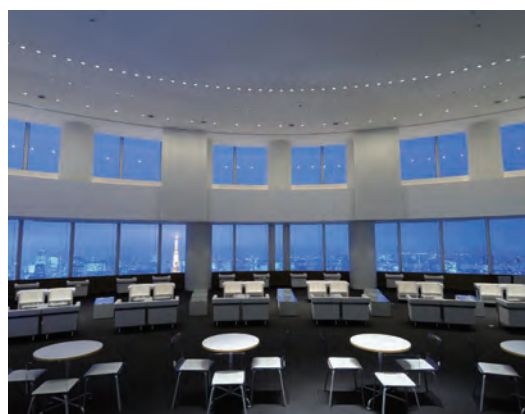
TCVB

Roppongi Academyhills is a conference center in the high-rise Roppongi Hills complex, one of Tokyo's landmarks. The complex is conveniently connected directly to Roppongi subway station in central Tokyo. Facilities include space accommodating 500 delegates for a wide range of events, such as seminars, new product launches and academic conferences. It also is the ideal setting for a party of up to 300 guests, providing

stunning panoramic views of the skyline that includes Tokyo Tower and Rainbow Bridge. Wireless LAN throughout the venue and TV conferencing facilities are available. The Roppongi Hills complex features a Japanese garden, art galleries, an observation platform and the Grand Hyatt Tokyo hotel. A multi-screen movie theater and more than 200 shops round out what to enjoy during your stay.



THE FACILITIES



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Tower Hall (2)	49	17.5 x 24.2	460	4,951	6	504	306	—	—	320
Auditorium	49	17.8 x 17.8	232	2,497	6	—	150	—	—	—
Sky Studio	49	15x 15	167	1,798	3	120	88	—	—	100
Conference Room 1+2	49	7.8 x 13.7	111	1,194	3	100	64	44	—	—
Conference Room 5	49	7.8 x 9.9	80	861	3	70	48	32	—	—
Conference Room 6	49	7.9 x 10.3	84	904	3	70	48	32	—	—
Conference Room 7	49	10.1 x 12.4	124	1,335	3	—	36	28	—	60
Collaboration Room 1+2	49	10.1 x 9.4	103	1,109	3	60	—	—	—	50
Collaboration Room 3	49	7.8 x 5.9	55	592	3	44	—	—	—	30
Library Cafe	49	22 x 23	382	4,111	6.9	—	—	—	—	300

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.



Touch arts and green in central Tokyo.

- 2 halls holding between 400 and 800 people
- 9 conference rooms holding between 30 and 180 people
- 4 event spaces between 210m² and 1,880m²
- 130 shops & restaurants
- You can stay at The Ritz-Carlton, Tokyo



Tokyo Midtown

www.tokyo-midtown.com

TOKYO MIDTOWN HALL & CONFERENCE



9-7-2 AKASAKA, MINATO-KU, TOKYO 107-0052 TEL: +81-3-3475-3103 FAX: +81-3-3475-3137
www.tokyo-midtown.com/en/facilities/hall/ E-MAIL: tmhc@tokyo-midtown.co.jp

THE VENUE

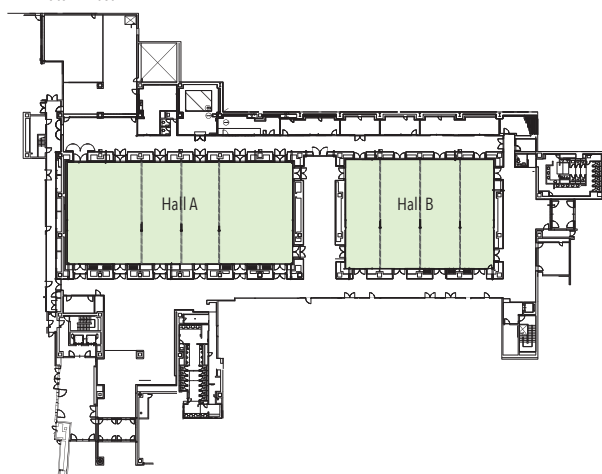
TCVB

Tokyo Midtown is in the heart of central Tokyo, located near Tokyo Tower and the Roppongi/Akasaka entertainment district, and is considered a premium venue exclusively devoted to MICE events. The dimensions of the two convention halls, 770 square meters and 540 square meters, coupled with conference rooms that accommodate 16 up to 120 delegates in a classroom-style

setup, make Tokyo Midtown your one-stop event space. An added enticement is the stunning ballroom and meeting rooms at five-star The Ritz-Carlton, Tokyo, located on-site. Whether for corporate meetings, sales incentives, academic conferences or exhibitions, Tokyo Midtown has the flexibility in floor plans to meet your exact requirement, plus a location convenient to city attractions.

THE FACILITIES

Midtown East B1F



Midtown Tower 4F



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Hall A (3)	B1F	40.8 x 18.2	770	8,288	7	816	576	—	—	600
Hall B (2)	B1F	27.1 x 19.2	540	5,813	7	559	408	—	—	420
Room 1/2/3/4	4	7.1 x 10.8	80	861	3	64	30	—	—	40
Room 1+2/3+4	4	14.2 x 10.8	158	1,699	3	120	96	—	—	80
Room 1+2+3/2+3+4	4	21.3 x 10.8	236	2,538	3	216	132	—	—	120
Room 5	4	10.7 x 10.8	123	1,324	3	104	60	—	—	65
Room 6	4	7.6 x 10.8	93	1,001	3	72	36	—	—	50
Room 7	4	20.5 x 9.6	208	2,239	6	150	99	—	—	110
Room 8	4	6.5 x 6.8	51	549	3	—	16	—	—	—
Room 9	4	11.4 x 17	219	2,357	3	180	120	—	—	90

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

TORANOMON HILLS FORUM

A Smart CONFERENCE CENTER in Central Tokyo

Presenting one of the largest conference centers in the Toranomon/Shimbashi area of Tokyo, adjacent to Kasumigaseki, Otemachi and Roppongi. Featuring superior accessibility to Haneda Airport, this hub connects Tokyo with the world and aims to become a base for international exchange and information dissemination. The center will serve as an ideal venue for a variety of MICE (Meeting, Incentive Tour, Conference/Convention, Exhibition) including general assemblies, seminars, symposiums and business events.



With a roughly 3,300m², column-free floor area, the halls are easily divisible.
The facilities can accommodate up to 10 concurrent sessions.

Located near Ginza, there are also many popular tourist spots.

Toranomon/Shimbashi area is rich in humanity among the highly developed areas of Tokyo,
full of tourist spots, historic sites and sloping roads with attractive atmosphere.

Mori Building Co., Ltd.
Academyhills Forum Office

Roppongi Hills Mori Tower 49F 6-10-1 Roppongi, Minatoku, Tokyo 106-6149 JAPAN

• Email: conference@academyhills.com • URL: <http://forum.academyhills.com/toranomon/en/>

**TORANOMON HILLS
FORUM**

TORANOMON HILLS FORUM



TORANOMON HILLS MORI TOWER 5F, 1-23-3, TORANOMON, MINATO-KU, TOKYO 105-6305

TEL: +81-3-6406-6226 FAX: +81-3-6406-9350

forum.academyhills.com/toranomon/en/ E-MAIL: conference@academyhills.com

THE VENUE

TCVB

Toranomon Hills Forum has three functional halls and four meeting rooms with a total floor area of approximately 3,300 square meters equipped with desks of internationally standardized height, co-developed with Cassina inc., and comfortable chairs. The operational know-how of Roppongi Academyhills is combined with excellent facility management services to provide hotel-like hospitality far exceeding that of traditional conference halls and facilities.



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Hall A (3)	5	14.1 x 49.5	757	8,146	4	792	396	—	—	650
Main Hall (2)	5	16.5 x 34.6	591	6,351	7.2	720	504	—	—	500
Meeting Room 1	5	8.7 x 8	87	939	3	78	36	30	—	—
Meeting Room 2	5	7 x 7	60	645	3	42	21	24	—	—
Meeting Room 3	5	6.6 x 5.6	50	533	3	39	24	24	—	—
Meeting Room 4	5	8.3 x 9.2	94	1,009	3	61	33	30	—	—
Hall B (4)	4	15.5 x 26.8	430	4,622	4	460	357	—	—	330

* () refers to possible room divisions using partitions.

JP TOWER HALL & CONFERENCE



JP TOWER KITTE 4&5F, 2-7-2 MARUNOUCHI, CHIYODA-KU, TOKYO 100-7004

TEL: +81-3-5222-1800 FAX: +81-3-5222-1822 www.jptower-hall.jp/ E-MAIL: jptower-hall@congre.co.jp

THE VENUE

JP TOWER Hall & Conference is in a prime location, at the very heart of Japan's capital, and conveniently connected to Tokyo Station by an underground walkway – just one minute from the nearest station exit. This international conference center features a multipurpose hall covering 600 square meters that can be divided into three sections. There are also several conference rooms and smaller meeting rooms that are suitable for a wide range of events, from international conferences and exhibitions to receptions and new-product launches. At JP TOWER Hall & Conference, you will enjoy a high-grade level of service and facilities befitting an international, cosmopolitan metropolis such as Tokyo, which remains a key hub for information and culture.



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Hall (3)	4F	—	600	6,458	6.4~7	693	378	—	—	300
Conference Room A (3)	4F	—	367	3,950	2.9~3.2	380	225	—	—	180
Conference Room B (2)	5F	—	246	2,648	2.9~3.2	252	150	72	—	120
Meeting Room 1	4F	—	48	517	3.2~3.7	—	—	30	—	—
Meeting Room 2	4F	—	50	538	3.2~3.7	—	—	30	—	—
Meeting Room 3	4F	—	48	517	3.2~3.7	—	—	30	—	—
Meeting Room 4	4F	—	45	484	3.2~3.7	—	—	30	—	—
Meeting Room 5	5F	—	25	269	2.8	—	—	18	—	—
Meeting Room 6	5F	—	24	258	2.8	—	—	18	—	—
VIP Reception Room	4F	—	34	366	3	—	—	—	—	—
Anteroom	4F	—	12	129	2.6	—	—	—	—	—

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

TOKYO CONVENTION HALL



TOKYO SQUARE GARDEN 5F, 3-1-1 KYOBASHI, CHUO-KU, TOKYO 104-0031

TEL: +81-3-5542-1995 FAX: +81-3-5542-1994

tokyo.conventionhall.jp/eng/index.html E-MAIL: info@tokyo.conventionhall.jp

THE VENUE

Tokyo Convention Hall is conveniently located within walking distance of Tokyo Station. The main hall with a total space of 477 square meters can be divided into two halls to accommodate small- to mid-size academic conferences, symposia and public forums. The main hall seats up to 500 guests for theater-style meetings and receptions and up to 273 for classroom-style presentations. A maximum of nine medium- and small-sized rooms are also available for a wide range of meetings, including a small hall for multipurpose events.



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Reception
Large Hall (2)	5	27.3 x 17.2	477	5,134	8	500	273	—	300
Small Hall	5	12.4 x 8.8	106	1,140	4.3	108	63	—	40
Mid-Sized Meeting Room I (3)	5	19.4 x 10.9	212	2,281	3.5	210	108	—	100
Mid-Sized Meeting Room II (3)	5	19.4 x 10.9	212	2,281	3.5	210	108	—	100
Small-Sized Meeting Room A	5	7.7 x 4.6	36	387	3.5	—	—	10	—
Small-Sized Meeting Room B	5	7.2 x 4.6	33	355	3.5	—	—	18	—
Small-Sized Meeting Room C	5	7.7 x 4.6	36	387	3.5	—	—	18	—
Foyer I	5	9.8 x 8.1	80	1,184	8	—	—	—	—
Foyer II	5	10.5 x 6.4	66	710	8	—	—	—	—

* () refers to possible room divisions using partitions.

HIKARIE HALL



SHIBUYA HIKARIE, 2-21-1 SHIBUYA, SHIBUYA-KU, TOKYO 150-8510 TEL: +81-3-5468-5088 FAX: +81-3-5468-5090

www.hikarie.jp/en/ E-MAIL: info@hikarie-hall.jp

THE VENUE

Hikarie Hall offers outstanding convenience with direct access by eight train lines at Shibuya Station, including the Yamanote loop that circles central Tokyo. The two halls provide 1,000 square meters and 300 square meters of space, which can accommodate a myriad of events, from trade fairs, exhibitions and seminars to fashion shows and other live presentations. Both facilities have a generous ceiling height of some 7 meters, along with technical-support capabilities, to enable hosting your ideal events at a new venue in one of the capital city's most dynamic districts.



Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Hall A	9	38.5 x 26	1,000	10,763	7	850	456	—	—	600
Hall B	9	24 x 12	300	3,229	6.8	266	156	—	—	160

Internet connection available in all meeting rooms.

TOKYO CONFERENCE CENTER SHINAGAWA



AREA SHINAGAWA 3F, 4F&5F, 1-9-36 KONAN, MINATO-KU, TOKYO 108-0075

TEL: +81-3-5840-9840 FAX: +81-3-6717-7011

www.tokyo-cc.co.jp/eng/features_s E-MAIL: shinagawa@tokyo-cc.co.jp

THE VENUE

Tokyo Conference Center Shinagawa, just a two-minute walk from Shinagawa Station, has successfully hosted conferences for an extensive range of companies and organizations. This professional conference site offers your organization extensive support based on vast experience and expertise in the professional conference market. The conference center is both flexible and innovative and able to provide a variety of pleasant meeting and conference rooms, including an executive boardroom and a large hall with a 500-seat capacity. The International Association of Conference Centers (IACC) has certified the Shinagawa facility as surpassing universal standards.



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Large Hall (2)	5	—	728	7,836	7	—	500	—	—	200
501	5	—	195	2,098	3.5	—	98	52	—	100
Speaker's Lounge	5	—	50	538	3.5	—	—	—	—	—
Foyer	5	—	350	3,767	3.3	—	—	—	—	300
Boardroom	4	—	123	1,323	3.5	—	—	26	—	40
401	4	—	73	785	3.5	—	36	28	—	30
402	4	—	142	1,528	3.5	—	72	40	—	70
403	4	—	140	1,506	3.5	—	60	40	—	60
404	4	—	26	279	3.5	—	—	12	—	—
405	4	—	35	376	3.5	—	—	12	—	—
406	4	—	245	2,637	3.5	—	132	56	—	100
407	4	—	42	452	3.5	—	—	20	—	—

* () refers to possible room divisions using partitions.

TOKYO CONFERENCE CENTER ARIAKE



ARIAKE CENTRAL TOWER 3F&4F, 3-7-18 ARIAKE, KOTO-KU, TOKYO 135-0063

TEL: +81-3-5840-9840 FAX: +81-3-6717-7011

www.tokyo-cc.co.jp/eng/features_a E-MAIL: ariake@tokyo-cc.co.jp

THE VENUE

Built based on considerable experience and expertise, the new Tokyo Conference Center Ariake center provides venues for a diverse range of conferences, including two large halls that can be customized to address your unique needs. Planning and operations are backed by the extensive knowledge and experience of Benchmark Hospitality International, a leader in the off-premises meetings market and international pioneer of the Conference Center Concept. This facility meets all global standards set by the International Association of Conference Centers (IACC).



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Hall A	4	—	460	4,951	7	260	200	—	—	300
Hall B (2)	4	—	650	6,996	7	500	380	—	—	400
Foyer 1	4	—	300	3,229	3.5	—	—	—	—	300
Foyer 2	4	—	130	1,399	3.5	—	—	—	—	—
Organizer's Room	4	—	40	430	3	—	—	—	—	—
Speaker's Lounge	4	—	19	204	3	—	—	—	—	—
Boardroom	3	—	145	1,560	3.5	—	—	24	—	30
Room 1	3	—	260	2,798	3.5	160	130	60	—	100
Room 2	3	—	100	1,076	3.5	65	40	28	—	40
Room 3	3	—	40	430	3.5	28	—	16	—	—
Room 4	3	—	40	430	3.5	28	—	16	—	—
Room 5	3	—	40	430	3.5	20	—	12	—	—
Room 6	3	—	110	1,184	3.5	70	40	32	—	40
Restaurant	3	—	350	3,767	—	—	—	—	—	150
Private Dining	3	—	110	1,184	—	—	—	—	—	50

* () refers to possible room divisions using partitions.

TOSHI CENTER HOTEL

2-4-1 HIRAKAWA-CHO, CHIYODA-KU, TOKYO 102-0093 TEL: +81-3-3265-8211 FAX: +81-3-3263-3010
www.rihga.com/toshicenter_tokyo E-MAIL: kaigi-enkai-toshicenter@rihga.co.jp



THE VENUE

TCVB

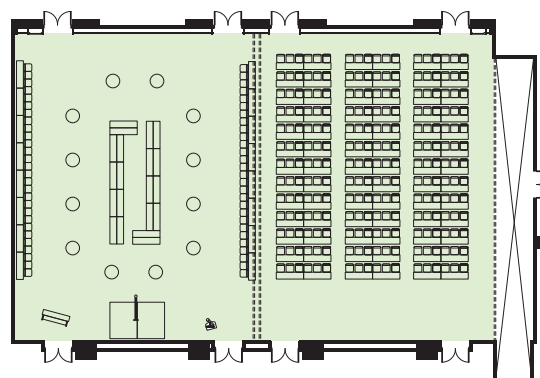
Toshi Center Hotel, centrally located within walking distance of the National Diet building and the Kasumigaseki government district, offers 24 meeting rooms in the main hotel building on the lower floors. Cosmos has a capacity for 750 guests and is well suited for large corporate events and international conferences. State-of-the-art amenities include a four-language

simultaneous interpretation system and a giant projection screen. The Orion can accommodate 340 guests and also comes with a simultaneous interpretation system. Panoramic views of central Tokyo are enjoyed in the guest rooms on the upper floors. High-speed Internet connection and Wi-Fi are available in all rooms.

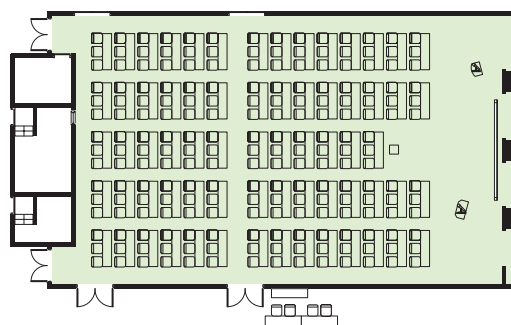
THE FACILITIES

Cosmos I
Reception 200

Cosmos II
Classroom 234



Orion Room
Classroom 204



Cosmos Hall



Orion



Foyer

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Cosmos Hall (2)	3	20.2 x 31.7	634	6,824	5.7	750	504	—	350	500
Orion	5	13.4 x 21.3	298	3,208	3	340	225	90	150	200
Subaru	5	10.5 x 9.9	125	1,346	3	112	72	48	50	60
Matsu	5	6.5 x 8.9	70	753	2.8	50	20	24	30	40
601	6	11.2 x 13.6	166	1,787	3	176	108	60	80	110
606	6	10 x 13.6	157	1,690	3	154	108	54	80	100
701	7	8.4 x 13.6	125	1,346	3	112	72	48	60	70
706	7	8.4 x 13.6	125	1,346	3	112	72	48	60	70

* () refers to possible room divisions using partitions. Besides the above, 16 meeting rooms are available. Internet connection available in all meeting rooms.

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Tokyo has
98,000 guest rooms
and more than **160,000**
restaurants, of which
226 are included in the
Michelin Guide 2015.

Tokyo's **12** three-starred
restaurants are also well
ahead of nearest rivals
Paris (9), New York (6) and
London (2).

IMPERIAL HOTEL, TOKYO

1-1-1 UCHISAIWAI-CHO, CHIYODA-KU, TOKYO 100-8558 TEL: +81-3-3539-8712 FAX: +81-3-3504-1288

www.imperialhotel.co.jp/e/ E-MAIL: kohichi.furusato@imperialhotel.co.jp



THE HOTEL

Imperial Hotel, Tokyo is the grande dame of Japan's hotels – a Tokyo institution and bastion of grace and hospitality since opening its doors in 1890. Royalty, political leaders, celebrities and global business executives continue to choose the Imperial. Decorative motifs of the 1920s define the Peacock Room, which, along with an anteroom, accommodates up to 3,000 guests.

The event support system in the Fuji Room, which can handle 1,000 guests, includes simultaneous interpretation capability for five languages. There are 24 more banquet and function rooms to fulfill a variety of MICE needs. The versatile Executive Service Center provides conference rooms, soundproof music rooms and computer-equipped workstations.

TCVB

THE BASICS

Guest rooms: 931 (Total): 56 (Suite)
568 (Twin) 303 (Double) 4 (Triple)
High-speed Internet connection and Wi-Fi available.

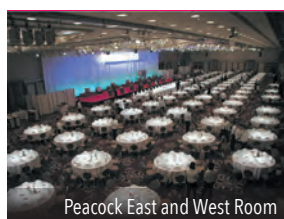
Restaurants: 17

Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor ✓ Spa

THE FACILITIES

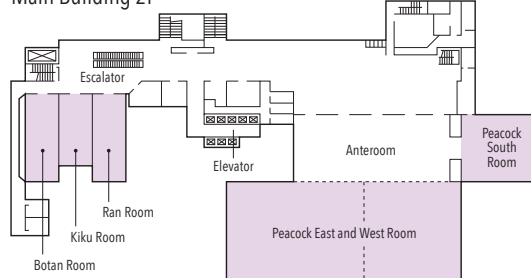


Fuji Room

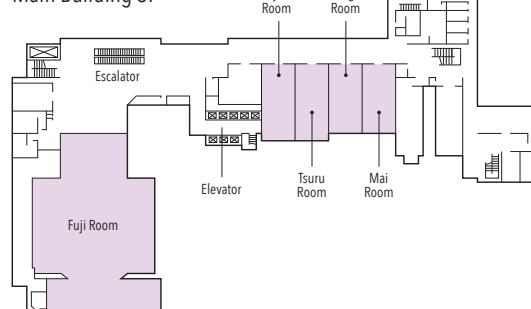


Peacock East and West Room

Main Building 2F

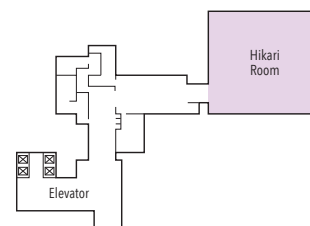


Main Building 3F



Tower

Mezzanine



Building	Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Main Building	Peacock East and West Room (2)	2	57.2 x 23.2	1,965	21,151	6.2	1,800	1,200	1,320	2,000
	Peacock South Room	2	18.3 x 17.9	435	4,683	3.4	250	170	230	250
	Botan Room	2	7.3 x 22.5	208	2,230	3.3	170	120	120	130
	Ran Room	2	7.3 x 22.5	201	2,160	3.3	170	120	120	130
	Kiku Room	2	7.4 x 18.5	155	1,660	3.3	130	90	100	100
	Fuji Room	3	31 x 23.8	1,236	13,270	5	1,000	600	600	1,000
	Tsuru Room	3	8.5 x 20	178	1,910	2.7	150	100	120	120
	Miyabi Room	3	7.8 x 20	165	1,770	2.7	150	100	120	120
	Mai Room	3	8.4 x 17.5	159	1,710	2.8	120	80	100	90
	Ohgi Room	3	7.8 x 17.5	148	1,590	2.8	120	80	100	90
	Sakura Room	4	21.5 x 12.3	284	3,050	3.45	290	190	180	200
	Matsu Room	4	8.4~12.6 x 7.4	109	1,170	2.6~3.1	70	40	50	40
	Kaede Room	4	9.7 x 7.4	92	990	2.9	70	40	50	40
	Kiri Room	4	9.8~13 x 4.8	85	915	2.9	50	30	30	35
	Ume Room	4	8.2 x 7.6	78	835	2.9	50	30	40	40
Tower	Hikari Room	M	19.2 x 23.4	550	5,920	5.75	500	300	300	400

* () refers to possible room divisions using partitions. Besides the above, 11 meeting rooms are available. Internet connection available in all meeting rooms.

HOTEL OKURA TOKYO

2-10-4 TORANOMON, MINATO-KU, TOKYO 105-0001 TEL: +81-3-3582-0111 FAX: +81-3-3582-3708
www.hotelokura.co.jp/tokyo/en/ E-MAIL: intlsales2@tokyo.hotelokura.co.jp



THE HOTEL

TCVB

The Hotel Okura Tokyo, located close to the government offices district of Kasumigaseki, is well accustomed to welcoming dignitaries and high-level delegations. From September 2015, the hotel's Main Building is under reconstruction in preparation for the reopening in 2019. A full range of facilities for corporate meetings, seminars and banquets offer an

inviting blend of modern technology and Japan's fine tradition of service. The 14 meeting rooms are complemented by the Ascot Hall, which accommodates 990 guests and offers simultaneous interpretation capabilities for up to six languages. A fully equipped gym and pool provide welcomed relief and comfort during their stay.



Lobby



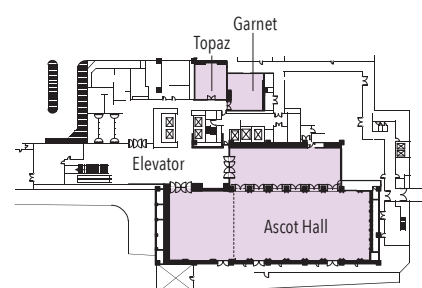
Ascot Hall

THE BASICS

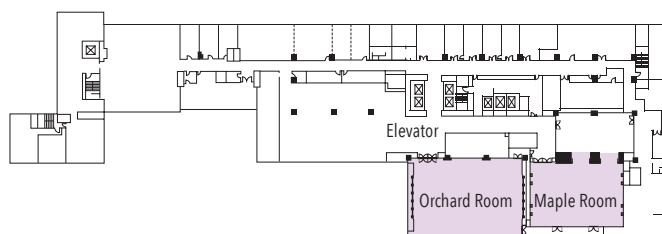
Guest rooms: 380 (Total): 22 (Suite)
257 (Twin) 101 (Double)
High-speed Internet connection available.
Restaurants: 8
Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor

THE FACILITIES

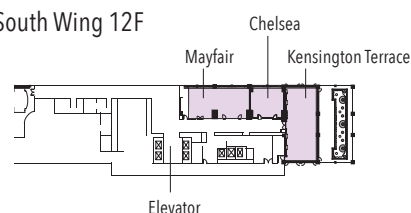
South Wing B2F



South Wing 2F



South Wing 12F



Building	Room (*)	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
South Wing	Ascot Hall (3)	B2	—	1,036	11,152	2.6~5	990	576	—	400	800
	Garnet	B2	8.6 x 8.4	75	807	2.3	66	36	30	30	30
	Topaz	B2	7.5 x 8.3	66	710	2.3	66	36	26	30	30
	Orchard Room	2	23.9 x 16.4	413	4,445	4	540	288	—	240	300
	Maple Room	2	20.3 x 13.9	297	3,197	4	360	180	78	150	220
	Kensington Terrace	12	—	149	—	3.2	180	90	54	70	80
	Mayfair	12	—	110	—	2.7	126	54	36	50	60
	Chelsea	12	—	63	—	2.7	—	—	26	30	35

() refers to possible room divisions using partitions. Besides the above, 6 meeting rooms are available. High-speed Internet installation upon request.

HOTEL NEW OTANI TOKYO

4-1 KIOI-CHO, CHIYODA-KU, TOKYO 102-8578 TEL: +81-3-3265-1111 FAX: +81-3-3221-2619
www.newotani.co.jp/en/tokyo/index.html E-MAIL: intl-sls@newotani.co.jp



THE HOTEL

The Hotel New Otani Tokyo is a city within a city, offering a wide variety of services under one roof. Conveniently located close to the government offices district of Kasumigaseki, the hotel's facilities include 34 banquet rooms of varying sizes, with the three ballrooms capable of hosting between 500 and 2,500 guests attending large conventions and events. Simultaneous interpretation systems are

available for up to six languages. Guests can find peace and tranquility in the 40,000-square-meter Japanese garden that dates back to the 16th century. The hotel offers a plethora of culinary experiences among the 38 Japanese, Chinese and Western-style restaurants. The choices include famed Teppanyaki Sekishin-tei and the Tokyo branch of the 400-year-old Parisian restaurant La Tour d'Argent.

TCVB

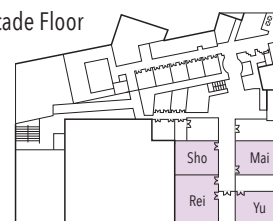
THE BASICS

Guest rooms: 1,479 (Total): 68 (Suite)
602 (Twin) 679 (Double)
High-speed Internet connection available.
Restaurants: 38
Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor ✓ Spa

THE FACILITIES



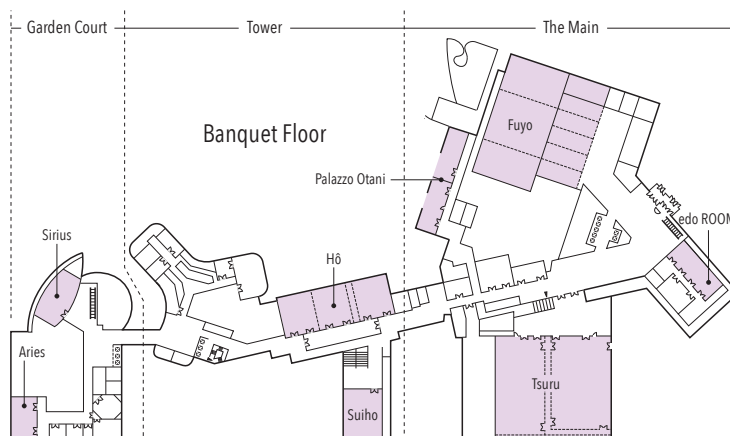
The Main Arcade Floor



Japanese Garden



Guest Room



Building	Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
The Main	Tsuru (2)	Banquet	47.6 x 42.3	1,992	21,442	5.7	2,184	1,200	—	1,150	2,500
	Fuyo (3)	Banquet	48.6 x 23.1	1,125	12,098	4.9~7.6	1,404	784	—	630	1,200
	Palazzo Otani (2)	Banquet	42.6 x 9	370	3,978	3.2	320	192	132	144	180
	edo ROOM	Banquet	24.2 x 9.7	232	2,497	3.3	280	150	82	100	150
	Rei	Arcade	20.5 x 17.5	354	3,806	3	360	200	88	180	230
	Mai	Arcade	13.7 x 20.5	281	3,022	3	300	160	72	140	150
	Yu	Arcade	20.5 x 13.7	278	2,989	3	270	152	68	110	140
	Sho	Arcade	13.7 x 17.5	240	2,581	3	240	128	64	110	130
	Laps L	16	14 x 10.5	147	1,580	2.2	100	64	—	60	80
	AKEBONO	16	14 x 4.5	63	674	2.2	—	—	—	10	—
Tower	Hô (3)	Banquet	44.5 x 17.2	750	7,771	4.2	1,014	540	—	420	500
	Suiho	Banquet	14.5 x 18	267	2,813	3.8	286	200	80	130	150
Garden Court	Sirius	Banquet	20.5 x 12.9	267	2,843	3	215	124	68	100	140
	Aries	Banquet	17.1 x 9.9	198	1,823	3	175	102	56	70	120

* () refers to possible room divisions using partitions. Besides the above, 20 meeting rooms are available. Internet connection available in all meeting rooms.

PALACE HOTEL TOKYO

1-1-1 MARUNOUCHI, CHIYODA-KU, TOKYO 100-0005 TEL: +81-3-3211-5211 FAX: +81-3-3211-5219
 en.palacehoteltokyo.com E-MAIL: reservations@palacehotel.jp



THE HOTEL

Palace Hotel Tokyo is in the very heart of Tokyo, and offers its guests centrality in the prestigious Marunouchi business district. With the spirit of hospitality nurtured since the original opening in 1961, the hotel aims to provide the best of Japan – serene and refined. From guest rooms, restaurants and bars to spa and fitness facilities and function rooms, meticulous care has been taken to create facilities that are truly one-of-a-kind. Eight multi-purpose rooms comprise Palace Hotel Tokyo's meeting facilities,

along with a formal boardroom that seats 28 and two smaller meeting rooms. With a capacity of 1,500 people, the main function room is graced by a 7-meter-tall and 22-meter-wide window overlooking the Wadakura moat. The most advanced sound and lighting systems complete a setting characterized by dignity, innovation and opulence suited to the unparalleled location in Marunouchi, home to many of the world's leading corporations.

TCVB

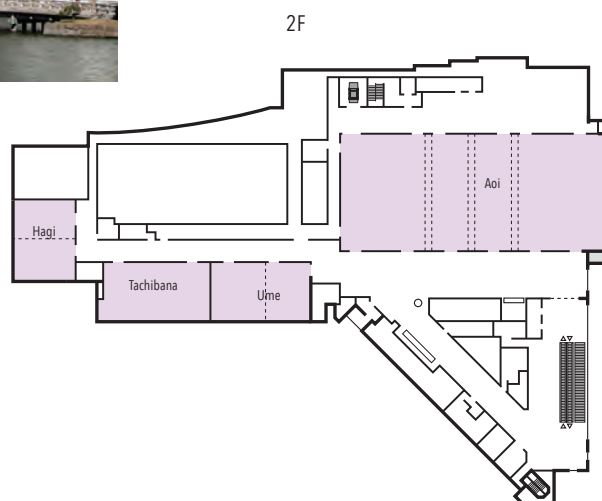
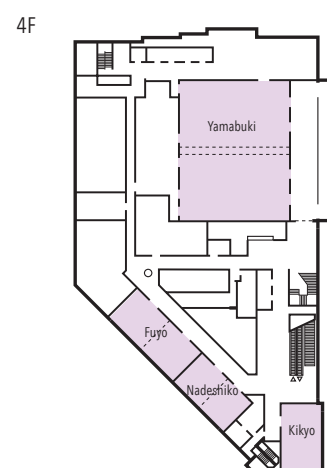
THE BASICS

Guest rooms: 290 (Total): 12 (Suite)
 90 (Twin) 188 (Double)
 High-speed Internet connection available.

Restaurants and bars: 10

Facilities: ✓ Business center ✓ Fitness center
 ✓ Non-smoking floors ✓ Spa

THE FACILITIES



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Aoi (2 or 3)	2	22.5 × 51.4	1,160	12,486	7	1,440	900	—	630	1,200
Ume (2)	2	10.3 × 18.9	198	2,131	3.5	210	132	66	90	130
Tachibana	2	10.3 × 20.5	215	2,314	3.5	272	144	72	100	140
Hagi (2)	2	10.2 × 14.7	150	1,615	3.5	168	90	54	70	90
Yamabuki (2)	4	21.1 × 26.7	563	6,060	4.5	720	405	—	330	500
Fuyo (2)	4	7.5 × 17.4	130	1,399	4	140	90	60	60	80
Nadeshiko (2)	4	7.5 × 13.3	99	1,066	4	100	63	42	40	60
Kikyo	4	7.4 × 13.2	84	904	4	90	54	36	50	50

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

A Guide to MICE Sites in Nippon

There are spots for global-scale gatherings all around Japan. These sites take advantage of our nationwide network, allowing visitors to enjoy the appeal of Japan. We are ready to meet the diverse MICE-related needs of people around the world.

Ultimate MICE
Venues in Japan
MICE
Prince Hotels & Resorts



Japan.
Meetings
& Events
New ideas start here



OTSU

A gathering site full of light and water alongside Japan's largest lake

The MICE stage next to the grand Lake Biwa. There are sightseeing locations nearby for entertaining visitors after meetings, such as the Seta Golf Course and Heizan Enryakuji, a temple registered as a World Cultural Heritage Site.



Otsu Prince Hotel
Convention Hall Ohmi



KARUIZAWA

A gathering site at a highland resort of global quality



Karuizawa Prince Hotel West
Main Banquet Hall Nagano

Great access from Tokyo and Hokuriku. This highland resort offers visitors a substantial range of facilities and activities after conferences, such as sports and shopping.



Sapporo Prince Hotel
International Convention Center
PAMIR



HOKKAIDO

Large-scale natural surroundings that allow visitors to interact in a friendly and jovial manner



Hakodate-Onuma Prince Hotel
Prince Hall

Take the time to refresh during MICE in the rich natural environment and play a variety of sports. Enjoy food from the sea and mountains, scenic spots, and historic places.

The quintessential city for MICE in Japan, rich in tradition and history. The seasonal changes of nature, traditional streets, and beautiful scenery provide for unforgettable experiences.



Grand Prince Hotel Kyoto
Prince Hall



KYOTO

The age-old beauty of Japan forms a deep and strong bond between people's hearts.

Hiroshima is an international city with numerous World Cultural Heritage Sites, such as Itsukushima Shrine on Miyajima. You will be inspired by everything you see.



HIROSHIMA

A city of hospitality where nature and tradition stand in harmony



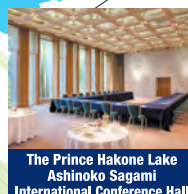
Grand Prince Hotel Hiroshima
Main Banquet Hall Setouchi



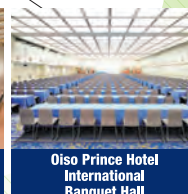
HAKONE & SHONAN

Lush greenery and expansive ocean views Impress MICE visitors

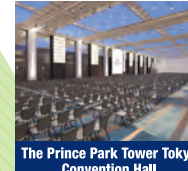
A resort near Tokyo where visitors can enjoy lush forests, hot springs, and a liberating view of the Pacific Ocean. A diverse range of ocean and mountain recreational activities await visitors.



The Prince Hakone Lake
Ashinoko Sagami
International Conference Hall



Oiso Prince Hotel
International
Banquet Hall



The Prince Park Tower Tokyo
Convention Hall



The Prince Park Tower Tokyo
The Ballroom



Tokyo Prince Hotel
The Phoenix Room



Shin Yokohama Prince Hotel
Sinfonia

The capital Tokyo is the center stage for gathering and interacting with others. It offers easy access to must-see tourist landmarks and famous spots.



TOKYO

Asia's largest center stage for exchange with people from all corners of the globe

Exclusive and seamless services of Prince Hotel

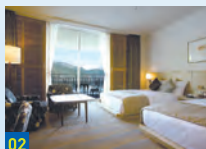
Case 01

Cooperation between urban MICE and resort MICE

A general conference is held in the city center, a location that offers participants great access to other places. After the conference, participants can travel to a resort nearby to refresh and relax. This is an example of how MICE can be effectively operated to boost the motivation of the participants.



01 Holding a seminar
in Tokyo



02 Spend the night
in Hakone



03 Kick back by playing golf in a
competition the following day

Case 02

Provision of careful and considerate services based on nationwide cooperation

It is also possible to change things up and hold MICE at another Prince Hotel in a different city next time. With a nationwide network, Prince Hotel Resorts are capable of hosting MICE with the same specs and offerings



04 Holding an event
in Kyoto this year



05 Holding an event
in Karuizawa next year



06 We are ready to make
MICE plans

THE PRINCE PARK TOWER TOKYO

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www.princehotels.com/en/parktower/ E-MAIL: tky-spc@princehotels.co.jp

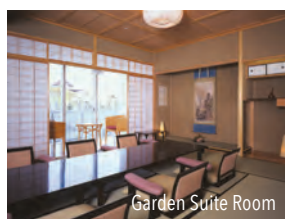


THE HOTEL

TCVB

The Prince Park Tower Tokyo couples the vibrancy of the city with the refreshing surroundings of nature amid lush greenery by iconic Tokyo Tower and venerable Zojoji Temple. Visitors have quick, easy access to major downtown areas from Tokyo Station, only a 10-minute taxi ride away. The 17 banquet halls include two that are among the largest

in the country, and the ballroom with its signature Baccarat chandeliers offers an elegantly warm ambience for up to 3,000 guests. A similarly inviting convention hall is ideally suited for your next international convention and related events. A bowling alley, indoor swimming pool, fitness center and a natural spa round out the suite of facilities.



Garden Suite Room



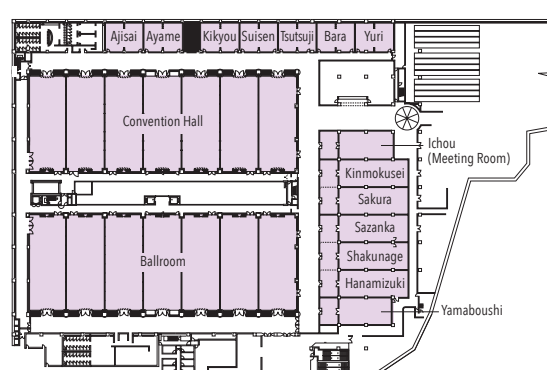
Ballroom

THE BASICS

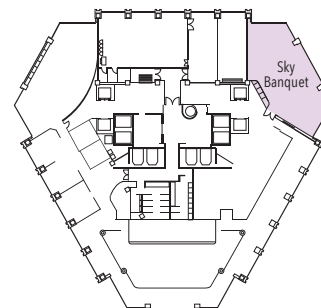
Guest rooms: 603 (Total): 72 (Suite)
356 (Twin) 175 (Double)
High-speed Internet connection available.
Restaurants: 12
Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor ✓ Spa

THE FACILITIES

B2F



33F



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Dinner	Buffet
Ballroom (7)	B2	30 x 79.8	2,394	25,761	9.9	3,200	1,800	1,200	3,000
Convention Hall (7)	B2	30 x 79.8	2,394	25,761	9.9	3,200	1,800	1,200	3,000
Kinmokusei	B2	8.2 x 25.2	207	2,225	4	200	100	80	120
Sakura	B2	8.2 x 25.2	207	2,225	4	200	100	80	120
Sazanka	B2	8.2 x 25.2	207	2,225	4	200	100	80	120
Shakunage	B2	8.2 x 25.2	207	2,225	4	200	100	80	120
Hanamizuki	B2	8.2 x 25.2	207	2,225	4	200	100	80	120
Ichou (Meeting Room)	B2	8.2 x 21.3	175	1,880	4	—	—	30	—
Yamaboushi	B2	8.2 x 21.3	175	1,880	4	150	80	60	90
Ajisai (2)	B2	8.7 x 11.5	100	1,075	3	60	40	36	50
Ayame (2)	B2	8.7 x 11.5	100	1,075	3	60	40	36	50
Kikyoku (2)	B2	8.7 x 11.5	100	1,075	3	60	40	36	50
Suisen (2)	B2	8.7 x 11.5	100	1,075	3	60	40	36	50
Tsutsuji (2)	B2	8.7 x 11.5	100	1,075	3	60	40	36	50
Bara (2)	B2	8.7 x 11.5	100	1,075	3	60	40	36	50
Yuri (2)	B2	8.7 x 11.5	100	1,075	3	60	40	36	50
Sky Banquet	33	—	195	2,094	3	80	54	80	100

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

THE PRINCE SAKURA TOWER TOKYO, AUTOGRAPH COLLECTION

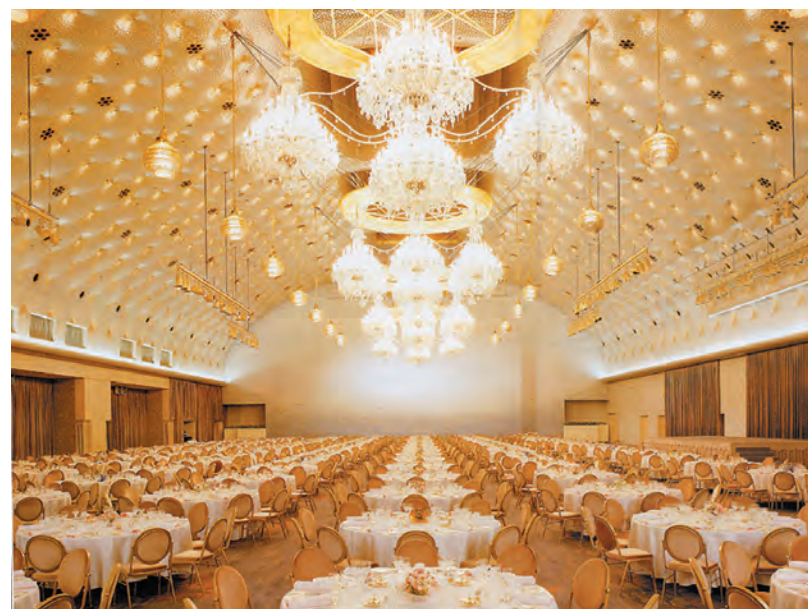
GRAND PRINCE HOTEL TAKANAWA GRAND PRINCE HOTEL NEW TAKANAWA INTERNATIONAL CONVENTION CENTER PAMIR SHINAGAWA PRINCE HOTEL

THE HOTEL

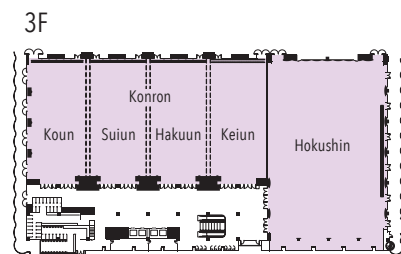
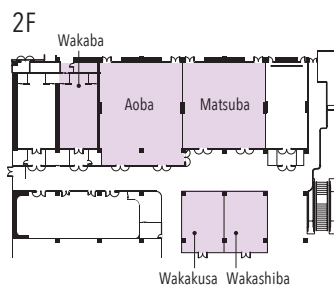
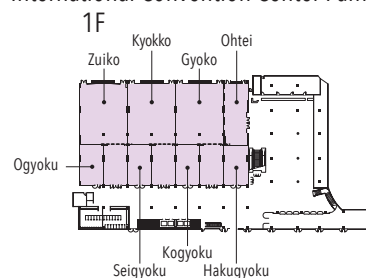
TCVB

Prince Hotels in the Takanawa and Shinagawa area offer about 5,000 guest rooms and a convention center, located within a five-minute walk from Shinagawa Station. Meeting rooms can handle a variety of events, with the two grand ballrooms of the International Convention Center Pamir accommodating 2,000 guests in the Hokushin and 2,880 in the Konron.

The largest of the hotels, the Grand Prince Hotel New Takanawa, features the Hiten banquet hall and the Sakura foyer that together hold up to 2,400 guests. The large hall at the Shinagawa Prince Hotel holds 2,400 guests and also features an aquarium and other family amusement facilities that are popular with Tokyoites.

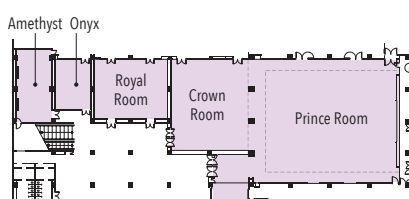


International Convention Center Pamir

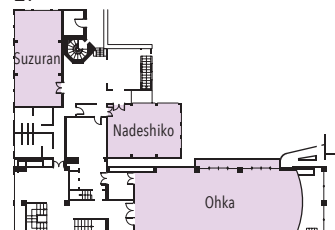


Grand Prince Hotel Takanawa

B1F

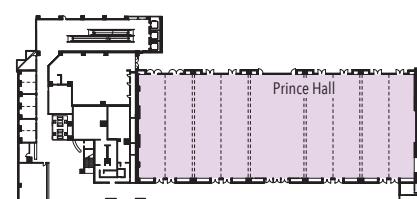


2F



Shinagawa Annex Tower

5F



THE BASICS

The Prince Sakura Tower Tokyo, Autograph Collection

Guest rooms: 288 (Total): 1 (Suite) 79 (Twin) 148 (Double) 60 (Triple)

Restaurants: 1

Facilities: ✓ Business center ✓ Fitness center ✓ Spa

Grand Prince Hotel Takanawa

Guest rooms: 394 (Total): 9 (Suite) 217 (Twin) 123 (Double) 29 (Triple) 16 (Japanese style)

Restaurants: 10

Grand Prince Hotel New Takanawa & International Convention Center Pamir

Guest rooms: 908 (Total): 3 (Suite) 552 (Twin) 191 (Double) 146 (Triple) 14 (Quad) 2 (Quin)

Restaurants: 7

Shinagawa Prince Hotel

Guest rooms: 3,560 (Total): 1,648 (Twin) 978 (Double) 934 (Single)

Restaurants: 12



3-13-1 TAKANAWA, MINATO-KU, TOKYO 108-8612 E-MAIL: ph-ptmc@princehotels.co.jp

THE PRINCE SAKURA TOWER TOKYO, AUTOGRAPH COLLECTION

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GRAND PRINCE HOTEL TAKANAWA

TEL: +81-3-3447-1111 FAX: +81-3-3446-0849 www.princehotels.com/en/takanawa

GRAND PRINCE HOTEL NEW TAKANAWA & INTERNATIONAL CONVENTION CENTER PAMIR

TEL: +81-3-3442-1111 FAX: +81-3-3444-1234 www.princehotels.com/en/newtakanawa

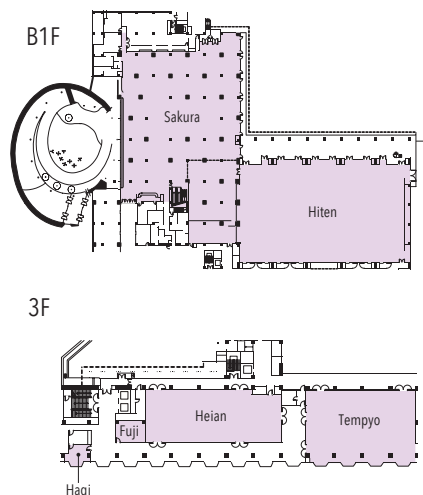
SHINAGAWA PRINCE HOTEL

4-10-30 TAKANAWA, MINATO-KU, TOKYO 108-8611 TEL: +81-3-3440-1111 FAX: +81-3-3441-7092

www.princehotels.com/en/shinagawa E-MAIL: ph-ptmc@princehotels.co.jp



Grand Prince Hotel New Takanawa



Building	Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Grand Prince Hotel	Hiten	B1	59.3 x 32.7	2,013	21,668	7.5~23	2,400	1,260	—	1,134	2,000
New Takanawa	Sakura (Foyer)	B1	42.4 x 65	2,409	25,930	3	—	—	—	—	—
	Tempyo	3	24 x 15.5	416	4,478	3.65	400	216	90	150	200
	Heian	3	29.7 x 11.4	330	3,552	3.65	350	192	90	130	170
	Hagi	3	—	16	172	2.7	—	—	—	—	—
	Fuji	3	—	26	280	2.5	—	—	—	—	—
International Convention Center Pamir	Konron (4)	3	68.5 x 35	2,397	25,801	7~13	2,880	1,512	—	1,280	2,500
	Hokushin	3	52.5 x 35	1,837	19,773	7~15	2,016	1,092	—	880	1,800
	Zuiko	1	17 x 21	476	5,123	3	324	165	—	140	200
	Kyokko	1	17 x 21	476	5,123	3	324	165	—	140	200
	Gyoko	1	17 x 21	476	5,123	3	324	165	—	140	200
	Ohte	1	8 x 21.4	171	1,841	2.85	160	90	—	80	80
	Hakugyoku	1	9 x 13.6	122	1,313	3	100	54	—	50	60
	Ogyoku	1	8.5 x 14	119	1,281	3	100	54	—	50	60
	Seigyoku	1	8.5 x 14	119	1,281	3	100	54	—	50	60
	Kogyoku	1	8.5 x 14	119	1,281	3	100	54	—	50	60
	Aoba	2	16.6 x 20.5	340	3,660	2.85	328	165	—	140	170
	Matsuba	2	17 x 17	289	3,111	2.85	264	126	—	120	150
Grand Prince Hotel Takanawa	Prince Room	B1	24.3 x 28.8	768	8,267	7	714	420	—	360	480
	Crown Room	B1	14.3 x 18.2	264	2,842	3	300	162	84	120	150
	Royal Room	B1	14.3 x 11.7	167	1,797	3	160	72	60	80	90
	Amethyst	B1	7.5 x 14.6	107	1,151	2.7	120	63	48	42	50
	Onyx	B1	7.1 x 5.4	38	409	2.7	—	—	18	20	—
	Ohka	2	9.8 x 23.6	245	2,637	3.3	200	129	78	110	140
	Suzuran	2	7 x 13.9	99	1,066	3.4	95	57	48	42	50
	Nadeshiko	2	7.9 x 10.9	99	1,066	4	90	54	42	36	50
	Prince Hall (9)	5	75 x 28	2,046	22,023	5.6~7	2,400	1,620	—	970	2,000
Shinagawa Annex Tower	Banquet Hall	10~36	16 x 20.5	330	3,552	4~5.7	330	210	—	144	200

* () refers to possible room divisions using partitions. Besides the above, 16 meeting rooms at Takanawa and 14 meeting rooms at Shinagawa available. Internet connection available by request in all meeting rooms.

GRAND HYATT TOKYO

6-10-3 ROPPONGI, MINATO-KU, TOKYO 106-0032 TEL: +81-3-4333-1234 FAX: +81-3-4333-8123

www.tokyo.grand.hyatt.com E-MAIL: tokyo.grand@hyatt.com



THE HOTEL

Grand Hyatt Tokyo, located in the heart of Roppongi Hills, is one of the capital city's most sophisticated conference hotels. A dedicated team of event planning specialists runs the 17 event facilities that offer 2,800 square meters in total. Each room is equipped with state-of-the-art technology, including screens with 3-ChipDLP® projectors in the Grand Ballroom and two junior ballrooms. LED lighting, fiber optic cables and sound

insulation are other key features. An ideal residential ambience is enjoyed in the uniquely designed 387 guest rooms and suites with spacious bathrooms. The 10 hotel restaurants and bars provide an exceptional dining experience, serving authentic dishes uniquely presented and complemented by outstanding service. Hotel guests can indulge in the soothing Nagomi Spa and Fitness facilities.

TCVB

THE BASICS

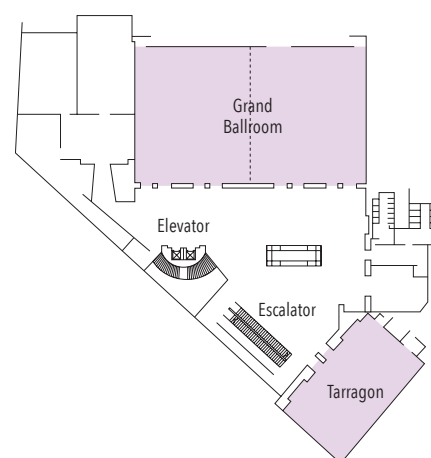
Guest rooms: 387 (Total): 28 (Suites)
93 (Twin) 266 (Double)
High-speed Internet connection available.

Restaurants and bars: 10

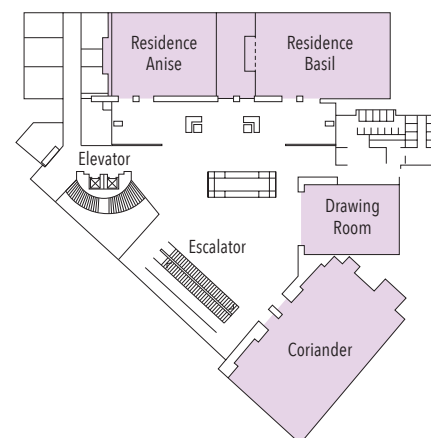
Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor ✓ Spa

THE FACILITIES

3F



2F



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	U-Shape	Banquet	Reception
Grand Ballroom (2)	3	24 x 40	1,000	10,764	6.6	1,200	720	—	600	1,000
Tarragon	3	22 x 14	320	3,444	3.9	300	180	60	180	200
Coriander	2	22 x 14	320	3,444	3.9	300	180	60	180	200
Residence Basil	2	18 x 12.5	230	2,476	4	280	135	45	130	150
Residence Anise	2	15 x 12.5	190	2,045	4	220	105	40	120	120
Drawing Room	2	14 x 10	140	1,507	3.9	—	—	—	50	80

* () refers to possible room divisions using partitions. Besides the above, 5 meeting rooms are available. High-speed Internet installation upon request.

ANA INTERCONTINENTAL TOKYO

1-12-33 AKASAKA, MINATO-KU, TOKYO 107-0052 TEL: +81-3-3505-1111 FAX: +81-3-3505-1155
www.anaintercontinental-tokyo.jp/e/ E-MAIL: info@anaintercontinental-tokyo.jp



THE HOTEL

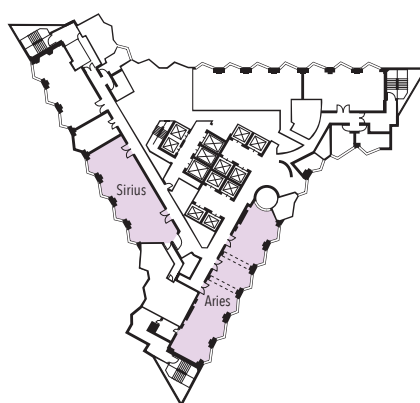
TCVB

The ANA InterContinental Tokyo, conveniently located near the government offices district of Kasumigaseki and the entertainment districts of Akasaka and Roppongi, has it all. From international conferences and seminars to parties and private dining, the hotel's 24 banquet rooms cater to all types of events and occasions, offering support through superior service and hospitality. The

Prominence ballroom with its balance between modern conveniences and Japanese aesthetics can accommodate 2,200 guests. Located on the 37th floor, the smaller banquet rooms offer panoramic vistas of the capital. Available 24/7, the four meeting rooms and a business center round out a full set of options.



37F



THE BASICS

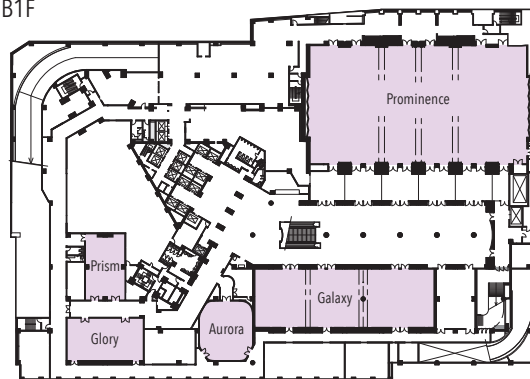
Guest rooms: 844 (Total): 43 (Suite)
228 (Twin) 521 (Double)
High-speed Internet connection available.

Restaurants: 11

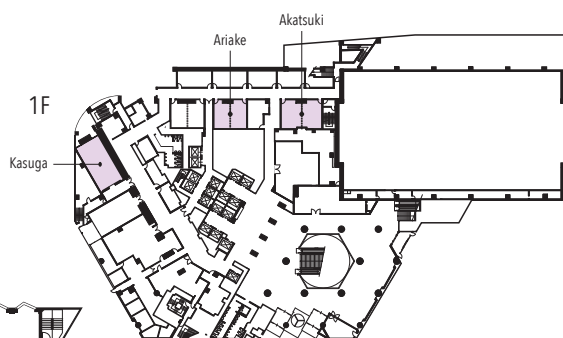
Facilities:
✓ Business center ✓ Fitness center
✓ Non-smoking floor

THE FACILITIES

B1F



1F



Room (*)	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Prominence (3)	B1	26.7 x 51.9	1,565	16,830	7	2,000	1,080	870	2,200
Galaxy (3)	B1	13.2 x 41.2	660	7,100	3	734	456	280	550
Glory	B1	10.1 x 17.2	208	2,240	3	199	130	90	130
Aurora	B1	12.2 x 13.5	184	1,980	3	156	96	80	110
Prism	B1	9 x 15	144	1,550	3	150	90	60	70
Aries (3)	37	4.7 x 25.9	160	1,722	3	126	87	60	100
Sirius	37	5 x 18.5	120	1,292	3	84	60	40	80
Kasuga	1	5.4 x 11	85	914	2.8	72	36	30	50
Akatsuki (2)	1	6 x 9.5	66	710	2.8	59	36	30	50
Ariake (2)	1	6.5 x 7.5	53	570	2.8	50	28	20	40

* () refers to possible room divisions using partitions. Besides the above, 4 meeting rooms are available. Internet connection available in all meeting rooms.

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www.grandpacific.jp/eng/ E-MAIL: gpl_inquiry@htl-pacific.co.jp

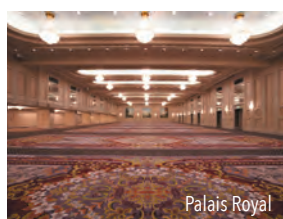
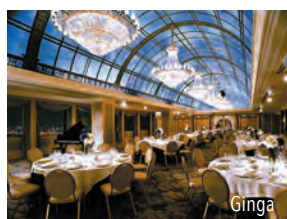


THE HOTEL

TCVB

Grand Pacific LE DAIBA offers a resort-like setting with its panoramic views of Tokyo Bay, yet is minutes away from central Tokyo. The hotel's newly renovated banquet room, Hikari, features impressive interiors and can be tailored

for any occasion from conventions to theme parties and gala dinners. With Palais Royal, one of the largest banquet rooms in Tokyo, and 884 gorgeous guest rooms, this hotel makes an ideal venue for meetings and events.



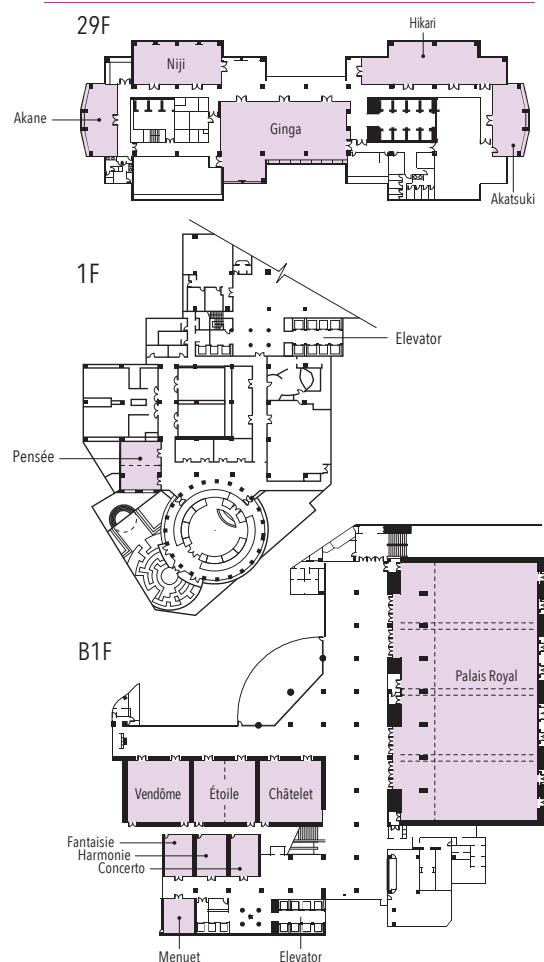
THE BASICS

Guest rooms: 884 (Total): 22 (Suite)
699 (Twin) 159 (Double)
Free Wi-Fi available.

Restaurants: 10

Facilities: ✓ Fitness center
✓ Non-smoking floor

THE FACILITIES



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Palais Royal (4)	B1	67.4 x 37.3	2,580	27,771	8	3,300	1,632	78	1,688	3,200
Vendôme	B1	16.1 x 16	260	2,799	3	390	189	30	168	180
Étoile (2)	B1	16.1 x 16	260	2,799	3	390	189	30	168	180
Châtelet	B1	16.1 x 16	260	2,799	3	390	189	30	168	180
Fantaisie	B1	7.4 x 9.7	76	818	3	90	45	30	45	45
Harmonie	B1	7.4 x 9.7	76	818	3	90	45	78	45	45
Concerto	B1	7.4 x 9.7	76	818	3	90	45	48	45	45
Menuet	B1	7.9 x 8.8	73	786	3	84	36	32	45	45
Ginga	29	24.9 x 15.5	337	3,627	6	420	180	32	180	250
Niji	29	17.4 x 7.9	140	1,507	3	180	90	18	80	90
Akane	29	13.5 x 6.5	86	926	3	96	54	—	50	50
Akatsuki	29	13.5 x 6.5	86	926	3	96	54	30	50	50
Hikari	29	17.3 x 7.8	186	2,000	3	220	120	—	110	120
Pensée (2)	1	11 x 9.3	102	1,098	3	84	48	42	—	—

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms except Pensée.

HILTON TOKYO ODAIBA

1-9-1 DAIBA, MINATO-KU, TOKYO 135-8625 TEL: +81-3-5500-5500 FAX: +81-3-5500-2525
hiltonodaiba.com E-MAIL: TokyoOdaiba.info@hilton.com



THE HOTEL

TCVB

Located on the waterfront area of Tokyo Bay, Hilton Tokyo Odaiba enjoys spectacular 180-degree ocean views, with each guest room overlooking stunning views of Tokyo's skyline, Rainbow Bridge or Tokyo Tower from its private balcony. Among a total of 20 meeting rooms, the hotel boasts the magnificent Pegasus Ballroom which spans 1,200 square meters. It can comfortably accommodate up to 1,200 guests. With a

wide array of venue options available, which feature large windows to capture natural daylight and picturesque views over Tokyo Bay, the dedicated Team Members will help organize everything to ensure your event is a success. With a wide selection of dining options and two levels of flexible meeting facilities, Hilton Tokyo Odaiba offers both business and leisure travelers a memorable stay like no other.

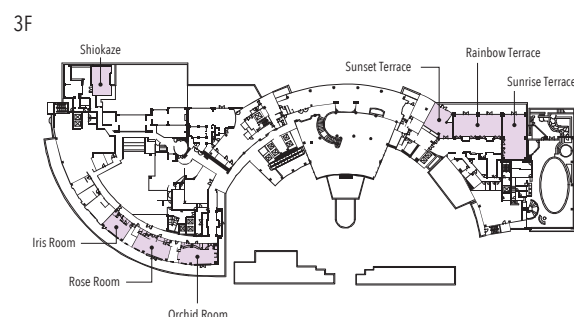
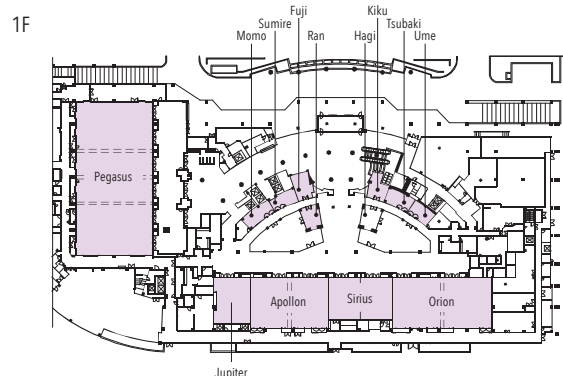
THE BASICS

Guest rooms: 453 (Total): 17 (Suite)
325 (Twin) 111 (Double)
High-speed Internet connection available.

Restaurants: 6

Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor ✓ Spa

THE FACILITIES



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Pegasus (3)	1	47.2×23.4	1,200	—	8	1,200	720	180	600	1,000
Orion (2)	1	30.7×15.6	500	—	4.7	620	285	108	240	310
Apollon (2)	1	24.1×15.5	400	—	4.7	500	240	90	180	280
Sirius (2)	1	19.4×13.1	250	—	4.7	320	150	72	120	120
Jupiter	1	14.4×11.2	150	—	4.7	170	80	48	60	80
Fuji/Ran/Hagi	1	8×4.7	40	—	3.2	32	9	12	—	—
Momo/Sumire/Tsubaki/Ume	1	8.5×4.2	35	—	3.2	36	12	18	—	—
Kiku	1	5.1×5.7	38	—	3.2	30	9	12	—	—
Rainbow Terrace	3	17.1×7.6	170	—	3.3	170	80	54	80	100
Sunrise Terrace	3	16.3×8.9	150	—	3.3	150	70	42	60	80
Sunset Terrace	3	8.9×6.7	50	—	3.3	60	30	24	30	40
Iris Room	3	8.7×5.3	60	—	3.3	—	—	14	14	20
Rose Room	3	13×5.3	90	—	3.3	—	—	20	20	30
Orchid Room	3	12.6×5.3	90	—	3.3	—	—	16	16	30
Shiokaze	3	10.6×6.12	65	—	2.6	70	40	30	40	40

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

ROYAL PARK HOTEL

2-1-1 NIHOMBASHI-KAKIGARA-CHO, CHUO-KU, TOKYO 103-8520 TEL: +81-3-3667-1111 FAX: +81-3-3667-1115
www.rph.co.jp/english/index.html E-MAIL: front@rph.co.jp



THE HOTEL

The Royal Park Hotel is next door to the Tokyo City Air Terminal, known as T-CAT, that connects your guests by limousine bus to Haneda and Narita international airports, and Tokyo Station is just a 10-minute taxi ride away. From a small meeting to a grand gala for up to 1,200 guests, the 10 banquet and convention rooms – including the largest and most

elegant Royal Hall – can accommodate an extensive range of business functions and celebrations. Let the hotel professional staff handle your preferred details, from preparation to execution, including transportation needs in general. Every guest room comes with complimentary Wi-Fi connectivity.

TCVB

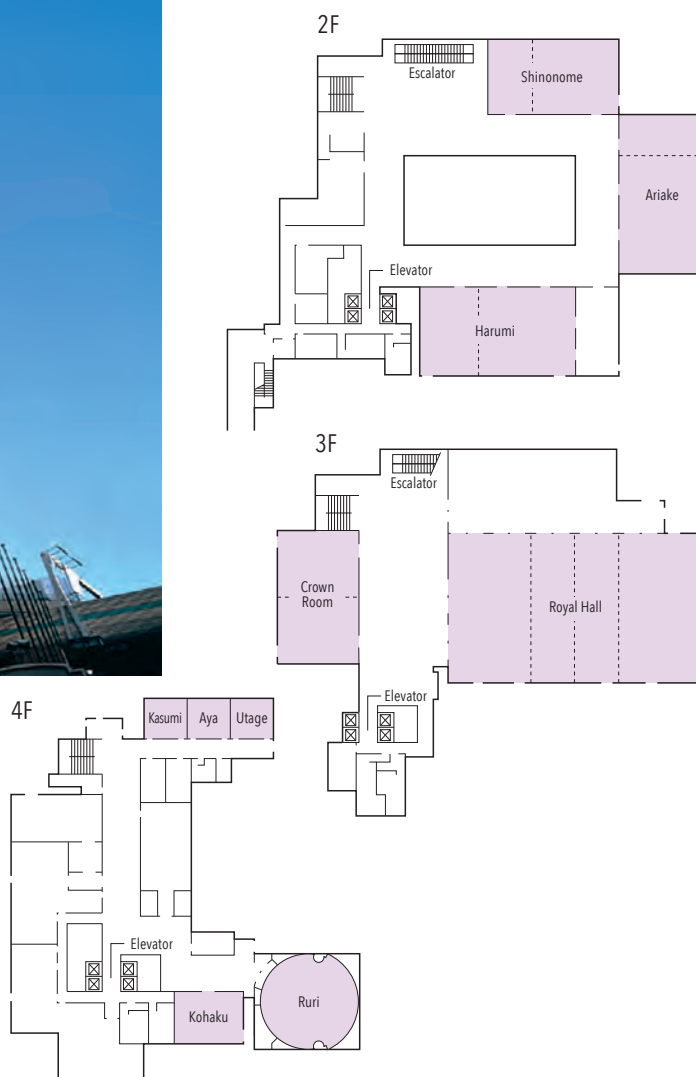
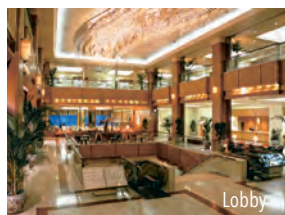
THE BASICS

Guest rooms: 416 (Total): 6 (Suite)
211 (Twin) 183 (Double)
Free Wi-Fi available.

Restaurants: 5

Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor ✓ Spa

THE FACILITIES



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Royal Hall (3)	3	41.5 x 23.8	1,000	10,800	6	1,300	700	730	1,200
Crown Room (2)	3	20.2 x 12.7	260	2,775	3	300	150	170	240
Harumi (2)	2	25.2 x 12.7	428	4,606	3	380	200	210	360
Ariake (2)	2	25.2 x 13	325	3,500	3	380	200	210	300
Shinonome (2)	2	20.8 x 10.7	220	2,360	3	270	140	150	200
Ruri	4	—	177	1,900	3	240	120	100	160
Kohaku	4	11 x 7.8	90	936	3	80	40	50	70
Kasumi	4	6.8 x 5.8	48	516	2.7	45	30	20	30
Aya	4	6.8 x 5.8	48	516	2.7	45	30	20	30
Utage	4	6.8 x 5.8	48	516	2.7	45	30	20	30
Palazzo	20	—	200	2,150	3	150	70	90	100

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

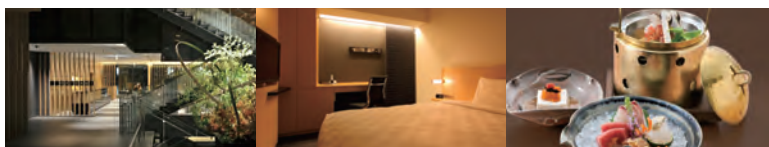


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www.capitolhoteltokyu.com/en/ E-MAIL: capitol-h.bo@tokyuhotels.co.jp



THE HOTEL

TCVB

The Capitol Hotel Tokyu is a luxury hotel centrally located near to the National Diet Building and government agencies and adjacent to Akasaka and Roppongi. Easily accessed via Kokkai-gijido-mae and Tameike-sanno stations, the hotel offers unrivaled transportation links to get around the capital city. The abundance of greenery surrounding nearby Hie Shrine offers a setting away from the urban hubbub. The hotel's state-of-the-art facilities combine Japanese aesthetics with modern convenience, and the staff extends the warm welcoming hospitality for which Japan is famous.



THE BASICS

Guest rooms: 251 (Total): 13 (Suite)
39 (Twin) 199 (Double)
High-speed Internet connection available.

Restaurants: 5

Facilities: ✓ Business center
✓ Fitness center
✓ Non-smoking floor
✓ Spa

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Ball Room (2)	1	25.5 x 21.1	540	5,813	5.5	400	300	120	280	400
Banquet Room (2)	1	13.3 x 13.7	180	1,938	3	170	80	54	90	80
Function Room 1	2	8.2 x 6.3	52	560	2.8	50	24	24	30	30
Function Room 2	2	8.2 x 6.3	52	560	2.8	50	24	24	30	30
Function Room 3	2	10.3 x 5	52	560	2.8	50	24	24	30	30

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

THE RITZ-CARLTON, TOKYO

TOKYO MIDTOWN, 9-7-1 AKASAKA, MINATO-KU, TOKYO 107-6245 TEL: +81-3-3423-8000 FAX: +81-3-3423-8001
www.ritzcarlton.com/hotels/tokyo E-MAIL: rc.tyorz.leads@ritzcarlton.com



THE HOTEL

The Ritz-Carlton, Tokyo is in the upbeat Roppongi district on the top nine floors and first three levels of the 53-story Midtown Tower, a popular destination. State-of-the-art event facilities satisfy a full range of business functions and create memorable social gatherings. Guests check in at the sky lobby, staying in 247 elegantly appointed guest rooms and suites, while enjoying a sensational dining experience, being pampered at the Spa & Fitness Studio with indoor pool and other premium amenities.



THE BASICS

Guest rooms: 247 (Total): 35 (Suite)
88 (Twin) 124 (Double)
High-speed Internet connection available.

Restaurants: 3

Facilities: ✓ Fitness center
✓ Non-smoking floor
✓ Spa

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
The Ritz-Carlton Grand Ballroom (4)	2	16.3 x 35.2	560	6,028	5.2	—	320	270	400
The Parkview Room (2)	1	13.2 x 17.2	220	2,368	3.1	—	100	110	120
The Garden Room	1	7.9 x 6.9	50	538	3.1	—	20	20	—
The Cypress Room	1	8.7 x 5.5	45	485	3.1	—	20	20	—
The Board Room	1	9 x 5.1	45	485	3.1	—	—	—	—
The Maple Room	1	5.8 x 5.8	35	377	3.1	—	10	10	—
The Magnolia Room	1	5 x 6.9	35	377	3.1	—	10	10	—

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

TOKYO PRINCE HOTEL

3-3-1 SHIBAKOEN, MINATO-KU, TOKYO 105-8560 TEL: +81-3-3432-1111 FAX: +81-3-3434-5551

www.princehotels.com/en/tokyo/



THE HOTEL

TCVB

Tokyo Prince Hotel is situated in a beautiful environment adjacent to Tokyo Tower and Shiba Park, and is a quiet retreat from the bustle of the metropolis, yet with convenient transportation by train to any part of the capital. There are 23 banquet halls, and the large halls on the second floor include the main banquet hall, Ho-O-no-Ma. Other halls are available to accommodate a wide range in number and function. All halls are fully equipped. You can count on the planning experience and professionalism of the staff to ensure your event is a stunning success. The Tokyo Prince Hotel is the perfect choice.



THE BASICS

Guest rooms: 462 (Total): 17 (Suite)
257 (Twin) 115 (Double)
73 (Single)
High-speed Internet connection available.

Restaurants: 9

Facilities: ✓ Business center
✓ Non-smoking floor

*Will be closed from April 1, 2016 until March 31, 2017 due to repair work.

Room (*)	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Ho-O-no-Ma (2)	2	30.5 x 49.2	1,650	17,721	6.5	1,500	900	120	900	2,000
Providence Hall	2	26.2 x 30.4	858	9,214	5.8	900	400	120	350	800
Magnolia Hall	2	20.7 x 27.2	594	6,379	5.6	650	300	100	250	500
Sunflower Hall	2	16.8 x 21.8	530	5,692	2.9	450	200	60	160	300
Golden Cup	3	8.1 x 20.5	178	1,912	2.5	120	80	40	80	100
Kobai, Fukuju	3	8.3 x 14.2	118	1,267	2.5	70	56	28	48	60
Hibiscus	3	6.05 x 10.3	69	741	2.4	—	30	40	26	30
Kumoi, Yuki	3	5.6 x 7.2	49	526	2.5	—	—	16	20	20
Takasago, Suehiro	11	7.5 x 19.5	165	1,772	2.4	120	80	34	64	80
Peony	11	5.6 x 17.7	112	1,203	2.7	—	—	26	40	40
Marguerite	11	3.4~5.7 x 14.1	82	882	2.7	—	—	—	10	30

(*) refers to possible room divisions using partitions. Besides the above, meeting rooms on the 4th floor are available. Internet connection available in all meeting rooms.

ANDAZ TOKYO TORANOMON HILLS

1-23-4, TORANOMON, MINATO-KU, TOKYO 105-0001 TEL: +81-3-6830-1234 FAX: +81-3-6830-1211

andaztokyo.com E-MAIL: tokyo.toranomonhills@andaz.com



THE HOTEL

TCVB

Located in prestigious Toranomon, a key business district situated between the Imperial Palace and Tokyo Tower. Easy access to shopping, financial districts and business and entertainment areas. Andaz Tokyo offers 164 rooms, of which eight are specialty suites. Wi-Fi, local calls, snacks and non-alcoholic beverages are complimentary for all registered guests. From the tower's apex on the 52nd floor, Andaz brings an unprecedented rooftop flair to this city's dining and entertainment scene, with breathtaking views from the Rooftop bar and flexible event and meeting spaces. North Terrace with a roof is the perfect place to have an outdoor event for all weather. Next to Andaz Lounge on the 51st floor is the main dining venue, Andaz Tavern. The menu serves refined European provincial cuisine cooked using Japanese ingredients.



THE BASICS

Guest rooms: 164 (Total) 8 (Suite)
40 (Twin) 116 (Double)

Restaurants: 5

Facilities: ✓ Fitness center
✓ Non-smoking floor
✓ Spa

Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Rooftop Studio	52	13.5 x 15	210	2,260	3.7	180	80	30	90	120
Tokyo Studio	51	11.5 x 19	260	2,799	5.5	220	100	40	120	160
Chef's Studio	51	10 x 9	100	1,076	4.2	—	—	12	30	30
Andaz Studio A	51	8.2 x 4.8	50	538	5.8	50	30	18	—	30
Andaz Studio B	51	10 x 5	50	538	5.8	50	30	18	—	30
Andaz Studio C	51	10 x 5	50	538	5.8	50	30	18	—	30
Andaz Studio D	51	10 x 5	50	538	5.8	50	30	18	—	30

Internet connection available in all meeting rooms.

INTERCONTINENTAL TOKYO BAY

1-16-2 KAIGAN, MINATO-KU, TOKYO 105-8576 TEL: +81-3-5404-2222 FAX: +81-3-5404-2111
www.interconti-tokyo.com/en/banquet-meeting/ E-MAIL: banquet_sales@interconti-tokyo.com



THE HOTEL

The InterContinental Tokyo Bay is conveniently located near the popular bayside Odaiba area and the famed bright lights of the Ginza shopping district. Offering spectacular views of Tokyo Bay, the Willard is the largest among the nine meeting rooms, and when configured with other rooms, capacity can increase from 250 reception guests to 450. Some function rooms boast river and city vistas. Guests will see traditionally styled pleasure boats bedecked with lanterns bobbing around the bay like they did in 17th to mid-19th century Edo.



THE BASICS

Guest rooms: 328 (Total): 7 (Suite)
209 (Twin) 112 (Double)
High-speed Internet connection available.

Restaurants: 7

Facilities: ✓ Fitness center
✓ Non-smoking floor

Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Willard	5	—	380	4,090	3	340	220	60	190	250
May Fair	5	16 x 12	190	2,045	3	170	95	60	90	130
Atlantic	5	8 x 8.1	80	700	3	55	45	36	40	50
Adriatic	5	9.9 x 5	50	538	3	42	24	24	20	35
Le Grand	4	—	310	3,337	3	280	190	62	150	220
Carlton	4	15 x 14.1	212	2,282	3	192	108	66	100	130
Amstel	4	8.4 x 8.6	71	764	3	60	36	30	40	50
Aphrodite	4	7.7 x 16.2	130	1,324	3	100	72	54	64	90
Caribbean	4	7.7 x 8	63	678	3	55	36	26	30	40
Aegean	4	7.7 x 8.2	60	646	3	55	36	26	30	40
Ocean View Terrace	6	—	238	2,562	2.5	110	50	—	80	100

Besides the above, 1 meeting room is available. Internet connection available in all meeting rooms.

THE PENINSULA TOKYO

1-8-1 YURAKUCHO, CHIYODA-KU, TOKYO 100-0006 TEL: +81-3-6270-2888 FAX: +81-3-6270-2000
www.peninsula.com E-MAIL: meetingptk@peninsula.com



THE HOTEL

The Peninsula Tokyo is conveniently located in the capital city's financial district across from the iconic Imperial Palace and just a three-minute stroll to fashionable Ginza. The hotel has it all when it comes to meeting and banquet facilities, with the Peninsula's Meeting Consultants providing seamless service from planning to execution. Avail yourself of over 1,200 square meters of event space, and have your guests stay in spacious rooms and suites, dine at high-end specialized restaurants, relax in a lounge, work out at a fitness center and get pampered at The Peninsula Spa.



THE BASICS

Guest rooms: 314 (Total): 47 (Suite)
91 (Twin) 176 (Double)
High-speed Internet connection available.

Restaurants: 5

Facilities: ✓ Business center
✓ Fitness center
✓ Non-smoking floor
✓ Spa

Room (*)	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	U-Shape	Banquet	Reception
The Grand Ballroom (2)	3	18.9 x 17.8	291	3,134	6.5	304	162	54	170	250
The Ginza Ballroom	3	12.7 x 15.3	167	1,798	3.2	165	86	39	90	130
The Sky Room	24	10.6 x 12.5	125	1,335	3.2	100	56	33	60	80
The Majestic Room (2)	5	12.8 x 6	72	784	2.6	60	36	32	40	50
The Ceremony Room	5	8.6 x 8.1	71	771	2.7	54	24	18	20	40
The Astor Room (2)	5	9.2 x 6	55	594	2.4	42	24	22	20	30
The East Room (2)	4	9.6 x 6	57	623	3.4	49	30	26	30	30
The West Room (2)	4	8.8 x 6	51	555	3.4	36	16	24	20	30
The South Room (2)	4	8.3 x 6	48	520	3.4	36	16	20	20	30

() refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

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BECAUSE IT WAS.

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CONRAD TOKYO

1-9-1 HIGASHI-SHIMBASHI, MINATO-KU, TOKYO 105-7337 TEL: +81-3-6388-8000 FAX: +81-3-6388-8001
www.conradmeetings.com E-MAIL: tokyoinfo@conradhotels.com



THE HOTEL

Conrad Tokyo reflects world-class modern luxury with a sense of place. Tokyo's most spacious guest rooms, Michelin-starred restaurants and three meeting rooms are located from the 28th floor and offer panoramic views over Hama-rikyu Gardens or the skyline. At ground level, the two ballrooms, three meeting rooms and foyer offer a stylish and flexible space for a range of meetings and conferences. The hotel's International Sales team deals with all aspects to ensure an event's success. Convenient airport connections, a short walk to Ginza and easy access to major business locations and tourist attractions provide an ideal location.



THE BASICS

Guest rooms: 290 (Total): 68 (Suite)
89 (Twin) 133 (Double)
High-speed Internet connection available.

Restaurants: 5

Facilities: ✓ Fitness center
✓ Non-smoking floor
✓ Spa

Building	Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Annex	Kazanami Ballroom (3)	2	16.6 x 34.7	577	6,210	7.2	460	315	—	243	480
	Hamariyu Ballroom (2)	1	12.7 x 17.8	227	2,443	4	180	120	48	88	180
	Momiji	1	7 x 5.2	35	377	3.5	—	18	—	20	—
	Tsubaki	1	7 x 5.2	35	377	3.5	—	18	—	20	—
	Satsuki	1	5.8 x 4.5	24	258	3.5	—	12	—	10	—
Hotel	Meeting Room "One"	28	8 x 7	56	603	3	—	—	8	—	—
	Meeting Room "Two"	28	8 x 14.5	116	1,249	3	70	36	28	—	—
	Meeting Room "Three"	28	8 x 8	64	689	3	40	18	16	—	—

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

MANDARIN ORIENTAL, TOKYO

2-1-1 NIHOMBASHI-MUROMACHI, CHUO-KU, TOKYO 103-8328 TEL: +81-3-3270-8800 FAX: +81-3-3270-8828
www.mandarinoriental.com/tokyo E-MAIL: motyo-sales@mohg.com



THE HOTEL

Mandarin Oriental, Tokyo, a Forbes Five-Star winner, towers over the Nihombashi district, the historic home of commerce in Japan, and is near the Ginza shopping district. Once guests arrive, they are ushered through a private entrance and whisked directly to the Sky Lobby on the 38th floor where breathtaking views of the cityscape await. The Grand Ballroom, with a capacity of 500 guests, is the largest and most imposing among the 12 meeting rooms. The conference floor is linked to the adjacent Mitsui Main Building, a historic site housing four conference suites and a number of smaller meeting rooms. The Forbes Five-Star award winning spa is located on the 37th floor.



THE BASICS

Guest rooms: 178 (Total): 21 (Suite)
52 (Twin) 105 (Double)
High-speed Internet connection and Wi-Fi available.

Restaurants: 11

Facilities: ✓ Business center
✓ Fitness center
✓ Non-smoking floor
✓ Spa

Building	Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Nihombashi Mitsui Tower	Grand Ballroom (3)	3	—	550	5,920	6	500	260	—	320	400
	Sanctuary	3	—	250	2,691	5	150	80	54	—	120
Mitsui Main Building	Linden Room	3	—	166	1,787	3	150	90	48	100	120
	Alder Room	3	—	130	1,399	3	120	60	42	60	80
	Oak Room	3	—	107	1,152	3	80	40	36	50	60
	Maple Room	3	—	81	872	3	—	—	—	20	—
	Beni	3	—	70	754	3	40	30	30	20	40
	Akane	3	—	35	377	3	20	—	—	8	—
	Kouji	3	—	35	377	3	20	—	—	8	—
	Toki	3	—	35	377	3	—	—	—	10	—
	Ruri	3	—	35	377	3	20	—	—	8	—
	Shion	3	—	35	377	3	20	—	—	8	—

* () refers to possible room divisions using partitions. Besides the above, 2 meeting rooms are available. Internet connection available in all meeting rooms.

SHANGRI-LA HOTEL, TOKYO

MARUNOUCHI TRUST TOWER MAIN, 1-8-3 MARUNOUCHI, CHIYODA-KU, TOKYO 100-8283

TEL: +81-3-6739-7888 FAX: +81-3-6739-7889 www.shangri-la.com E-MAIL: slty@shangri-la.com



THE HOTEL

TCVB

Shangri-La Hotel, Tokyo soars high above the skyline next to Tokyo Station, occupying the top 11 floors of Marunouchi Trust Tower's main building. Offering stunning panoramic vistas that include the Imperial Palace and Marunouchi district, conference and banqueting rooms are all located on the 27th floor. The Shangri-La Ballroom offers a formal setting with its four stunning chandeliers, while the smaller Conway Rooms can be configured into a wide range of meeting and function rooms. Built-in projectors, electrically operated screens and a comprehensive selection of equipment are available, with a variety of seating configurations.



THE BASICS

Guest rooms: 200 (Total): 16 (Suite)
57 (Twin) 127 (Double)
Free high-speed
Internet connection
available.

Restaurants: 3

Facilities: ✓ Non-smoking floor
✓ Spa

Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Shangri-La Ballroom	27	19.9 x 18.3	366	3,940	5.8	273	162	200	250
Conway Room 1	27	7.7 x 10.2	79	850	3.3	60	36	40	50
Conway Room 2/3	27	5.4 x 10.2	55	592	3.3	36	24	20	30
The Pavilion	27	11.3 x 11.15	126	1,356	3.3	96	50	60	60

Internet connection available in all meeting rooms.

THE TOKYO STATION HOTEL

1-9-1 MARUNOUCHI, CHIYODA-KU, TOKYO 100-0005 TEL: +81-3-5220-1111 FAX: +81-3-5220-0513

www.thetokystationhotel.jp E-MAIL: banquet@tokystationhotel.jp



THE HOTEL

The Tokyo Station Hotel has re-opened as part of the restored Tokyo Station, a Cultural Property of Japan, in the premier business district of Marunouchi, with direct access from JR Tokyo Station Marunouchi South Gate. Three elegant event and meeting facilities provide state-of-the-art AV technology and other amenities. Each room has the flexibility to be arranged for a sit-down dinner, a buffet, or in a classroom-style layout. HOUO is the largest event venue, and the professional sales and catering staff provide thorough support and work with you in planning every detail of your event or meeting.



THE BASICS

Guest rooms: 150 (Total): 5 (Suite)
84 (Twin) 61 (Double)
High-speed Internet
connection available.

Restaurants: 10

Facilities: ✓ Business center
✓ Fitness center
✓ Spa

Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
HOUO	1	—	288	—	5	324	180	120	180
YOUKO	1	—	110	—	4	80	48	40	50
KIRI	B1	—	80	—	2.8	60	—	32	40

Internet connection available in all meeting rooms.

HOTEL GRAND PALACE

1-1-1 IIDABASHI, CHIYODA-KU, TOKYO 102-0072 TEL: +81-3-3264-1111 FAX: +81-3-3264-2419
www.grandpalace.co.jp/english/index.html E-MAIL: enkai@grandpalace.co.jp



THE HOTEL

TCVB

The Hotel Grand Palace is in an ideal spot for scenic strolls through the nearby Imperial Palace, including the Chidorigafuchi moat famous for its spring cherry blossoms and the tranquil grounds of Nippon Budokan in Kitanomaru Park full of evergreen, deciduous and zelkova trees. There is a bus service directly connecting the hotel to Haneda and Narita international airports, and venerable Tokyo Station is a 10-minute taxi ride away. Five large banquet halls, such as the Diamond hall for 800 guests, are part of the 20 meeting rooms in a variety of sizes for international conferences and corporate meetings.



THE BASICS

Guest rooms: 464 (Total): 4 (Suite)
303 (Twin) 34 (Double)
Internet connection available.
Restaurants and bars: 6
Facilities: ✓ Business center
✓ Non-smoking floor

Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Diamond	2	37 x 22	829	8,923	6	720	500	120	400	800
Cherry	2	22 x 13	309	3,326	2.8	204	120	68	120	180
Golden	4	25 x 9	361	3,886	2.7	280	180	84	140	200
Matsu	3	18 x 14	284	3,057	2.8	220	160	64	120	180
Shirakaba	3	16 x 14	256	2,756	2.8	220	160	64	120	150
Fuyo	3	10 x 12	137	1,475	2.7	80	50	36	40	60
Tsuru	3	7 x 14	128	1,378	2.8	100	60	40	40	70
Botan	3	8 x 9	88	947	2.8	60	40	32	30	40
Ayame	3	8 x 9	86	926	2.8	60	40	32	30	40
Ran	3	8 x 7	72	775	2.8	50	30	24	20	30

Besides the above, 10 meeting rooms are available. Internet connection available in all meeting rooms.

HOTEL EAST 21 TOKYO

6-3-3 TOYO, KOTO-KU, TOKYO 135-0016 TEL: +81-3-5683-5683 FAX: +81-3-5683-5775
www.hotel-east21.co.jp/en/ E-MAIL: rooms@hotel-east21.co.jp



THE HOTEL

TCVB

The Hotel East 21 Tokyo is in a neighborhood reminiscent of old Edo and only a 15-minute taxi ride from Tokyo Station. Located in eastern Tokyo, the hotel is in proximity with Tokyo Bay and offers excellent access to Tokyo Disney Resort®. With their European décor, the six halls host various official ceremonies, corporate meetings and exhibitions. For events up to 2,000 guests, the East 21 Hall offers multifunctional services and is equipped with two H3.7 x W3.4 meters freight entrances at the rear, ideal for large exhibitions. Another option is to partition the hall into two sections.



THE BASICS

Guest rooms: 396 (Total): 4 (Suite)
216 (Twin) 63 (Double)
High-speed Internet connection available.
Restaurants: 8
Facilities: ✓ Fitness center
✓ Non-smoking floor

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
East 21 Hall (2)	1	—	1,800	19,375	6	1,600	1,000	—	700	2,000
Eitai (3)	3	41.5 x 16.5	700	7,535	6	900	500	—	400	800
Toyo (2)	3	27 x 15.1	410	4,413	4.5	500	270	—	250	400
Botan (2)	3	—	100	1,076	3	90	50	30	50	70
Kiyosumi (2)	3	—	62	667	3	50	30	22	30	40
Toyosu	3	—	30	323	3	—	—	—	10	—

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

DAI-ICHI HOTEL TOKYO

1-2-6 SHIMBASHI, MINATO-KU, TOKYO 105-8621 TEL: +81-3-3501-4411 FAX: +81-3-3501-4412
www.daiichihotel-tokyo.com/english E-MAIL: info@daiichihotel-tokyo.com



THE HOTEL

Dai-ichi Hotel Tokyo is within walking distance of the luxury shopping district of Ginza and one of Japan's historic landmarks, the Imperial Palace. The hotel offers seven banquet rooms that are perfect for your next conference, seminar or reception. With elegant chandeliers, lavishly decorated mirrors and etched glass, the European-style grand ballroom, La Rose, has a capacity for 650 guests. Colored in shades of pastel, the Primavera banquet hall can accommodate 540 guests. The hotel also features 11 restaurants and bars that serve a first-class dining experience across distinct concepts.



THE BASICS

Guest rooms: 278 (Total): 11 (Suite)
236 (Twin) 31 (Double)
High-speed Internet connection available.

Restaurants: 10

Facilities: ✓ Fitness center
✓ Non-smoking floor

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
La Rose (2)	5	31.4 x 18.5	581	6,254	7.2	650	400	360	500
Primavera (2)	4	33 x 14.5	479	5,156	3.4	540	320	230	350
Flora (2)	4	16 x 7.5	120	1,292	2.9	100	50	40	50
Cosmos	4	8 x 7.5	60	646	2.9	50	24	20	25
Cyclamen	4	8 x 7.5	60	646	2.9	50	24	20	25
Cattleya	4	8 x 7.5	60	646	2.9	50	24	20	25
Lumière	21	15.4 x 10.8	180	1,937	3.4	100	72	64	70

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

SHERATON MIYAKO HOTEL TOKYO

1-1-50 SHIROKANEDAI, MINATO-KU, TOKYO 108-8640 TEL: +81-3-3447-3111 FAX: +81-3-3447-3133
www.miyakohotels.ne.jp/tokyo/english/index.html E-MAIL: a-fujie@miyakohotels.ne.jp



THE HOTEL

The chic, modern Sheraton Miyako Hotel Tokyo is in the exclusive residential district of Shirokanedai, home to many embassies, and offers convenient direct bus service to Narita International Airport. The 10 banquet rooms offer versatility in layout, including the grand ballroom Daigo with a capacity of 800 guests, which can incorporate another banquet hall to accommodate 1,200. The mid-sized ballroom Magnolia offers a view of the hotel garden. What better way to unwind and relax than at the indoor pool, fully equipped gym and other hotel facilities.



THE BASICS

Guest rooms: 484 (Total): 6 (Suite)
317 (Twin) 159 (Double)
High-speed Internet connection available.

Restaurants: 5

Facilities: ✓ Fitness center
✓ Non-smoking floor

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Daigo (2)	B2	35.7 x 20.9	746	8,030	6	800	480	500	600
Saga (3)	B2	25.3 x 17.6	444	4,779	3.8	360	240	280	300
Wakakusa	B2	10.4 x 6.5	67	721	2.7	60	45	30	40
Kasuga	B2	10.1 x 6.5	65	700	2.7	60	50	30	40
Mikasa	B2	7.6 x 7.4	56	603	2.7	54	40	30	35
Saho	B2	6.3 x 8.2	51	549	2.7	50	40	24	30
Ise/Shima	B2	5.6 x 5.7	31	334	2.7	30	20	12	20
Magnolia	B1	16.1 x 21.3	342	3,681	3.4	200	130	160	220
Boardroom	B1	4.0 x 5.6	21	226	2.7	—	—	8	—

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

THE WESTIN TOKYO

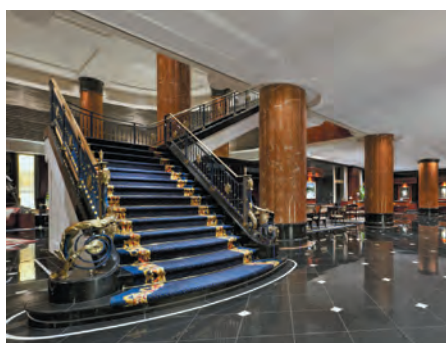
1-4-1 MITA, MEGURO-KU, TOKYO 153-8580 TEL: +81-3-5423-7000 FAX: +81-3-5423-7766

www.westin.com/tokyo E-MAIL: conference.wetok@westin.com



THE HOTEL

Surrounded by abundant greenery, where guests feel that they are no longer in the center of Tokyo, The Westin Tokyo welcomes all guests with its truly Japanese hospitality. There are 8 distinct food and beverage venues, each having a unique atmosphere and a variety of cuisines prepared by distinguished chefs. Reception and banquet facilities at The Westin Tokyo are elegant, and guests experience warm hospitality along with the renowned quality of Westin food and beverages. There are a total of 9 banquet rooms and 3 boardrooms that can be arranged to meet all your requirements to create memorable experiences.



THE BASICS

Guest rooms: 438 (Total): 20 (Suite)
203 (Twin) 215 (Double)
High-speed Internet connection available.

Restaurants: 8

Facilities: ✓ Fitness center
✓ Non-smoking floor
✓ Spa

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Galaxy Ballroom (3)	B2	42.5 x 24	1,020	10,979	5	1,224	750	520	900
Star Room (2)	B2	26 x 15.6	404	4,349	4.5	440	252	220	280
Kaede (2)	B1	24 x 19.2	460	4,951	3.5	442	300	200	280
Sakura (2)	B1	15.8 x 16	242	2,605	3.5	240	147	121	150
Kusunoki (2)	B1	13.6 x 8.2	112	1,206	3.5	100	63	40	60
Kiri	B1	12.2 x 8.2	100	1,076	3.5	100	63	40	60
Emerald	4	—	82	883	2.7	—	—	—	—
Sapphire	4	—	40	431	2.7	—	—	—	—
Ruby	4	—	40	431	2.7	—	—	—	—

*() refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

TOKYO MARRIOTT HOTEL

4-7-36 KITA-SHINAGAWA, SHINAGAWA-KU, TOKYO 140-0001 TEL: +81-3-5488-3911 FAX: +81-3-5488-3910

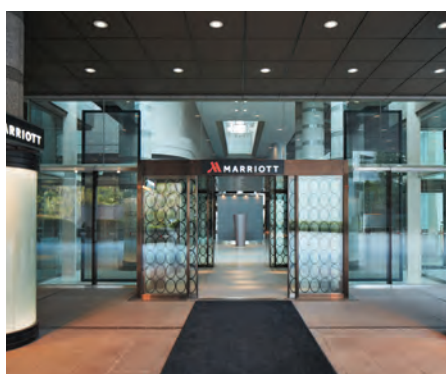
www.tokyo-marriott.com E-MAIL: info@tokyo-marriott.com



THE HOTEL

TCVB

Tokyo Marriott Hotel is located in central Tokyo, nestled in a luxuriant green woodland and only a five-minute shuttle bus ride from JR Shinagawa Station and a 20-minute taxi ride from Tokyo International Airport (Haneda). A wide range of meeting and function rooms are conveniently located on the same floor, perfect for hosting international academic conferences and other styles of seminars and meetings. When it comes to relaxation and recreation, the hotel boasts excellent fitness and leisure facilities, including a well-equipped gym, pool with Jacuzzi, sauna and tennis court.



THE BASICS

Guest rooms: 249 (Total): 8 (Suite)
109 (Twin) 128 (Double)
High-speed Internet connection available.

Restaurants: 3

Facilities: ✓ Fitness center
✓ Non-smoking floor

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
The GOTENYAMA Ballroom (3)	B1	37.7 x 22.9	895	9,623	7	1,000	600	500	1,000
Iris/Camelia (2)	B1	15.2 x 10.3	170	1,830	2.7	150	90	70	80
Oak	B1	10 x 7.2	75	806	2.7	48	35	30	40
Maple/Cornus/Cypress/Zelkova	B1	7.7 x 5.3	40	431	2.7	20	20	20	20
The Garden View	B1	—	135	1,453	2.7	—	—	60	80
Function Room 1	1	13.5 x 6	82	881	2.7	50	40	40	50

*() refers to possible room divisions using partitions. Internet connection available in all meeting rooms.



Experience the beauty of
Japan from within the hotel



KEIO PLAZA HOTEL TOKYO

<http://www.keioplaza.com> Tel:+81-3-3344-0111



KEIO PLAZA HOTEL TOKYO

2-2-1 NISHI-SHINJUKU, SHINJUKU-KU, TOKYO 160-8330 TEL: +81-3-3344-0111 FAX: +81-3-3345-7475
www.keioplaza.com E-MAIL: banqsales@keioplaza.co.jp



THE HOTEL

TCVB

The Keio Plaza Hotel Tokyo is in the heart of the capital city, across from the Tokyo Metropolitan Government Building. Direct limousine bus service is available between the hotel and both Haneda and Narita international airports. The 38 meeting rooms vary in size to meet a wide range of purposes. The Concord Ballroom accommodates up to 1,800 people and offers a simultaneous

interpretation system for up to eight languages. Banquet rooms on the upper floors – suitable for dinner meetings and seminars of up to 180 people – offer magnificent views of the Tokyo cityscape, including the skyscraper district of Shinjuku. Enjoy the hotel's 25 restaurants and bar lounges. Take advantage of the fitness center and swimming pool on the premises.



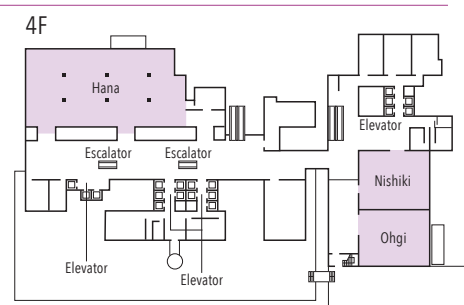
THE BASICS

Guest rooms: 1,437 (Total): 19 (Suite)
955 (Twin) 434 (Double)
Free Wi-Fi available.

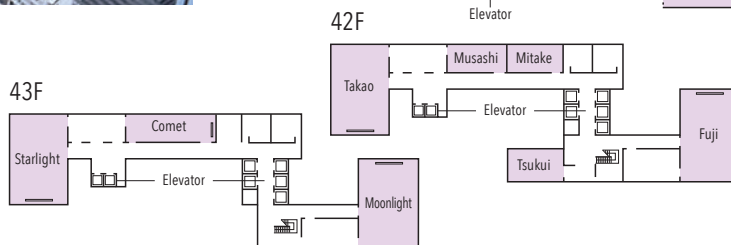
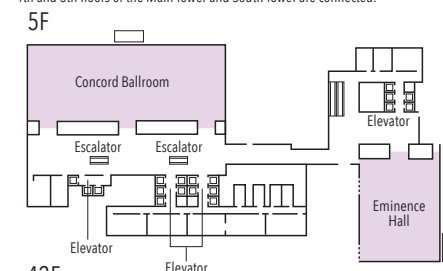
Restaurants: 25

Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor ✓ Spa

THE FACILITIES



4th and 5th floors of the Main Tower and South Tower are connected.



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Concord Ballroom (3)	5	57 x 23	1,320	14,208	6	1,800	1,000	—	1,000	1,500
Eminence Hall	5	23 x 30	715	7,696	6	800	500	138	450	600
Hana (5)	4	42.2 x 21.4	960	10,333	3.5	800	450	—	520	700
Nishiki	4	20 x 16	325	3,498	3.2	360	250	78	200	250
Ohgi	4	20 x 16	325	3,498	3.2	360	250	78	200	250
Starlight	43	17 x 11	190	2,045	2.7	180	140	50	120	120
Moonlight	43	17 x 11	190	2,045	2.7	180	140	50	120	120
Comet	43	16.5 x 6	98	1,055	2.7	60	50	40	50	60
Harmony	44	17 x 11.2	190	2,045	2.7	180	140	50	120	120
Ensemble	44	17 x 11	190	2,045	2.7	180	140	50	120	120
Aozora	47	17 x 11	190	2,045	2.7	180	140	50	120	120
Akebono	47	17 x 11	190	2,045	2.7	180	140	50	120	120
Asahi	47	15.8 x 6.2	98	1,055	2.7	60	50	40	50	60
Takao	42	17 x 11	190	2,045	2.7	180	140	50	120	120
Fuji	42	17 x 11	190	2,045	2.7	180	140	50	120	120
Tsukui	42	10.5 x 5	67	721	2.7	40	30	20	30	40
Mitake	42	10.5 x 5	67	721	2.7	40	30	20	30	40
Musashi	42	10.5 x 5	67	721	2.7	40	30	20	30	40

* () refers to possible room divisions using partitions. Besides the above, 20 meeting rooms are available. Internet connection available in all meeting rooms.

HILTON TOKYO

6-6-2 NISHI-SHINJUKU, SHINJUKU-KU, TOKYO 160-0023 TEL: +81-3-3344-5111 FAX: +81-3-3342-6094
www.tokyo.hilton.com E-MAIL: tokyo@hilton.com



THE HOTEL

The Hilton Tokyo is only a block away from the Tokyo Metropolitan Government Building in Shinjuku, considered one of the capital city's prominent business, shopping and entertainment districts. From international conferences and business meetings to receptions and intimate dinners, an experienced staff provides exceptional coordination. The

grand ballroom Kiku has a capacity of 1,200 guests, while the 16 other banquet rooms offer varying sizes to meet your particular needs. The latest technology is a feature throughout, supported by a dedicated team of banquet engineers. Hilton Tokyo also offers six world-class restaurants and bars at TSUNOHAZU, a new, open-plan dining floor unlike any other in Tokyo.

TCVB

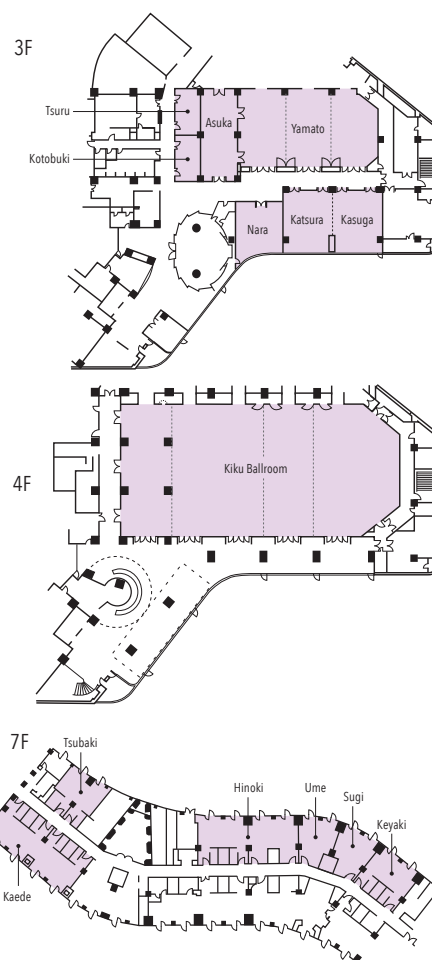
THE BASICS

Guest rooms: 811 (Total): 128 (Suite)
380 (Twin) 303 (Double)
Free Wi-Fi available.

Restaurants: 6

Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor

THE FACILITIES



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Kiku Ballroom (4)	4	21 x 45.8	932	10,032	5	1,200	600	600	900
Yamato (3)	3	14 x 25.3	346	3,724	2.7	440	250	170	250
Katsura and Kasuga (2)	3	11.5 x 17.7	204	2,195	2.7	180	100	100	100
Asuka	3	16 x 6.8	109	1,173	2.7	130	50	50	50
Nara	3	9.3 x 7.5	73	785	2.7	60	40	30	40
Tsuru	3	8 x 4.8	38	204	2.4	—	—	18	—
Kotobuki	3	8 x 4.8	38	204	2.4	—	—	18	—
Kaede	7	5 x 16	80	861	2.6	60	40	40	50
Hinoki	7	5 x 16	80	861	2.6	60	40	40	50
Keyaki	7	5 x 8	40	430	2.6	—	—	16	—
Tsubaki	7	5 x 7.4	37	398	2.6	—	—	16	—
Ume	7	5 x 6	30	322	2.6	—	—	10	—
Sugi	7	5 x 6	30	322	2.6	—	—	10	—

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

CERULEAN TOWER TOKYU HOTEL

26-1 SAKURAGAOKA-CHO, SHIBUYA-KU, TOKYO 150-8512 TEL: +81-3-3476-3000 FAX: +81-3-3476-3001
www.ceruleantower-hotel.com/en E-MAIL: cerulean.bo@tokyuhotels.co.jp



THE HOTEL

Cerulean Tower Tokyu Hotel, located in the trendsetting district of Shibuya, successfully incorporates the traditions of Japan and the tranquility of its culture. This balance is further enhanced by the hotel's modern conveniences, along with a bamboo and stone garden, and a Noh theater showcasing Japanese classic performing arts. A total of 11 banquet

rooms are available, including the Tower's Salon on the 39th floor boasting breathtaking views. The four ballrooms can be integrated into a single room with a capacity of 1,400 guests. High-speed data and communications equipment in the banquet and conference rooms support videoconferences and real-time broadcasting.

TCVB

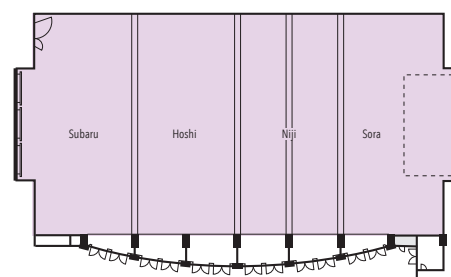
THE BASICS

Guest rooms: 411 (Total): 9 (Suite)
178 (Twin) 144 (Double)
High-speed Internet connection available.
Restaurants: 8
Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor

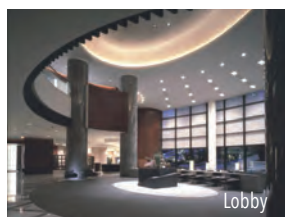
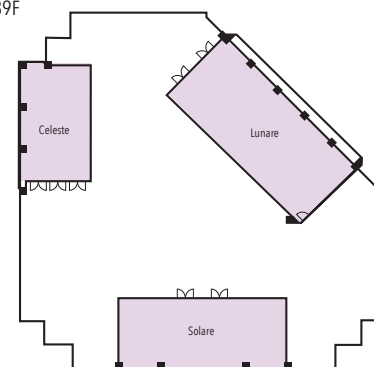
THE FACILITIES



B2F Cerulean Tower Ballroom



39F



Lobby

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Cerulean Tower Ballroom (4)	B2	50 x 26.2	1,430	15,382	7.2	1,400	850	—	700	1,300
Asagiri	B2	17.3 x 10.4	200	2,153	5.6	150	120	42	80	110
Shirotae	B2	8.7 x 10.4	100	1,076	4.1	80	60	28	50	60
Yayoi	B2	8.7 x 10.4	100	1,076	4.1	80	60	28	50	60
Lunare	39	19.6 x 9	190	2,045	3.5	120	70	44	80	100
Solare	39	17.6 x 7	135	1,453	3.5	100	50	38	60	80
Celeste	39	11.9 x 6.5	100	1,076	3.5	60	40	28	40	50
Moegi (2)	B1	14 x 5.2	80	861	3.1	50	45	32	40	40
Momiji (2)	B1	12.2 x 5.2	76	817	3.1	45	40	28	30	30
Sawarabi (2)	B1	11.6 x 5.2	70	753	3.1	45	40	28	30	30
Yamabuki (2)	B1	9.6 x 5.2	60	646	3.1	35	30	24	20	20

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

HYATT REGENCY TOKYO

2-7-2 NISHI-SHINJUKU, SHINJUKU-KU, TOKYO 160-0023 TEL: +81-3-5321-3529 FAX: +81-3-3344-5592

www.tokyo.regency.hyatt.com E-MAIL: mice@hyattregencytokyo.com



THE HOTEL

The Hyatt Regency Tokyo has the facilities to suit any occasion from intimate parties to conferences and seminars. The professional hotel staff provides innovative catering, logistics and event services that ensure smooth execution, working closely with clients every step of the way. Among the 18 banquet rooms and private dining rooms is the Century Room on the B1 level, the largest space with ceilings soaring to 5.2 meters and equipped with a stage. The variety of banquet rooms ranges from medium-sized – chic and sophisticated – to smaller rooms that feature generous picture windows with views of Shinjuku Central Park.



THE BASICS

Guest rooms: 746 (Total): 18 (Suite)
252 (Twin) 408 (Double)
High-speed Internet connection available.

Restaurants: 8

Facilities: ✓ Business center
✓ Fitness center
✓ Non-smoking floor
✓ Spa

Room (*)	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Century Room + Crystal Room	B1	21.7 x 51.7	1,160	12,422	3.2~5.2	—	—	—	1,200
Century Room (2)	B1	21.7 x 32.4	790	8,504	5.2	1,000	550	500	700
Crystal Room	B1	19.3 x 19.3	364	3,918	3.2	450	240	220	300
Momoyama (2)	B1	18.4 x 25.6	476	5,124	3	700	300	300	350
Heian	B1	10.6 x 21.3	238	2,562	3	300	150	140	150
Tenpyo (2)	B1	12.3 x 17.8	218	2,347	3	270	130	120	140
Hakuho	B1	12.8 x 15.3	202	2,175	3	240	120	120	130
Asuka	B1	12.3 x 11.4	140	1,507	3	160	70	80	90
Miyagino (3)	5	6.1 x 12	110	1,184	2.7	130	60	50	70
Excellence	27	15.4 x 15.5	246	2,647	3	220	120	140	150
Splendour	27	5.9 x 11.3	96	1,033	3	100	60	48	60
Sky Room	28	15.5 x 15.8	244	2,626	2.7~8	220	120	140	150

() refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

PARK HYATT TOKYO

3-7-1-2 NISHI-SHINJUKU, SHINJUKU-KU, TOKYO 163-1055 TEL: +81-3-5322-1234 FAX: +81-3-5322-1288

www.tokyo.park.hyatt.com E-MAIL: tokyo.park@hyatt.com



THE HOTEL

The Park Hyatt Tokyo, with its dramatic perch on the top 14 floors of the 52-story Shinjuku Park Tower, affords sweeping views of Japan's busiest city and Mount Fuji in the distance. The modern interior design, private art collection, acclaimed restaurants and Club On The Park spa and fitness center define a private urban residence. The banquet rooms are equipped with teleconferencing capabilities and built-in video walls. The New York Bar on the 52nd floor, a pivotal setting in the award-winning "Lost in Translation" film, brings the Big Apple to Tokyo with its nightly jazz.



THE BASICS

Guest rooms: 177 (Total): 23 (Suite)
69 (Twin) 85 (King)
Free Wi-Fi available.

Restaurants: 5

Facilities: ✓ Business center
✓ Fitness center
✓ Non-smoking floor
✓ Spa

Room	Floor	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
The Ballroom	39	405	4,360	6.5	320	210	220	300
Venetian Room	39	170	1,830	6.3	150	90	90	100
Drawing Room	39	130	1,400	3.5	88	48	40	50

Internet connection available in all meeting rooms.

RIHGA ROYAL HOTEL TOKYO

1-104-19 TOTSUKAMACHI, SHINJUKU-KU, TOKYO 169-8613 TEL: +81-3-5285-1121 FAX: +81-3-5285-4321

www.rihga.com/tokyo/ E-MAIL: tokyo@rihga.co.jp



THE HOTEL

TCVB

The RIHGA Royal Hotel Tokyo, located northeast of the Shinjuku district, is a luxurious, elegant retreat set in the verdant, expansive Okuma Garden, whose tranquil setting is close to the venerable academic institution of Waseda University. Decorated in the traditional European style, the dozen meeting rooms come in various sizes. The banquet halls are positioned on the lower floors, while the Royal Hall is located on the third floor, catering up to 1,000 guests and including a foyer. Garden views enhance the idyllic atmosphere.



THE BASICS

Guest rooms: 126 (Total): 46 (Suite)
45 (Twin) 35 (Double)
Free Wi-Fi available.

Restaurants: 7

Facilities: ✓ Non-smoking floor
✓ Spa

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Royal Hall (2)	3	37.9 x 21.8	840	9,042	5.8~6.2	1,000	624	150	400	1,000
Garden Terrace	3	18 x 10.4	174	1,873	2.3~3.1	70	50	20	65	80
Orchid Room	3	7.3 x 9	77	829	2.8~2.9	60	45	20	30	50
Rose Room	3	7.3 x 9	77	829	2.8~2.9	60	45	20	30	50
Marguerite Room	3	5 x 8.4	52	560	2.8~2.9	40	30	12	20	30
Diamond Room	2	23.1 x 13.8	330	3,552	2.8~4	360	180	50	150	180
Emerald Room	2	15.1 x 13.8	205	2,207	3~4	220	120	40	80	100
Sapphire Room	2	15.1 x 13.8	205	2,207	3~4	220	120	40	80	100
Iris Room	2	7.6 x 6.6	60	646	2.7~3	40	24	15	20	30
Azalea Room	2	7.6 x 6.6	60	646	2.7~3	40	24	15	20	30

* () refers to possible room divisions using partitions. Besides the above, 2 meeting rooms are available. High-speed Internet installation upon request.

HOTEL METROPOLITAN TOKYO Ikebukuro

1-6-1 NISHI-IKEBUKURO, TOSHIMA-KU, TOKYO 171-8505 TEL: +81-3-3980-1111 FAX: +81-3-3980-5600

www.metropolitan.jp/e/index.html E-MAIL: info@metropolitan.jp



THE HOTEL

TCVB

Hotel Metropolitan Tokyo Ikebukuro is an urban oasis of luxury and comfort adjacent to Ikebukuro Station, a major transport hub providing easy access to Tokyo Station, Tokyo International Forum and Tokyo Big Sight. Regular Airport Limousine bus service at the hotel connects you to Narita International Airport. There are 16 meeting and function rooms, with the largest catering to 700 standing guests. The numerous dining options at the hotel serve Japanese, Western and Chinese cuisine, and the fitness center provides a satisfying workout.



THE BASICS

Guest rooms: 807 (Total): 3 (Suite)
396 (Twin) 145 (Double)
Free Wi-Fi available.

Restaurants: 8

Facilities: ✓ Business center
✓ Fitness center
✓ Non-smoking floor

Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Ballroom Fuji (4)	3	38 x 17.5	680	7,319	5.7	800	480	—	450	700
Cassiopeia	3	12.7 x 18	236	2,540	2.7	220	150	72	100	140
Hikari	3	18.9 x 11.2	218	2,347	2.7	220	130	74	100	120
Asahi (2)	3	18.2 x 10.3	197	2,120	3	180	120	66	80	100
Sakura	4	20 x 15	303	3,261	2.8	330	180	84	150	230
Hatsukaze	4	7.2 x 7	59	635	2.7	—	—	24	30	30
Matsukaze	4	7.6 x 6.5	56	603	2.7	—	—	24	30	30
Akebono	2	11.2 x 22	259	2,788	3	250	150	78	100	140
Yuzuru	2	8 x 15.2	128	1,378	3	130	70	48	60	60
Polaris	25	18 x 8.5	157	1,690	3	—	—	—	50	60
Mercury	25	12.4 x 5.3	66	710	2.7	—	—	—	30	40

* () refers to possible room divisions using partitions. Besides the above, 5 meeting rooms are available. Internet connection available in all meeting rooms.



TEI Inc.

Inbound service guidance

*from sightseeing to a business trip
at the arrival lobby to hotel check-in
from the Shinkansen bullet train to connections
at check-out to airport check-in*



We have been conducting support services for foreign customers, as well as operation services of events and conventions, in major cities throughout Japan.

- ▶ Greeting arrivals with placards and seeing-off departures at major airports including Narita, Haneda and Kansai international airports
- ▶ Guides to ground transportation from the airport
- ▶ Dedicated TEI counters at Narita and Haneda for customer use
- ▶ Guides at train stations and major hotels
- ▶ Escorts and Concierges
- ▶ Licensed Interpreters
- ▶ Support activities regarding foreign customers (life in Japan to daily necessities)
- ▶ Support activities for MICE operations (sports events, international conferences) including reception, desk and logistics staff, data management of participants, and other document preparation
- ▶ Concierge services in 9 major languages*
- ▶ Interpret guests' conversations into Japanese
- ▶ Conduct guests' schedules
- ▶ Negotiate on behalf of the guests
- ▶ Introduce points of interest for sightseeing

* English, Chinese, Korean, Russian, Spanish, Portuguese, French, German and Thai.

The well-trained TEI staff extend a warm hospitality to your VIPs, from the first entry airport into Japan, to the final minutes before departure from Japan.

Quality TEI services bring satisfaction to your guests.

TEI Inc., TOP Hamamatsucho Bldg., 7F, 1-5-12 Shiba, Minato-ku, Tokyo 105-0014 Japan

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TOKYO DOME HOTEL

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www.tokyodome-hotels.co.jp/e/index.html



THE HOTEL

The Tokyo Dome Hotel takes its name from the famous domed stadium next door, which serves as the capital city's main baseball park and largest concert venue. Among the stunning panoramic sights from the guest rooms are the Imperial Palace, iconic Tokyo Tower and tranquil Tokyo Bay, along with majestic

Mt. Fuji on a clear day. There are 15 banquet rooms of varying sizes, including the grand ballroom Tenku with a capacity of 1,382 guests and the graceful Sky Banquet rooms with stunning views from 140 meters up. The Tokyo Dome City complex also has a very popular amusement park and urban spa resort.



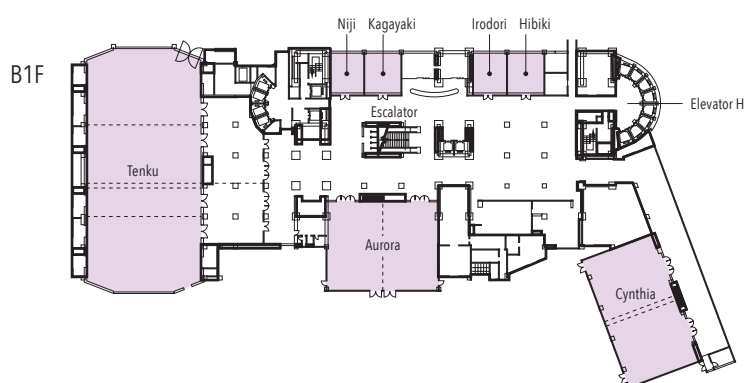
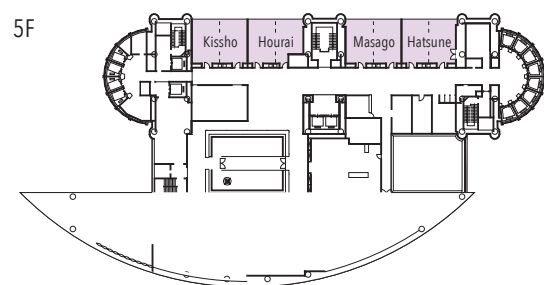
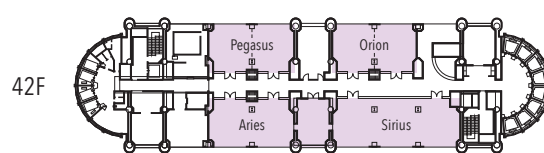
THE BASICS

Guest rooms: 1,006 (Total): 28 (Suite)
 672 (Twin) 146 (Double)
 High-speed Internet connection available.

Restaurants: 12

Facilities:
 ✓ Business center
 ✓ Non-smoking floor

THE FACILITIES



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Tenku (3)	B1	46.2 x 22.1	1,003	10,796	7.4	1,382	888	583	1,000
Aurora (2)	B1	20.4 x 16.7	341	3,671	3.5	416	252	180	250
Cynthia (2)	B1	24.9 x 13.6	337	3,627	3.6	440	270	162	250
Kagayaki/Hibiki	B1	6.6 x 7.5	49	527	3.5	40	18	18	30
Niji/Irodori	B1	6 x 7.5	45	484	3.5	40	18	18	30
Sirius	42	21.2 x 7.8	155	1,668	3	128	78	70	100
Aries/Orion/Pegasus	42	14 x 7.8	101	1,087	3	80	42	50	70
Kissho/Masago/Hatsune (2)	5	9.7 x 7.2	72	775	2.6	70	32	36	60
Hourai (2)	5	9.7 x 7.2	70	753	2.6	70	32	27	50

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

HOTEL CHINZANSO TOKYO

THE HOTEL

Hotel Chinzanso Tokyo is idyllically located on a historic, expansive site full of greenery, away from urban noise in Tokyo, offering an innovative blend of classic European décor, distinctive Japanese art, modern technology and impeccable service. Among the 38 function rooms is the Orion, one of the largest meeting rooms in Tokyo, with panoramic views

of the garden and accommodating up to 2,000 guests, and the tiered-seating Amphitheater, designed to meet requirements of international conferences. There are 9 restaurants, a spa and health club, including a gym, indoor pool and a traditional Japanese spa-style (onsen) hot springs bath.

TCVB

THE BASICS

Guest rooms: 267 (Total): 46 (Suite)
124 (Twin) 97 (Double)
High-speed Internet connection available.

Restaurants: 9

Facilities: ✓ Business center ✓ Fitness center
✓ Non-smoking floor ✓ Spa



Room ()*	Floor	sq. m	sq. ft.	Theater	Classroom	Banquet	Reception	Garden View
Ballroom (2)	1	634	6,818	600	360	300	500	—
Wisteria Room	1	283	3,044	280	150	120	180	—
Maple Room (2)	1	228	2,452	190	90	90	120	Yes
Ginkgo Room	4	251	2,699	190	100	100	130	—
Amphitheater	4	225	2,420	—	98	—	—	—
Hickory Room (2)	4	214	2,302	180	90	90	120	Yes
Magnolia Room	4	92	990	—	—	10	30	Yes
3 Oak Rooms (each)	4	88	947	—	—	10	30	Yes
Pine Room	4	76	818	24	16	24	30	Yes
Satsuki Room	4	70	753	—	—	16	—	—
Chestnut Room	4	43	463	—	—	10	—	—
Bamboo Room (2)	2	220	2,366	190	90	90	120	Yes
Poplar Room	2	170	1,828	70	42	50	60	Yes
Chef's Table	5	90	968	—	—	24	30	Yes
Mahogany Room	4	113	1,216	—	—	30	50	Yes

* () refers to possible room divisions using partitions. Besides the above, 2 meeting rooms are also available. Internet connection available in all meeting rooms.

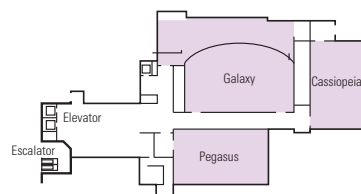


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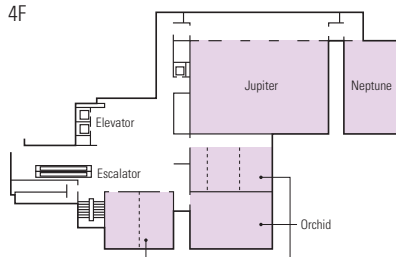
THE FACILITIES

Plaza

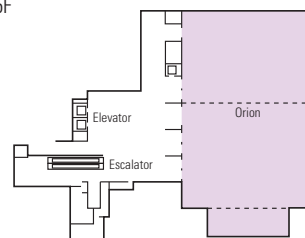
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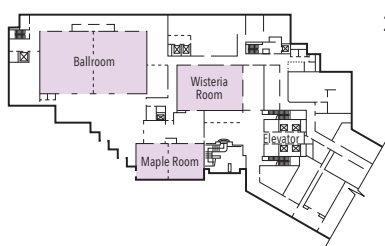


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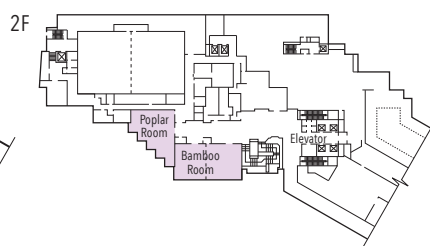


Hotel

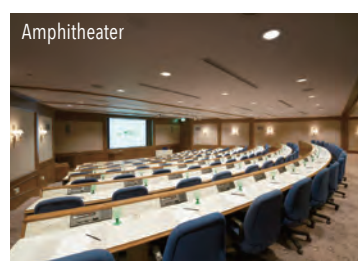
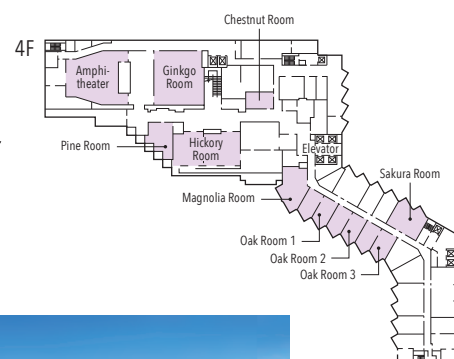
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2F



4F



Building	Room ()*	Floor	sq. m	sq. ft.	Theater	Classroom	Banquet	Reception	Garden View
Plaza	Galaxy	1	325	3,498	350	170	150	250	Yes
	Pegasus	1	255	2,745	240	110	100	130	—
	Cassiopeia	1	228	2,454	220	100	80	120	Yes
	Jupiter	4	557	5,995	800	400	280	500	Yes
	Neptune	4	224	2,411	170	90	63	80	Yes
	6 Orchid Rooms (each)	4	44~126	474~1,356	—	—	20	50	—
	Orion (2)	5	1,350	14,531	2,000	1,000	770	2,000	Yes
Tower	Soleil	4	264	2,842	240	100	90	130	Yes
	Mars	4	196	2,110	120	60	56	60	Yes
	Cattleya	5	262	2,820	240	120	100	130	Yes
	Sakura	6	218	2,347	200	100	80	110	Yes
	Tsubaki	7	218	2,347	200	100	80	110	Yes
	Cosmos	8	262	2,820	240	120	100	130	Yes
	Azalea	9	262	2,820	240	120	100	130	Yes
	Freesia	10	262	2,820	240	120	100	130	Yes
	Marguerite	11	262	2,820	240	120	100	130	Yes

* () refers to possible room divisions using partitions. Besides the above, 2 meeting rooms are also available. Internet connection available in all meeting rooms.



OMOTENASHI RESORT

HAPPO-EN

■ ACCESS

Subway : Nanboku line, Toei Mita line (1min walk from exit 2)
 JR Yamanote line(closest : Meguro Sta, Gotanda Sta, Shinagawa Sta)
 Toei bus : <Shina#93> Shirogane Shogakko Mae Stop
 Meguro Sta. ⇄ Shinagawa Sta. ⇄ Oikeibajyo
 East Exit @ Meguro Sta. / Takanawaguchi:Exit @ Shinagawa Sta.
 Car : 3 min from Highway Meguro Exit



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Tokyo enjoys more than
11,000 parks and
gardens and is home to
over **150** universities
and colleges.



HAPPO-EN

1-1-1 SHIROKANEDAI, MINATO-KU, TOKYO 108-8631 TEL: +81-3-3443-3111 FAX: +81-3-3443-3116
www.happo-en.com/english/index.html E-MAIL: banquet@happo-en.com

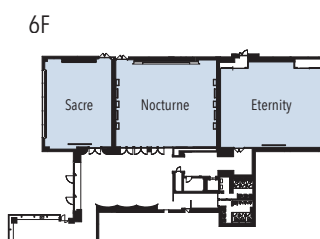


THE VENUE

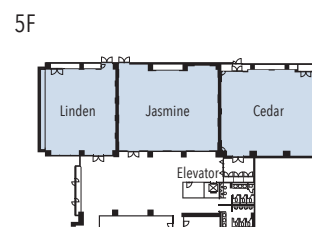
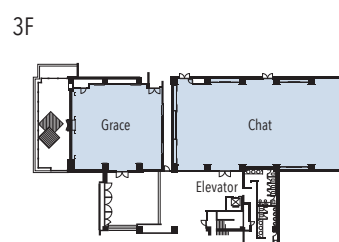
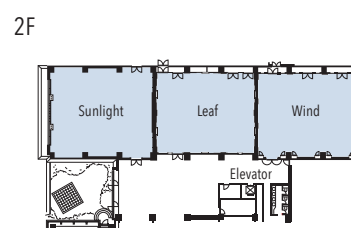
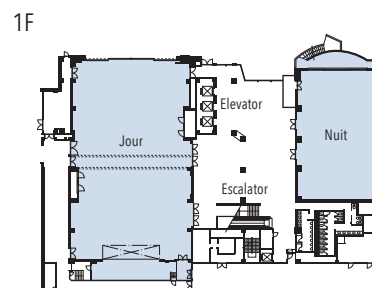
TCVB

Happon-en offers a picturesque venue of traditionally styled buildings set in a Japanese garden dating back nearly 400 years. The premises are in the exclusive residential area of Shirokanedai, near a number of embassies, and include 14 banquet halls with flexible room layouts, surrounded by lush greenery. The main building houses the largest hall, Jour, which can be configured to welcome up to 800 guests. The Hakuho-kan annex

is to the rear of the garden and has a banquet hall with 240 square meters of tatami mat flooring, the largest of its kind in the capital city. The halls of Happon-en also can provide the perfect backdrop to any outdoor party or function and remain popular for weddings. Imagine guests enjoying al fresco cocktails and good conversation in an idyllic setting of central Tokyo.



THE FACILITIES



Building	Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Main Building	Jour (2)	1	36 x 22	792	8,525	5	800	450	450	700
	Nuit	1	22.7 x 14	302	3,477	3	250	165	120	180
	Chat	3	27 x 14	380	4,090	3.2	400	220	160	250
	Grace	3	14 x 14	205	2,207	2.9	140	70	80	90
	Sunlight	2	16.2 x 14	227	2,443	3.3	160	100	100	100
	Wind	2	16.2 x 14	227	2,443	3	160	80	66	100
	Leaf	2	16.2 x 13.2	215	2,314	2.9	160	100	100	100
	Nocturne	6	16.2 x 14	227	2,443	2.8	160	80	80	100
	Eternity	6	15 x 14	193	2,077	3	160	100	100	100
	Sacre	6	10.8 x 14	158	1,701	3.5	110	60	64	60
	Cedar	5	16.2 x 14	205	2,207	2.9	160	100	100	100
	Jasmine	5	15 x 14	220	2,368	2.8	110	60	48	80
Annex	Linden	5	12 x 14	171	1,841	2.9	110	60	64	60
	Hakuho-kan	—	—	240	2,583	2.75	—	150	150	130

* () refers to possible room divisions using partitions. Hakuho-kan annex is a Japanese-style tatami room.

MEIJI KINENKAN

2-2-23 MOTO-AKASAKA, MINATO-KU, TOKYO 107-8507 TEL: +81-3-3746-7711 FAX: +81-3-3403-1066
www.meijikinenkan.gr.jp/english/ E-MAIL: info-bs@meijikinenkan.gr.jp



THE VENUE

Meiji Kinenkan is located in the outer gardens of Meiji Shrine, a famous landmark that includes an evergreen forest of 120,000 trees of 365 different species. Both the hall and shrine take the name of Emperor Meiji, the first emperor of modern Japan. The grounds of the 19th-century historic main hall cover 33,000 square meters and include a picturesque, well-manicured garden. The historic section and 27 banquet rooms are fully adaptable to a variety of MICE functions. Fuji is the largest room and is able to accommodate up to 1,000 guests. There are also five restaurants on the premises, and guests can feel a bit of history in the Kinkei Lounge where the original fixtures and décor are featured.



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Fuji (2)	2	41.3 x 19.3	835	8,988	6~6.6	1,000	600	450	800
Hohrai	2	17.7 x 26.9	463	4,984	5.2~5.5	550	330	240	350
Houoh	2	15.9 x 15.8	252	2,713	3.3	280	160	120	150
Kujaku	2	18.9 x 11.8	223	2,400	2.7~3	250	120	100	110
Tanchoh	2	10.1 x 15.8	160	1,722	2.7~2.9	140	90	70	70
Akebono (4)	1	35.1 x 14	491	5,285	3~3.3	600	370	300	380
Suehiro	1	18.9 x 11.8	223	2,400	2.7~3	250	120	100	110
Fuyoh	1	15.8 x 13.4	208	2,239	2.9~3.2	148	76	78	110
Aioi	1	12.7 x 15	191	2,056	2.7~3.1	200	90	80	90
Tsurukame	1	10.5 x 14.9	157	1,690	2.7~3	100	70	50	50

* () refers to possible room divisions using partitions. Besides the above, 17 banquet rooms are available. Internet connection available in all meeting rooms.

MEGURO GAJOEN

1-8-1 SHIMO-MEGURO, MEGURO-KU, TOKYO 153-0064 TEL: +81-3-5434-3860 FAX: +81-3-5434-3863
www.megurogajoen.co.jp/english/ E-MAIL: eigyo@megurogajoen.co.jp



THE VENUE

TCVB

Meguro Gajoen is located in Meguro, convenient for both business and entertainment purposes. This luxury venue is comprised of banquet halls, restaurants, accommodations and a gallery. The lavish sculptures, vivid murals and ceiling paintings of this former bathhouse reflect the Edo style (1603-1868) that was an inspiration for the Oscar-winning animation film, *Spirited Away*. Upon entering the premises, guests walk down a galleried corridor, passing a picturesque Japanese garden on the left before reaching the atrium. Each of the 25 meeting rooms has its own special character, including the Maiogi ballroom, which is large enough to welcome up to 1,200 guests. There are banquet rooms in either Japanese or European style according to planners' taste.



Room ()*	Floor	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Maiogi (2)	2	838	9,020	7.8	1,200	600	500	1,000
Hana Tsudoi (2)	2	502	5,403	3.4	700	350	320	400
Hana Shizuka	2	249	2,680	3.9	300	140	140	150
Sirius	3	248	2,669	3.8	300	140	140	150
Orion	3	216	2,325	3.9	260	130	100	120
Asuka	4	248	2,669	4.4	300	140	140	150
Kaen	4	215	2,314	4.2	260	130	100	120
Washi	4	204	2,196	3.9	200	120	140	160
Chikurin	4	124	1,335	4.3	120	60	70	80
Salon de Soleil I	8	124	1,335	2.7	—	18	18	20

* () refers to possible room divisions using partitions. Washi and Chikurin are Japanese-style tatami rooms. Besides the above, 15 banquet rooms are available. Internet connection available in all meeting rooms.

HOTEL CHINZANSO TOKYO

2-10-8 SEKIGUCHI, BUNKYO-KU, TOKYO 112-8680 TEL: +81-3-3943-1111 FAX: +81-3-3943-2300

www.hotel-chinzanso-tokyo.com E-MAIL: info@hotel-chinzanso.com



THE VENUE

TCVB

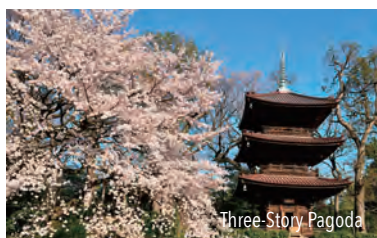
The "Serenity Garden" rooftop terrace at Hotel Chinzanso Tokyo offers 1,500 square meters for an all-purpose outdoor venue that has wonderful views of the hotel's famous garden and Tokyo skyline. The function area is the perfect setting to launch your corporate convention, starting things off with a cocktail reception that delivers a unique experience.

Also, the hotel has some restaurants in the garden where you can enjoy the beauty of Japanese seasonal views of spectacular cherry blossoms, enchanting fireflies, the autumn foliage, as well as historic monuments. Private dining rooms serving Japanese Kaiseki cuisine in the Ryotei Kinsui are ideal for personal or corporate events year-round. Ryotei Kinsui's special rooms and adjacent structures can accommodate up to 60 guests, and will provide an unforgettable traditional dining experience and beautiful memories of Japan.



Serenity Garden

Building/Room	Floor	sq. m	Reception
Serenity Garden	Rooftop	1,500	150
Ryotei Kinsui	Garden	105	60



Three-Story Pagoda



"Yachiyo" in Ryotei Kinsui

THE INTERNATIONAL HOUSE OF JAPAN



5-11-16 ROPPONGI, MINATO-KU, TOKYO 106-0032 www.i-house.or.jp/eng/

E-MAIL: accommo@i-house.or.jp

THE VENUE

The International House of Japan (I-House), a non-profit organization founded in 1952, promotes international cultural exchanges and intellectual interaction. Conveniently located near many embassies and the mixed-use complex of Roppongi Hills, I-House is at the heart of the city, yet in a quiet compound. A number of function venues are available on nearly 11,000 square meters of land. All banquet rooms adjoin a large historic 19th-century garden, enabling guests to mingle both inside and outdoors during receptions and cocktail parties. An auditorium and seven additional meeting rooms complete the varied choices for gatherings and conferences. Since I-House is a membership institution, an introduction is required.



Room ()*	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Hollow Square	Banquet	Reception
Kabayama/Matsumoto Room & Room 2, 3 & 4	B1	7.2 x 28.7	247	2,659	2.9	180	120	90	110	150
Iwasaki Koyata Memorial Hall	B1	16 x 12.2	195	2,099	4.5	180	120	60	100	150
Room 2, 3 or 4	B1	7.2 x 5.4	51	549	2.9	40	24	24	20	30
Lecture Hall	2	12.7 x 11.3	145	1,561	3~4.3	120	80	50	—	—
Seminar Room C	1	—	26	280	—	—	—	16	—	—
Seminar Room D	1	—	53	570	—	—	24	30	—	—
Seminar Room E	1	—	26	280	—	—	—	16	—	—
Seminar Room 401	4	—	28	301	—	—	—	16	—	—
Seminar Room 402	4	—	20	215	—	—	—	12	—	—
Seminar Room 403, 404 (2)	4	—	73	786	—	—	42	34	—	—

* () refers to possible room divisions using partitions. Internet connection available in all meeting rooms.

TOKYO AMERICAN CLUB

2-1-2 AZABUDAI, MINATO-KU, TOKYO 106-8649 TEL: +81-3-4588-0308 FAX: +81-3-4588-0332

www.banquets.tokyoamericanclub.org E-MAIL: banquet@tac-club.org



THE VENUE

Tokyo American Club's many exceptional features will ensure that your next meeting, corporate event or party make a lasting impression. A stylish ballroom and a myriad of remarkable meeting spaces are available. The focus on nurturing relationships makes the Club experience an incomparable one.



Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
New York Ballroom	B2	17.5 x 38.9	681	7,330	6	600	300	320	600
Manhattan I	B2	17.5 x 10.9	192	2,066	6	150	80	80	150
Manhattan II	B2	17.5 x 10.9	192	2,066	6	150	80	80	150
Manhattan III	B2	17.5 x 16.9	297	3,198	6	300	140	160	300
Brooklyn Suite	B2	8 x 20	160	1,722	3	100	80	100	120
Brooklyn I	B2	8 x 5	40	430	3	20	20	20	30
Brooklyn II	B2	8 x 5	40	430	3	20	20	20	30
Brooklyn III	B2	8 x 10	80	862	3	60	40	60	60

Internet connection available in all meeting rooms.

ROPPONGI HILLS CLUB

ROPPONGI HILLS MORI TOWER 51ST FLOOR, 6-10-1 ROPPONGI, MINATO-KU, TOKYO 106-6151

TEL: +81-3-6406-6077 FAX: +81-3-6406-9020

www.roppongihillsclub.com E-MAIL: banquet@roppongihillsclub.com



THE VENUE

Roppongi Hills Club, managed by Hyatt, is a Members' Club that occupies the entire 51st floor of Roppongi Hills Mori Tower. The Club boasts seven spectacular restaurants, two stunning bars and some of the most sought-after banqueting and event spaces in Tokyo. The banqueting and event space, available for non-members' use, provides an exquisite setting for formal business meetings, luncheons and dinners with unrivalled views of the city.



Room	Floor	sq. m	Theater	Classroom	Banquet	Reception
the club room I	51	350	280	145	180	300
the club room II	51	120	110	50	50	60
the club room II & III	51	178	160	70	90	120
proteus	51	49	—	—	24	30
galatea	51	26	—	—	8	—

Complimentary Wi-Fi access available in all areas.

NATIONAL MUSEUM OF EMERGING SCIENCE AND INNOVATION (MIRAIKAN)

2-3-6 AOMI, KOTO-KU, TOKYO, 135-0064 TEL: +81-3-3570-9151 FAX: +81-3-3570-9150
www.miraikan.jst.go.jp/en/ E-MAIL: kouryushisetsu@miraikan.jst.go.jp



THE VENUE

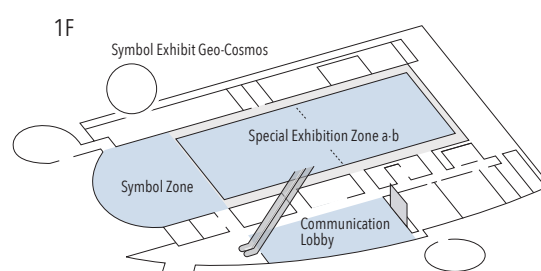
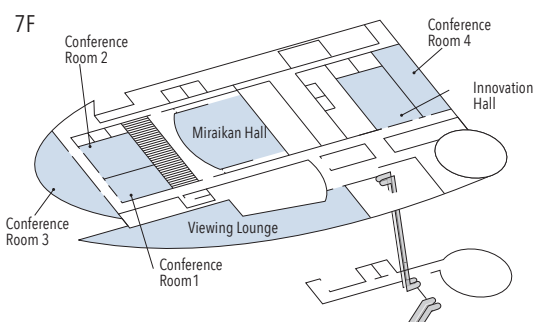
The National Museum of Emerging Science and Innovation (Miraikan) is a place where we can understand the things happening in our world today from a scientific point of view and have discussions while considering the future that awaits us. The permanent exhibitions provide visitors with a chance to have experiences with science and technology. Miraikan's venues include the Symbol Zone with the world's first large-scale display

of the Earth, "Geo-Cosmos," suspended overhead as well as space where reception events with a capacity for 500 people can be held; the Miraikan Hall with a capacity of 300; and an approximately 1,500-square-meter exhibition zone with no pillars. Miraikan is equipped with facilities that can be used for a range of purposes, such as international conferences, academic conferences, presentations and assorted events.



TCVB

THE FACILITIES



Room	Floor	Dimensions (m)	sq. m	sq. ft	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Symbol Zone	1	21×29	600	6,451	8	—	—	300	500
Exhibition Space a	1	30×24	720	7,741	6~8	860	430	400	600
Exhibition Space b	1	33×24	790	8,494	6~8	960	448	450	650
Communication Lobby	1	13×21	300	3,225	3~8.5	240	—	170	250
Miraikan Hall	7	20×20	400	4,301	7	300	—	—	—
Innovation Hall	7	10×16	195	2,096	8	176	103	—	—
Conference Room 1	7	13×8	110	1,182	3	120	56	50	90
Conference Room 2	7	13×11	160	1,720	3	180	84	80	130
Conference Room 3	7	10×18	180	1,935	5~6.5	150	80	80	150
Conference Room 4	7	5×26	105	1,129	4.2	—	24 (square)	24	80
Viewing Lounge	7	66×13	480	5,161	9~10	—	—	250	400

Please make inquiry about Internet connections.

MUSEUM OF CONTEMPORARY ART TOKYO



4-1-1 MIYOSHI, KOTO-KU, TOKYO 135-0022 www.mot-art-museum.jp/eng/index.html

CONTACT: BUSINESS EVENTS TEAM AT TCVB

THE VENUE

TCVB

The Museum of Contemporary Art Tokyo looks out over a neighboring park, and the two seminar rooms and the 200-seat auditorium in the basement are even available for use as meeting and conference spaces on days the museum is open. When closed to the public on Mondays, the Entrance Hall (1,582 square meters) and Sunken Garden (1,000 square meters) offer unique event spaces. A glass wall runs the full length of the 140-meter-long Entrance Hall. The stunning modern architecture of the museum provides the ideal backdrop for a sophisticated reception or cocktail party. The museum was the first of its kind to exhibit a comprehensive collection of contemporary artworks in the capital.



Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Reception
Entrance Hall	1	10 x 140	1,582	17,022	8	—	1,000
Sunken Garden	B2	—	1,000	10,764	—	—	—
Auditorium	B2	13.5 x 16.5	366	3,940	4.8	200	—
Seminar Room No.1	B2	—	72	775	—	40	—
Seminar Room No. 2	B2	—	83	893	—	40	—

For details, please see website.

TOKYO NATIONAL MUSEUM



13-9 UENO-KOEN, TAITO-KU, TOKYO 110-8712 TEL: +81-3-3822-1111, +81-3-3821-9270 FAX: +81-3-3821-9680

www.tnm.jp/?lang=en CONTACT: BUSINESS EVENTS TEAM AT TCVB

THE VENUE

Tokyo National Museum, located in Ueno Park, has a history spanning over 140 years and exhibits Asian artifacts of historic and cultural importance. Located northeast of the city center, the museum can be rented for a variety of ceremonies, exhibitions and performances. A popular choice for parties and receptions is the spacious 490-square-meter lounge in the Heiseikan, which also has an auditorium and meeting room. A refreshingly new event space is the 251-square-meter entrance hall to the Gallery of Horyuji Treasures. A seminar room in the research center is another option. The garden area includes five traditional teahouses, where tea ceremony events during the four distinct seasons can be enjoyed. For larger global conferences, you can book all five tearooms and the garden.



Building	Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Classroom	Banquet	Reception
Heiseikan	Lounge	1	14.4 x 34	490	5,274	6	—	—	250	350
	Auditorium	1	14.4 x 29.2	420	4,521	5.5	393	—	—	—
	Seminar Room	1	6.4 x 13.9	89	958	4	—	40	—	70
The Gallery of Horyuji Treasures*	Entrance	1	—	251	2,702	10	—	—	100	200
Okyakon	Teahouse	—	—	—	—	—	—	—	—	40

Besides the above, 4 teahouses are available.

*The Gallery of Horyuji Treasures will be closed for construction work from May 20, 2015 until March 14, 2016.

Welcome to Marunouchi!

The business district of Marunouchi in downtown Tokyo is known as the center of Japanese economics. Not only boasting the best transportation access in the city, it is also home to a variety of conference facilities, banquet halls and accommodations, making it the perfect place for meetings, conferences, exhibitions and all kinds of MICE tourism. It also offers a wealth of places to visit within its unique surroundings, including historic buildings, museums, shopping areas, pleasant streets and open spaces.

To ensure the success of your meetings in Tokyo, look no further than Marunouchi.

● Tokyo International Forum



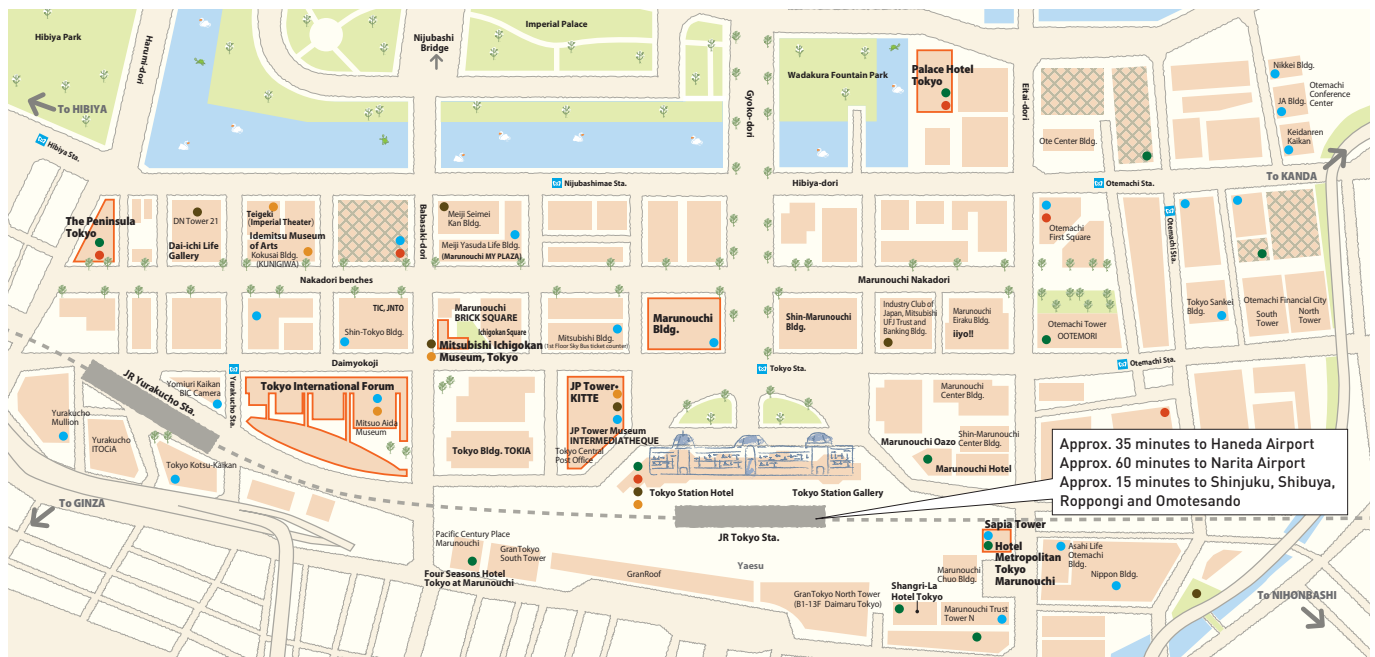
● The Peninsula Tokyo



● JP Tower•KITTE



● Palace Hotel Tokyo



- Conference and exhibition facilities
- Accommodations
- Banquet halls
- Historic buildings
- Art galleries, museums, theaters

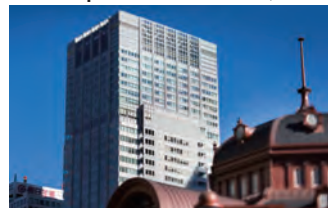
● Mitsubishi Ichigokan Museum, Tokyo



● Marunouchi Bldg.



● Sapia Tower (Hotel Metropolitan Tokyo Marunouchi in Sapia Tower)



In addition to those listed above, Marunouchi boasts a whole range of other facilities, both large and small. Please contact the facilities directly for further information.

An Oasis in the City



Further expansion and enhancement of MICE facilities (The following facilities are currently under construction.)

Completion scheduled for fiscal 2018

Tokyo Kaikan featuring one of the best banquet halls in the area
Tokyo Chamber of Commerce and Industry featuring a conference hall with international conference amenities

Completion scheduled for fiscal 2019

MICE facilities planned for development include a 1,500m² multipurpose hall and a hotel

OMY Area Management Association

Otemachi Building 635 ward, 6-1, Otemachi 1-chome, Chiyoda-ku, Tokyo 100-8133
e-mail: ligare2002@ligare.jp

ligare
OTEMACHI MARUNOUCHI YURAKUCHO
AREA MANAGEMENT ASSOCIATION

MITSUBISHI ICHIGOKAN MUSEUM, TOKYO



2-6-2 MARUNOUCHI, CHIYODA-KU, TOKYO 100-0005 TEL: +81-3-5405-8686
mimt.jp/english/

THE VENUE

TCVB

The Mitsubishi Ichigokan Museum, Tokyo is located in the center of the city, close to the Imperial Palace and Tokyo Station. Designed as a Western-style office building in 1894 by British architect Josiah Corder, the original structure was torn down in 1968 and reborn on the same lot in 2009 based on the original design. The museum's gallery and adjoining "Café 1894" can be hired out exclusively weekday (Mon-Thu) evenings and also during the day on Mondays. Exhibition rooms reminiscent of the Meiji Period (1868-1912) with a total floor area of 800 square meters span three floors. The cafe within the museum building covers 167 square meters, offers various event plans and has a capacity of 60-100 people.



Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Reception
Exhibition Rooms	3	—	800	8,611	—	300
Café 1894	1	18.9 x 11.9	167	1,798	8	100



Café 1894

TOKYO CITY VIEW, ROPPONGI HILLS



52F, ROPPONGI HILLS MORI TOWER, 6-10-1 ROPPONGI, MINATO-KU, TOKYO 106-6150
TEL: +81-3-6406-6652 FAX: +81-3-6406-9355 www.roppongihills.com/tcv/en/ E-MAIL: tcv-info@mori.co.jp

THE VENUE

TCVB

Tokyo City View is an observation facility, incorporating an indoor observation deck at the height of 250 meters above sea level, on the 52nd floor of Roppongi Hills Mori Tower, and an outdoor observation deck "Sky Deck," at a height of 270 meters above sea level on the rooftop. The 360-degree panorama, both indoor and outdoor, affords views of Tokyo's major sights, enabling visitors to experience the dynamism of the ever-evolving metropolis. Following renovation work in early 2015, the indoor observation deck now boasts a museum-quality gallery space, "Sky Gallery," to host events and exhibitions incorporating the views in line with the theme "urban entertainment." As well, newly open on the same floor is "Museum Cafe & Restaurant THE SUN & THE MOON." Museum Cafe THE SUN offers a casual atmosphere and light meals including reasonably priced set menus and sandwiches, whereas Museum Restaurant THE MOON boasts a superb fusion of art and food in cuisine prepared with a French twist and served amid contemporary art under the supervision of the Mori Art Museum, located on the 53rd floor of Roppongi Hills Mori Tower.



Sky Gallery 1



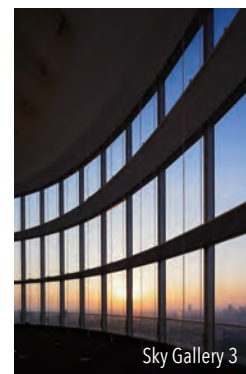
THE MOON

Room	sq. m	sq. ft.	Banquet	Reception
Museum Cafe & Restaurant THE SUN & THE MOON THE SUN*	206	2,217	90	150
Museum Cafe & Restaurant THE SUN & THE MOON THE MOON	270	2,906	60	130
Sky Gallery 1**	250	2,691	—	—
Sky Gallery 2**	138	1,485	—	—
Sky Gallery 3**	250	2,691	—	—

Capacity of banquet rooms and reception areas is approximate. Please contact the venue for details.

*Reserving THE SUN only is not possible.

**An example of capacity for Sky Gallery 1, 2, 3: Banquet (50 people max. for each), Reception (100 people max. for each). For details, please contact the venue.



Sky Gallery 3

TOKYO CAFÉ 202

45F, SOUTH OBSERVATORY, BLDG. NO.1, TOKYO METROPOLITAN GOVERNMENT, 2-8-1 NISHI-SHINJUKU, SHINJUKU-KU, TOKYO 163-8001 TEL: +81-3-5909-7945 FAX: +81-3-5909-7946
E-MAIL: tokyo-cafe202@dynac.co.jp



THE VENUE

Tokyo Café 202 is in the South Observatory on the 45th floor of the Tokyo Metropolitan Government Building, itself a popular tourist spot in Shinjuku. After viewing a beautiful 360° panorama of the city from an observatory at a height of 202 meters, the café is a recommended place where you can rest while enjoying a light snack and beverage. During the day, the general public can dine at the café, but in the evenings it can be transformed into a stunning venue for private functions of up to 300 guests. The flexible sound and lighting options create an ambience suitable for the occasion. Let the sights and sounds along the skyline take your next party to new heights.

Room	sq. m	sq. ft.	Ceiling ht. (m)	Reception
Tokyo Café 202	1,000	10,764	10	300



GONPACHI

GONPACHI NISHIAZABU 1-13-11 NISHI-AZABU, MINATO-KU, TOKYO 106-0031
SOBA & KUSHI GONPACHI (1~2F) TEL: +81-3-5771-0170 www.gonpachi.jp/nishiazabu/?lang=en
GONPACHI G-ZONE GINZA 1-2-3, GINZA, CHUO-KU, TOKYO 104-0061
KUSHI & SOBA(1~2F) TEL:+81-3-5524-3641 www.gonpachi.jp/gzone/?lang=en



THE VENUE

Gonpachi takes the best of traditional Japanese cuisine to the next level, serving soba noodles and "kushi"-style skewered delicacies in a traditional Japanese setting, orchestrated to both relax and inspire. Impressive yet restrained, Gonpachi is an oasis of calm in Japan's urban chaos.

Gonpachi Nishiazabu

Room	Floor	Banquet	Reception
Soba & Kushi Gonpachi	1+2	230	356
Soba & Kushi Gonpachi Private Room	2	52	-
Sushi Gonpachi	3	111	111

Gonpachi G-zone Ginza

Room	Floor	Banquet	Reception
Soba & Kushi Gonpachi	1+2	64	243
Soba & Kushi Gonpachi Private Room	2	10	-



Gonpachi Soba & Kushi Nishiazabu



Gonpachi G-zone Ginza

HARD ROCK CAFE TOKYO

5-4-20 ROPPONGI, MINATO-KU, TOKYO 106-0032 TEL: +81-3-3408-7018

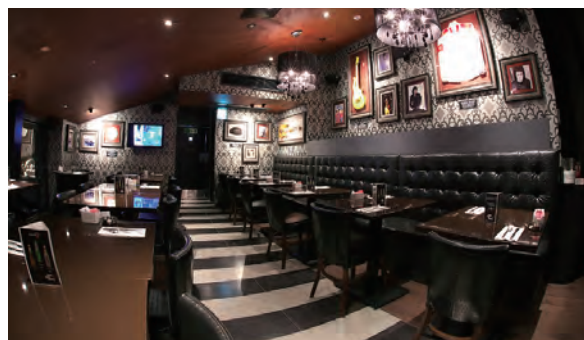
hardrockjapan.com



THE VENUE

The Hard Rock Cafe Tokyo is located in Roppongi, the most popular nightspot among foreigners in the capital city. As the first branch established in Japan back in 1983, the Hard Rock Cafe Tokyo remains a steady favorite on the district's renowned night scene. The original London cafe is the inspiration for both the design and ambience here, and the chain has built up a loyal following among fans who have enjoyed the Hard Rock Cafe experience through the years. The dynamic light projections on the exterior, along with the trademark neon-lit electric guitar, are as inviting as the heart-throbbing atmosphere inside.

Room	Total Capacity	Entire Booking
Restaurant	142	Available



TOKYO DOME

1-3-61 KORAKU, BUNKYO-KU, TOKYO 112-8572 TEL: +81-3-5800-9999

www.tokyo-dome.co.jp/e/dome/



THE VENUE

TCVB

Tokyo Dome was Japan's first covered stadium back in 1988 and can accommodate 55,000 people, creating a venue with great impact for large-scale events. Imagine a spectacular showcase on the field as invited guests also sit on the athletic field wings that have 13,000 retractable seats on both sides to expand the arena for conventions and bring your audience close to the action. There is a hotel and an amusement park that offer restaurants and shops close by, which together comprise Tokyo Dome City. The proximity of train and subway lines connects you to the rest of central Tokyo, and the Tokyo Dome is easily accessible from Tokyo International Airport (Haneda) and Narita International Airport. The stadium is home to the popular Yomiuri Giants baseball team and serves as a venue for other sporting competitions.



Venue	sq. m	sq. ft.	Height (m)	Theater	Banquet	Reception
Entire Stadium	46,755	503,267	56.2	55,000	—	—
Arena	13,000	139,931	61.7	8,000	4,000	8,000



KOKUGIKAN SUMO STADIUM

1-3-28 YOKOAMI, SUMIDA-KU, TOKYO 130-0015

CONTACT: BUSINESS EVENTS TEAM AT TCVB



THE VENUE

Kokugikan sumo stadium is not only used for tournaments of Japan's national sport. The venue and accompanying facilities can be converted into an arena suitable for ceremonies, fashion shows and concerts, taking advantage of the 1,600 square meters, 40-meter-high ceiling and tiers of mobile seating that allow for versatility in layout. The hall can accommodate a variety of functions, such as corporate meetings, receptions and exhibitions, with a capacity of 600 guests. The variety of facilities in historic Ryogoku, easily accessible from central Tokyo, and the distinctive architecture of the stadium create a special yet convenient setting to suit your particular preferences.



Venue	Floor	sq. m	sq. ft.	Ceiling ht. (m)	Theater	Banquet	Reception
Stadium Arena	B1-2	1,600	17,222	40	10,500	600	1,000
Hall	B1	700	7,535	3.7	—	400	600



YAKATABUNE HARUMIYA

6-17-12 HIGASHISUNA, KOTO-KU, TOKYO 136-0074 TEL: +81-3-3644-1344 FAX: +81-3-3644-5445

www.harumiya.co.jp/overseas_edition/english.html E-MAIL: info@harumiya.co.jp



THE VENUE

TCVB

Yakatabune Harumiya offers a cruise that traverses the Sumida River, sails under Rainbow Bridge and heads to the Odaiba waterfront district. Reflecting an Edo tradition (1603-1868), these pleasure boats seat guests on cushions in a tatami straw-mat room where delicious Japanese dishes are served, often including tempura deep-fried ingredients and sashimi (raw fish). Windows along both sides offer clear views. Leg wells and seating against the walls, as well as in the middle aisle, provide western-style comfort aboard six boats of varying sizes, accommodating from 20 to 135 guests. Guide commentary is available in English, French and Russian. There are other paid options such as vaudeville-type entertainers and geisha dancers.



Boat	Banquet
Shirasagi	135
Kachidoki	108
Janbo	90
Fenikkusu	78
Chitose	60
Akane	60



SYMPHONY TOKYO BAY CRUISE

2-7-104 KAIGAN, MINATO-KU, TOKYO 105-0022 TEL: +81-3-3798-8145 FAX: +81-3-3798-8194
www.symphony-cruise.co.jp/english/index.html E-MAIL: info@slt.jp



THE VENUE

TCVB

Symphony Cruise has two ships that offer visitors a rare view of the cityscape from the calm waters of Tokyo Bay. Guests can choose among lunchtime, afternoon, sunset and dinner cruise options, and the dinner voyage covers the greatest distance of any ship offering cruising services on the bay. Equipped with five banquet rooms that can accommodate 14-280 guests, the 2,600-ton *Symphony Moderna* is fitted out in the manner of a luxury liner, which can be exclusively chartered for up to 600 guests. The banquet rooms of the 1,084-ton *Symphony Classica* can host 30-130 guests, and up to 450 passengers can indulge in a choice of French, Italian or buffet-style cuisine during the cruise around Tokyo Bay.



Ship	Banquet Room	Floor	sq. m	sq. ft.	Banquet	Reception
Moderna	Ship Charter	—	—	—	—	600
	Emperor	1	355	3,821	180	280
	Prelude	2	94	1,012	50	70
	Polonaise	3	256	2,756	80	120
	Fantasy	3	104	1,119	50	70
Classica	Heroica	4	38	409	14	—
	Ship Charter	—	—	—	—	450
	Pastoral	1	195	2,099	90	130
	Concerto	2	160	1,722	80	100
	Quartet	2	53	570	30	40
	Minuet	3	60	646	30	40



RESTAURANT SHIP VINGT ET UN

1-12-2 KAIGAN, MINATO-KU, TOKYO 105-0022 TEL: +81-3-3436-2121 FAX: +81-3-5472-0121
www.vantean.co.jp/english E-MAIL: info@vantean.co.jp



THE VENUE

Restaurant Ship *Vingt et Un* sails under the Rainbow Bridge and passes by the commercial waterfront district of Odaiba. The 717-ton ship offers three distinct restaurants to meet your particular needs. The Rivage is the largest dining area and can cater to 180 guests, offering panoramic ocean views. Pier 21 can accommodate 120 passengers, and its décor expresses the warm hues of the Mediterranean. Buffet dining for up to 100 guests is available in the Plaine Mer. The entire ship can be chartered to handle up to 400 guests, and separate dining cabins can be used for between six and 20 people. The experience onboard and the views of Tokyo Bay are sure to give your guests a new perspective on the capital city.



Banquet Room ()*	Type	sq. m	sq. ft.	Banquet	Reception
Ship Charter	—	—	—	340	400
Rivage	Restaurant	251	2,702	130	180
Pier 21	Restaurant	209	2,250	68	120
Plaine Mer	Restaurant	119	1,281	60	100
Opal A and B (2)	Cabins	20	215	20	—
Coral A and B (2)	Cabins	20	215	20	—
Sapphire	Cabin	20	215	20	—
Garnet	Cabin	20	215	20	—
Emerald	Cabin	9	97	6	—

* () refers to possible room divisions using partitions.



CRYSTAL YACHT CLUB

2-3-16 HIGASHI-SHINAGAWA, SHINAGAWA-KU, TOKYO 140-0002 TEL: +81-3-3450-4300 FAX: +81-3-3458-1515
www.crystal-yc.co.jp/english/index.html E-MAIL: yoyaku@crystal-yc.co.jp



THE VENUE

The Crystal Yacht Club, near Shinagawa, is where the *Lady Crystal* departs for lunch, afternoon, dinner or evening cruises, offering dramatic views of Tokyo's cityscape. For parties of up to 140 guests, you have the option to enjoy cocktails in the Clubhouse before embarking on a casually elegant, luxury dinner cruise of Tokyo Bay. For larger gatherings of up to 250 guests, we can prepare impeccable French cuisine to savor at the Clubhouse. Each type of cruise affords a different, yet unforgettable experience aboard Japan's first party yacht.



Venue	Banquet Room	Floor	sq. m	sq. ft.	Banquet	Reception
Lady Crystal	Ship Charter	—	—	—	100	140
	Main Deck	1	80	861	60	70
	Private Room	1	27	291	12	25
	Promenade Deck	2	60	646	24	40
Clubhouse	Entire Booking	—	—	—	120	250
	Restaurant	1	134	1,442	80	180
	Lounge	1	78	840	40	60



ATAKEMARU/HOTALUNA

ATAKEMARU 1-12-2 KAIGAN, MINATO-KU, TOKYO 105-0022 TEL: +81-3-3644-6881 FAX: +81-3-5653-5497
gozabune.jp/ E-MAIL: atakemaru@hello-tokyo.com

HOTALUNA 1-1-1, HANAKAWADO, TAITO-KU, TOKYO 111-0033
www.hotaluna.com/email/



THE VENUE

TCVB

The *Atakemaru* offers cruises around Tokyo Bay and is the only traditional Japanese-style ship of the medium-class size available here. In the fine tradition of a Gozabune boat that defined luxurious cruising in the Edo period (1603-1868), guests on board will experience the Samurai way of life like real feudal lords as they traveled. The *Atakemaru* today offers passengers the same gorgeous, dynamic interior and exterior décor, as they leisurely cruise Tokyo's port. Treat yourself to an extraordinary journey, looking out across the urban landscape while immersed in an Edo-style atmosphere.

The *Hotaluna* has a spaceship-like design featuring a silver metallic sleek body ending with a gullwing. With the addition of a roof deck, you can enjoy the scenery from both inside and outside the boat. From evening to night a pale light will be emitted from the back of the boat giving a firefly effect. The *Hotaluna* charters provide route and menu options to match your cruising plan needs.

Boat / Room	Floor	Banquet
Atakemaru	1+2	200
Atakemaru Gozanoma / Restaurant	1	106
Atakemaru Kourakunoma / Restaurant	1	48
Atakemaru Kihinnsitu / Restaurant	2	32
Hotaluna	1	150

Internet connection available in all rooms.



Atakemaru



Hotaluna

TOKYO SUMMERLAND

600 KAMI-YOTSUGI, AKIRUNO-SHI, TOKYO 197-0832 TEL: +81-42-558-6511 FAX: +81-42-558-6518
www.summerland.co.jp/english/ E-MAIL: view@summerland.co.jp



THE VENUE

Tokyo Summerland is one hour from central Tokyo in the city of Akiruno. The variety of dining options ranges from Japanese to Western and Chinese. There is a stage for live entertainment and party rooms. With a capacity for 9,000 visitors, Tokyo Summerland is available for exclusive-use reservations, making this theme park an excellent venue for exhibitions and fun-filled gatherings. Covering a massive 1.3 million square meters, domed Tokyo Summerland truly has something for everyone all year round. There are indoor and outdoor pools and slides, including a giant wave pool, and other all-season facilities such as a golf practice range.



Room	Floor	Dimensions (m)	sq. m	sq. ft.	Ceiling ht. (m)	Banquet	Reception
Grand Hall	4	59.7 x 27.8	1,350	14,531	6	450	650
Fantasy Hall	3	19.5 x 18.3	360	3,875	3	250	350
Pool side	1	—	1,900	20,451	20	—	1,000

SUNSHINE AQUARIUM

WORLD IMPORT MART BLDG., SUNSHINE CITY, 3-1 HIGASHI-IKEBUKURO, TOSHIMA-KU, TOKYO 170-8630
 CONTACT: BUSINESS EVENTS TEAM AT TCVB



THE VENUE

Sunshine Aquarium is located atop the World Import Mart Building in Ikebukuro's Sunshine City complex near Ikebukuro station. A party venue is available, along with the aquarium, for up to two hours from 7:00 in the evening (when closed to the general public) from November to March only. Up to 150 guests can marvel at the marine life and admire the collection of exotic birds and reptiles representing an amazing number of species from around the world. Where else but in Tokyo can you host a banquet on top of a skyscraper and also make guests feel as if they are in the depths of the ocean?



Venue	Reception
Aquarium	150



K2

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www.aqua-park.jp/en/ CONTACT: BUSINESS EVENTS TEAM AT TCVB

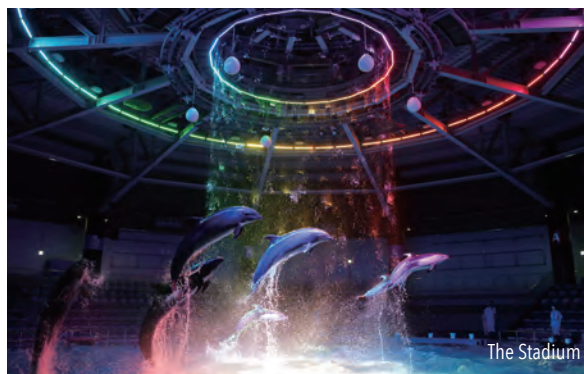


THE VENUE

TCVB

Epson Aqua Park Shinagawa, reopened following an upgrade in 2015, is located just a few minutes walk from Shinagawa Station, which provides excellent access from Haneda Airport. The facility is located inside the Shinagawa Prince Hotel, which has banquet rooms, making it extremely convenient. The entire venue can be hired out exclusively when closed to the general public (opening hours: 10:00-22:00), offering a reception event unique to the Epson Aqua Park Shinagawa. Specifically, in Jellyfish Ramble, guests can enjoy the bobbing jellyfish as well as the combination of sounds and lights that change with the time and season, while in the Coral Café Bar, the light emitted from luminescent coral illuminated with black light will create a magical atmosphere. The area of The Stadium (auditorium with a capacity of 1,200 people) can be booked exclusively during opening hours to the public depending on conditions.

Venue	Auditorium
The Stadium	1,200



The Stadium



Jellyfish Ramble

SUMIDA AQUARIUM

5-6F, TOKYO SKYTREE TOWN SOLAMACHI 1-1-2, OSHIAGE, SUMIDA-KU, TOKYO 131-0045

www.sumida-aquarium.com/en/ CONTACT: BUSINESS EVENTS TEAM AT TCVB



THE VENUE

SUMIDA AQUARIUM comprises the 5th and 6th floors of TOKYO SKYTREE TOWN®, a commercial facility centered around TOKYO SKYTREE®, the highest free-standing broadcasting tower in the world. The entire venue can be booked exclusively and around 300 guests can enjoy a unique reception event, observing up close the penguins and fur seals in one of Japan's largest indoor, open pool-type tanks. The tank features a two-story atrium space and an exhibition space designed to let guests get as close as possible to the marine animals.

Venue	Reception
Aquarium	300



Large tank



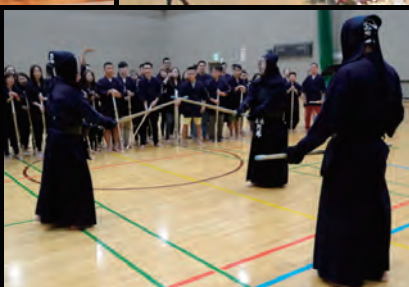
Jellyfish Kaleidoscope

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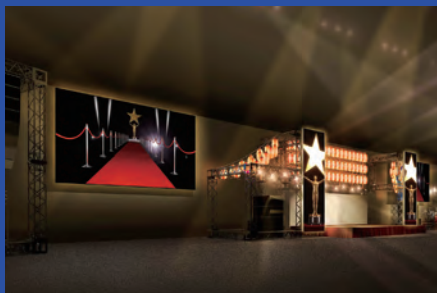
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event@zeo.co.jp

Bilingual Staff Available

www.zeo.co.jp/mice

A collage of various Japanese cultural scenes arranged in a fan shape. The scenes include: a man and a woman in traditional white and green clothing; a woman in a colorful kimono; a close-up of a woman's face with white makeup and red lips; a traditional Japanese building with a tiled roof; a modern building with a 'TOUTA' sign; a crowd of people; a man in a yellow kimono; a woman in a pink kimono; and a woman in a white kimono. The fan shape is created by black lines radiating from a central point at the bottom.



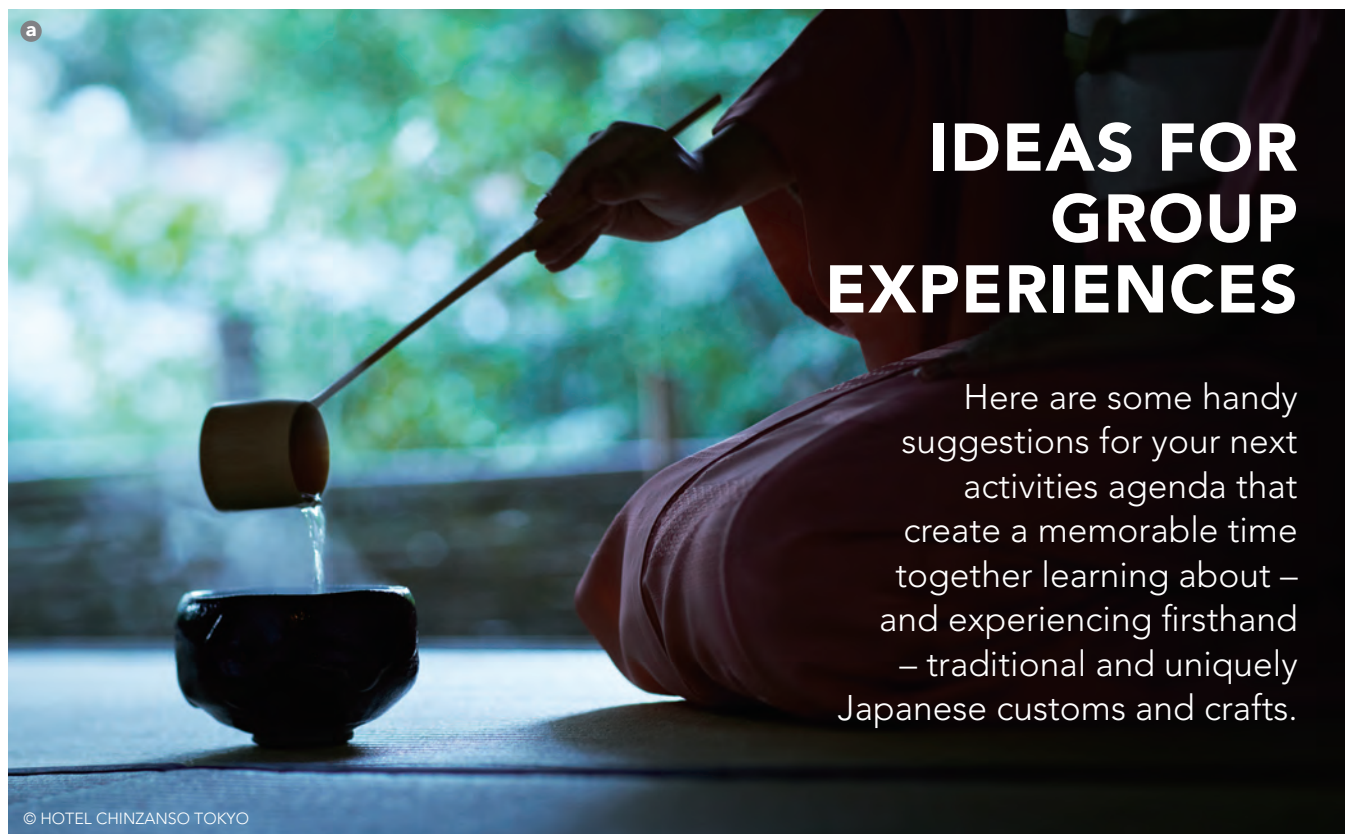
ACTIVITIES & IDEAS

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At the center of Tokyo,
population density is over
37,000 per square mile
(2.58 square kilometers).

Citizens of **67 countries**
and regions do not require
visas for short-term social or
business visits.





IDEAS FOR GROUP EXPERIENCES

Here are some handy suggestions for your next activities agenda that create a memorable time together learning about – and experiencing firsthand – traditional and uniquely Japanese customs and crafts.

Traditional Experiences

Cultural enrichment programs can be arranged that bring in masters of the Japanese arts to demonstrate and engage your guests.



Ikebana – arranging natural seasonal flora in a ceramic dish or bowl
Participants learn the traditional ways of Japanese flower arrangement, passed down over the past 400 years, as an art form of self-expression and respect for nature. A hands-on activity that delegates can share together and can continue when back at home.

Tea Ceremony – ritual of preparing, serving and tasting Japanese green tea
Participants observe the proper way of sitting, receiving the bowl of tea, sipping, etc. during a formal ceremony in a tatami room or held outside in a

garden. The group becomes part of the proceedings and enjoys the benefits of properly brewed green tea.

Trying on a Kimono – actual donning of authentic wear of rich design and texture

Participants emulate the Japanese, who also require assistance when putting on the layered kimono and obi sash. In the process, the trained professional assistants demonstrate how dressing quickly is an art in itself. This activity can be immortalized with a photo booth at your event where guests have their picture taken for a personalized souvenir.

Zazen – a fundamental practice of Zen Buddhism

Zazen is a meditative discipline that takes places in a temple in which practitioners focus on mental concentration while seated with folded legs and hands and an erect but settled spine. Participants receive detailed instruction on the correct posture, how to sit and how to repeat slow and deep breathing to refresh themselves both mentally



and physically. A single course generally lasts around two hours, including explanation time.

Bonsai – miniature trees that look like the actual-sized originals

Participants have the opportunity to make their very own bonsai in a planting pot, which allows them to study nature up close and better appreciate its wonder and beauty. For business meetings with an eco or green theme, this activity engages the delegates in nurturing living forms.

Perfect for Team Building

The appropriate blend of culture and business in activities unique to Tokyo strengthen corporate camaraderie and unity.

On a Roll – teams of sushi chefs enjoying the results together

Participants break up into teams to put together authentic fresh ingredients on top of rice and roll them inside dried seaweed. Points are awarded along the way to determine the winning team, on such merits as originality, speed, presentation, working as a team, etc. The reward for all participants is in eating what they've created together, a lasting memory of their time in Japan.



Beating as One ㊦ – practicing Taiko drumming and performing as teams
 Participants divide into teams, each consisting of different sizes of drums, which produce a variety of pitches. They are challenged to strike the drums in sync with the other team members to produce a powerful, rhythmic sound together. The practices are as rewarding as when the teams perform for each other at the end.

Scavenger Hunt – following clues to reach a common goal
 Participants move around Tokyo by reading clues to reach the next location on their scavenger hunt – climb Tokyo Tower, use a Metro pass, ride a rickshaw. Those who complete the course receive a special lunch and souvenir as

a reward. It's great to work in pairs or in larger groups to share in the excitement and discovery along the way.

Experience the Unique and the Authentic



Your guests can experience first-hand what could be a very special cultural memory of their stay in Tokyo.

Hand-Dyeing Workshops ㊦ – coloring material for kimono designs

Participants learn about the painstaking dyeing procedures followed by professional craftsmen using traditional tools and techniques to produce patterns on traditional kimono. There is a chance for hands-on experience creating their originally designed patches of kimono as souvenirs.

Sumo ㊦ – wrestlers in a tournament held in Tokyo in January, May and September

Participants can sit among Japanese fans watching a national sport whose sacred origins are rooted in ancient times and still observed today. The atmosphere of the arena is exhilarating yet respectful, as the sumo wrestlers compete and the audience cheers them on. The top division of wrestlers is striving for the most wins over 15 days. The tiered seating allows for great viewing and lively chatter before, during and after each bout.

Edo Kiriko cut glass – seeing the process and making your own
 Participants choose a glass of their liking and cut a traditional pattern into it using a clearly unique method of glass cutting born in the late Edo

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JTBGMT provides solutions that lead to the success of any type of meeting. Total management concepts by JTBGMT include not only operation of the business meeting, but also overall logistics, parties, and spouse programs, each run with smooth efficiency.



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Incentive

Trust JTBGMT to plan and provide incentive programs that satisfy and excite all participants.

Starting from a basic concept, JTBGMT will work with you to create a high quality, original program that motivates participants and leads to improved results in your business as well as delivering excellent cost performance.



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Whether you choose JTBGMT's newest promotional programs or popular sports and cultural themed events, your guests will return home with enjoyable memories that last a lifetime.

From logistics to hospitality programs, JTBGMT will use its experience in total coordination to guarantee smooth operation of the event and foster exchange among all participants.



©Fukui Prefectural Tourism Federation/©JNTO



IDEAS FOR GROUP EXPERIENCES



Period (1603-1868). The vivid colors including blues, reds and browns are a distinguishing feature of the glass. An Edo Kiriko glass-cutting artisan is on hand to provide careful instruction.

Japanese Paper Making – *touching Japanese traditional craftsmanship*
Participants are instructed how to make Japanese paper (washi), which is naturally very strong while maintaining an enduring beauty and subtle delicacy. Washi is made by mixing together the fibers of plants with the viscous liquid extracted from the root of the hibiscus, which gives it its strength. Participants



can enjoy the partial process of the Japanese tradition to make their own original Japanese paper.

Ukiyoe Woodblock Print Method – *observing the art and process*
Participants can watch craftsmen follow

traditional techniques used since the Edo Period, as the experts create a stamp using a piece of paper, wood-block and ink. The captivating demonstration can take place during a break time in the conference, or in the foyer where a reception is taking place.

Participation in the Tokyo Outdoors

Wow your guests and make your business meeting extra special and memorable.

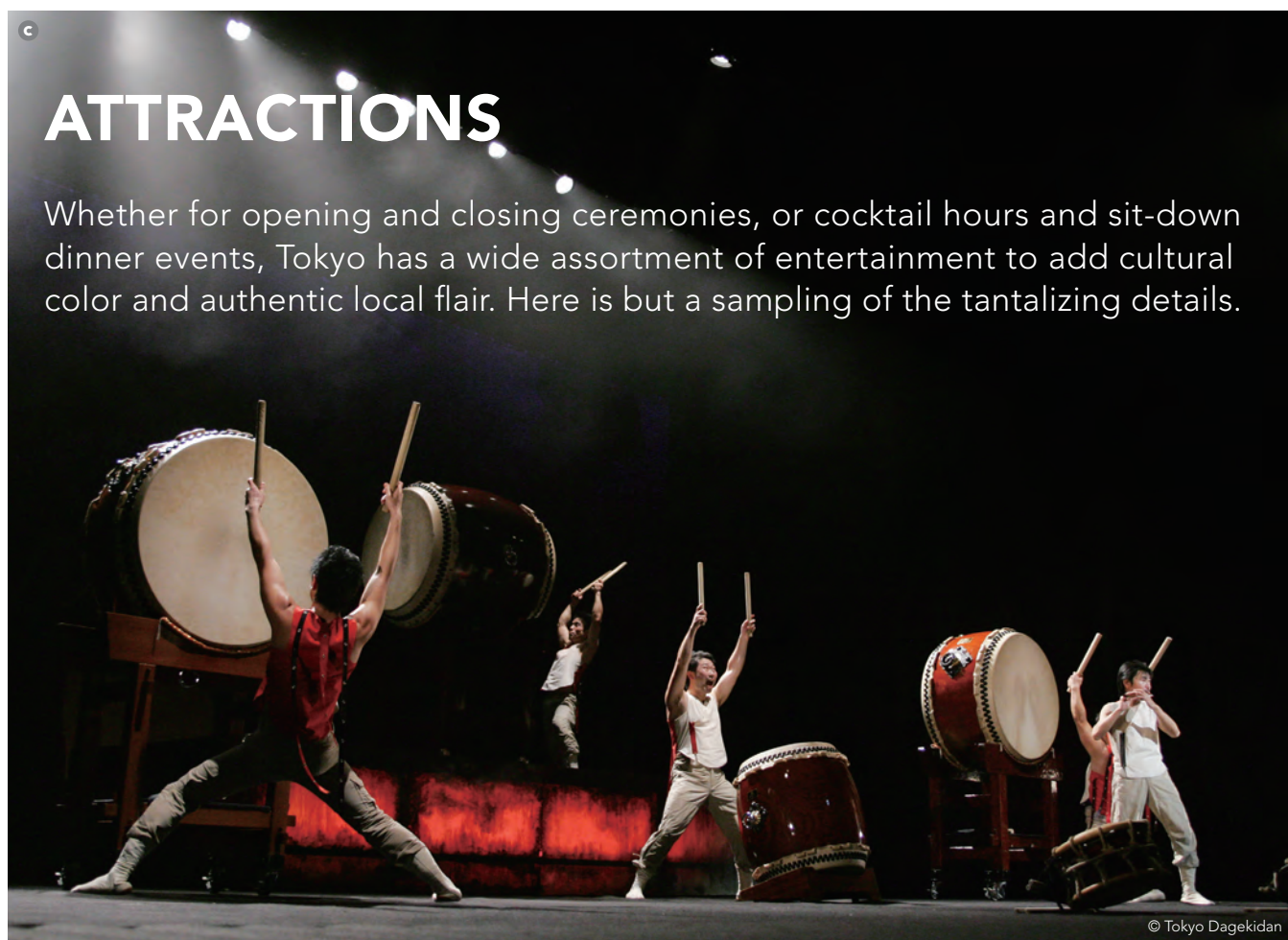


Helicopter – *stunning aerial views*
Participants can explore the dynamic skyline, neon and LED-lit landscape, winding canals, urban parks and gardens, iconic TOKYO SKYTREE® and Tokyo Tower, majestic Tokyo Bay and Rainbow Bridge, and more during a 15-minute flight above Tokyo's skyscrapers.

Canoe by TOKYO SKYTREE® – *discovering new and old Tokyo from an unusual angle*



Participants paddle along the river through the east of Tokyo and near such attractions as TOKYO SKYTREE with a fascinating glimpse into Tokyo environs from an angle not available at street level. Beginners are offered a two-hour course and more experienced canoeists can take part in a three-hour course that goes up close to TOKYO SKYTREE. Canoes for two people are great for team building.



© Tokyo Dagekidan

Tokyo offers a marvelous cosmopolitan mix when it comes to the performing arts, and the cultural heritage

prevails through the performance by Japan-based artists – creating an unforgettable experience.

Japanese ladies dressed in traditional Kimono

a can bring a touch of Japanese authentic culture to your opening reception. Dressed in elegant formal kimono they can greet your guests upon arrival, extending traditional Japanese hospitality at the entrance, as well as pose with participants for a memorable photo of the occasion.

Adding excitement to open your event or party, **Kagami Biraki** **b** brings a shared wish for luck and prosperity. It is said that the origins of kagami biraki were born long ago when a sake cask was broken open and the sake served up by a samurai warrior to inspire his soldiers before heading to battle. The sake is poured into masu (a square wooden box used to measure sake) and a toast made to bring good fortune for all your guests.

The grandeur of the large **Taiko drum** **c** has a powerful impact on the audience, both visually and aurally. There is confidence and discipline in the



© Asakusa Furisode-san

performance, yet also an elegance that inspires. What better way to energize your delegates, or send them off with pizzazz?

Calligraphy performance ㊦ is a unique artistic attraction whereby Japanese characters are written seamlessly on broad sheets of white paper using a large brush and lots of black ink. Your guests will be impressed with the improvised nature of the performances and the powerful images born from the exquisite artistry.

The unique quartet, ㊧ a collaboration of European violin and classic Japanese instruments in a musical performance, is a perfect representation of this approach and a great asset to events that focus on creativity.

For more formal occasions or at the opening ceremony, guests are treated to genuine dramatic performances of traditional art forms – up close and dynamic.

The richly embroidered costumes worn in the **Bugaku** dance can stir the imaginations of your guests, while the singing style of **Gagaku** ㊦ songs from the Imperial Court, passed down through generations since the 10th century, will mystify them.

The **Renjishi lion dance** is part of the ancient dramatic form of Kabuki, and is an integral component of the storyline. The Shishi is a mythological lion-like animal who is the king of the beasts, and so the movements express both a wild, beastly nature and a sense of

dignity and authority. The scene is of a parent rigorously training its cub.

For a gala dinner, a variety of exciting performances will add spice to your event.

To bring a high level of excitement to your gala dinner, we recommend a **Mikoshi** (portable shrine) performance, which delivers the exhilaration of a seasonal matsuri (festival) in Tokyo. Also, arranging for guests to put on festival happi coats gets everyone contributing to the celebratory mood.

The **Nihon Buyo** ㊧ (Japanese classical dance) offers the chance to see a performance intended only for the stage. Japanese women in kimono carry out 400-year-old classical dances



ATTRACTIONS



© JNTO

to the delight of your seated guests. To energize your guests or provide a healthy outlet for their enthusiasm, the **Awa Odori** ⑨ is a summer dance that traditionally has spectators joining in. The popularity of Manga comics is universal and an important part of Japanese pop culture. We can arrange for professional **Manga artists** to draw souvenir portraits of your guests.

Warriors of the Edo period (1603-1868), when the capital city moved from Kyoto to present-day Tokyo, offer demonstrations of their craft. Take your guests back in time to witness firsthand how the samurai swordsmen guarded their daimyo fiefdom rulers, as well as the imperial court, from their nearest competitors. If subtlety is more the corporate culture, then perhaps **Ninja** ⑩ with

their quick stealthy movements and silent lethal arsenal would create a captive audience.



© The Musashi Ninja Warrior Clan



© Tokushima Prefecture/© JNTO



© Katsutoshi Okazaki

Jogging around the Imperial Palace

Jogging in Tokyo

Whether before the conference begins for the day, as a mid-day break or unwinding after a hard day of meetings and seminars, Tokyo is a haven for healthy quick jogs in green urban settings. Circling the **Imperial Palace** [C] covers nearly 5 kilometers around the moat, and there are nearby changing facilities. Expansive **Yoyogi Park** [C] is blessed with a dense green forest and a water circuit on the tranquil former site of the 1964 Tokyo Olympic Games' Athlete Village.

BBQ in the great outdoors

Another great group activity for planners is an outdoor barbecue.

WILDMAGIC [C] is an urban outdoor park (the-third-park.com) near the Tokyo waterfront that includes a section where you can reserve space for a BBQ.

Hiking on Mount Takao

A pleasant excursion out to the suburbs can allow planners a chance for delegates to socialize away from a structured agenda. Located at the western edge of Tokyo while a mere

one hour by train from the center, Mount Takao is well known as a spot thought to be flowing with mystic energy besides being ranked as a 3-star in the Michelin sightseeing guide. It includes such attractions as a lift and cable car so that each person can choose courses measuring from one to four kilometers in length depending on physical fitness.



© WILDMAGIC



© WILDMAGIC

BBQ in the great outdoors



Hiking on Mount Takao



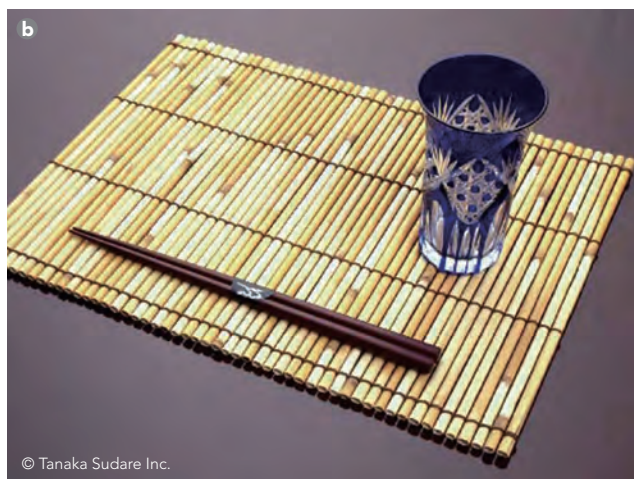
GIFT IDEAS

The following handcrafted gifts have their origins in the Edo Period (1603-1868), and can be unique mementos of Japan for participants to take back, for not only their intrinsic aesthetics to admire but also their practical use at home or in the office.

Chopsticks – The traditional wooden variety is used for tableware as much as the fork and spoon. As gifts, they can be lacquered and have hand-painted or inlaid designs. There are also bamboo, metal, plastic and ivory crafted chopsticks. The lacquered chopsticks are especially delicate and not suitable for the dishwasher.

Made in Japan T-shirts ^a – The fabric, from a leading Japanese mill, is of the highest quality, combining softness and durability. Using this beautiful material, you can use your own design and logo to create a completely original T-shirt.





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© EDO KIRIKO COOPERATIVE ASSOCIATION



© Tokyomatsuya Inc.



© Kanto Chusen Manufacturing Cooperative Association

Bamboo Blinds ㊀ – While used since ancient times as awnings and room dividers, bamboo blinds and mats now have a multitude of uses. Simple bamboo placemats serve as fresh and cool contemporary decorative accents. Bamboo mats are perfect for protecting a wooden surface from heated platters or heavy vases. Other mats are designed for making sushi rolls.

Edo Karakami Komono ㊁ – Small Edo-style decorated paper items and stationery include placemats, fans and postcards that have patterns representing a given season, and other handy items that make great gifts reflecting the culture and customs of Japan.

Chochin (Edo lanterns) ㊂ – In the Edo period, a typical lamp had a frame of split bamboo wound in a spiral. Paper or silk protected the flame from wind. The modern chochin used as decoration for festivals and other events are illuminated by electric bulbs. Miniatures are available as novelties and souvenirs. Ink-brushed characters



© Yamazaki-ya Genshichi Chochin

on the lantern's surface can be personalized for your event.

Kiriko cut glass ㊃ – This traditional method began in the late Edo Period. Craftsman Kyubei Kagaya carved on the surface, imitating the technique used in the major cut-glass towns of the UK. Europe continued to influence and

advance the art in the Meiji Period (1868-1912). The craftsmanship developed over these 150 years remains in the hands of a few, with Tokyo designated as the center of Kiriko cut glassware.

Yukata Summer Kimono ㊄ – This casual kimono is assumed to have

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In close consultation with the client, we schedule programs, oversee seating and security arrangements, install and operate audiovisual equipment, develop programs and other printed materials, coordinate food and beverage functions, and stand by to solve last-minute problems. These responsibilities extend to after-meeting functions, such as receptions and leisure-time activities.

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As the official travel agency of the 2002 FIFA World Cup, the 2006 IAAF World Championships in Athletics and other world-class sporting events, KNT has provided logistics and hospitality programs for athletes and VIPs from around the world. In the cultural, international exchange and corporate promotional events as well, KNT's unmatched experience gives you the highest performance.

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© Tokyo Karakusaya

its origins in the Heian Period (794–1185) when it was essentially simple Japanese-style clothing used for bathing. Nowadays it is more familiarly known as Japanese fashion worn freely at anytime, especially for summer events such as festivals and fireworks displays. The plethora of designs with different colors and variations enhance the beauty of the summer kimono.

Sensu folding fans ⑨ – The folding fan owes its allure not only to the superb craftsmanship and decorative skills involved in hand-working selected materials. It is beautiful in both form and function. There is an art to opening and closing the fan using the right thumb (left-handed Sensu are

also available). Fancier versions have hand-painted artwork on the paper or elaborately patterned material toward the grip.

Furoshiki folding cloth ⑧ – Ingenious classic square, useful for gift-wrapping since it conceals the shape inside, is light and can be used over and over again. There is no one set size for furoshiki. They range from hand-sized to larger than a bedsheet. Modern furoshiki can be made of a variety of cloths, including silk, chirimen, cotton, rayon and nylon, and are often decorated with traditional designs.

Noren cloth banners ① – Designs can be either traditional or contemporary,

and they come in a wide range of colors. Noren can be hung across the entrance to the kitchen, just as they are used at the entrance to restaurants in Japan, or serve as a modern wall hanging.

Ceramic Knives ① – Made using Japan's exceptional material technology, Japanese ceramic knives are light, cut extremely well and do not rust as with metal knives. The knives possess other features as well, including simple cleaning and long-lasting sharpness.

i



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9

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Tobu Top Tours has developed a proprietary event management system for business conventions and academic conferences. The system is comprehensive in its inclusion of information related to the management of participant schedules, transportation and accommodation reservations, and payments. As a result, event participants can enjoy greater convenience and organizers can more efficiently manage their events.



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CONVENTION VENUES AND HOTELS BY SIZE

Page No.	Venues	Building	Largest Room	sq. m	sq. ft.
28	TOKYO BIG SIGHT	West Exhibition Hall	West Hall 1 / West Hall 2	8,880	95,584
26	TOKYO INTERNATIONAL FORUM	Block E	Exhibition Hall	5,000	53,819
36	HIKARIE HALL		Hall A	1,000	10,763
30	TOKYO FASHION TOWN (TFT)	West Wing	TFT HALL 1000	900	9,688
33	TOKYO MIDTOWN HALL & CONFERENCE		Hall A	770	8,288
35	TORANOMON HILLS FORUM		Hall A	757	8,146
37	TOKYO CONFERENCE CENTER SHINAGAWA		Large Hall	728	7,836
37	TOKYO CONFERENCE CENTER ARIAKE		Hall B	650	6,996
38	TOSHI CENTER HOTEL		Cosmos Hall	634	6,824
35	JP TOWER HALL & CONFERENCE		Hall	600	6,458
36	TOKYO CONVENTION HALL		Large Hall	477	5,134
31	ROPPONGI ACADEMYHILLS		Tower Hall	460	4,951

Page No.	Hotels	Building	Largest Room	sq. m	sq. ft.
51	GRAND PACIFIC LE DAIBA		Palais Royal	2,580	27,771
46	INTERNATIONAL CONVENTION CENTER PAMIR		Konron	2,397	25,801
45	THE PRINCE PARK TOWER TOKYO		Ballroom / Convention Hall	2,394	25,761
46	SHINAGAWA PRINCE HOTEL	Annex Tower	Prince Hall	2,046	22,023
46	GRAND PRINCE HOTEL NEW TAKANAWA		Hiten	2,013	21,668
42	HOTEL NEW OTANI TOKYO	The Main	Tsuru	1,992	21,442
40	IMPERIAL HOTEL, TOKYO	Main Building	Peacock East and West Room	1,965	21,151
61	HOTEL EAST 21 TOKYO		East 21 Hall	1,800	19,375
56	TOKYO PRINCE HOTEL		Ho-O-no-Ma	1,650	17,721
49	ANA INTERCONTINENTAL TOKYO		Prominence	1,565	16,830
67	CERULEAN TOWER TOKYU HOTEL		Cerulean Tower Ballroom	1,430	15,382
72	HOTEL CHINZANSO TOKYO	Plaza	Orion	1,350	14,531
65	KEIO PLAZA HOTEL TOKYO		Concord Ballroom	1,320	14,208
52	HILTON TOKYO ODAIBA		Pegasus	1,200	-
43	PALACE HOTEL TOKYO		Aoi	1,160	12,486
68	HYATT REGENCY TOKYO		Century Room + Crystal Room	1,160	12,422
41	HOTEL OKURA TOKYO	South Wing	Ascot Hall	1,036	11,152
63	THE WESTIN TOKYO		Galaxy Ballroom	1,020	10,979
71	TOKYO DOME HOTEL		Tenku	1,003	10,796
53	ROYAL PARK HOTEL		Royal Hall	1,000	10,800
48	GRAND HYATT TOKYO		Grand Ballroom	1,000	10,764
66	HILTON TOKYO		Kiku Ballroom	932	10,032
63	TOKYO MARRIOTT HOTEL		The GOTENYAMA Ballroom	895	9,623
69	RIHGA ROYAL HOTEL TOKYO		Royal Hall	840	9,042
61	HOTEL GRAND PALACE		Diamond	829	8,923
46	GRAND PRINCE HOTEL TAKANAWA		Prince Room	768	8,267
62	SHERATON MIYAKO HOTEL TOKYO		Daigo	746	8,030
69	HOTEL METROPOLITAN TOKYO Ikebukuro		Ballroom Fuji	680	7,319
62	DAI-ICHI HOTEL TOKYO		La Rose	581	6,254
59	CONRAD TOKYO	Annex	Kazanami Ballroom	577	6,210
55	THE RITZ-CARLTON, TOKYO		The Ritz-Carlton Grand Ballroom	560	6,028
59	MANDARIN ORIENTAL, TOKYO	Nihombashi Mitsui Tower	Grand Ballroom	550	5,920
55	THE CAPITOL HOTEL TOKYU		Ball Room	540	5,813
68	PARK HYATT TOKYO		The Ballroom	405	4,360
57	INTERCONTINENTAL TOKYO BAY		Willard	380	4,090
60	SHANGRI-LA HOTEL, TOKYO		Shangri-La Ballroom	366	3,940
46	SHINAGAWA PRINCE HOTEL	Main Tower	Banquet Hall	330	3,552
57	THE PENINSULA TOKYO		The Grand Ballroom	291	3,134
60	THE TOKYO STATION HOTEL		HOUO	288	-
56	ANDAZ TOKYO TORANOMON HILLS		Tokyo Studio	260	2,799

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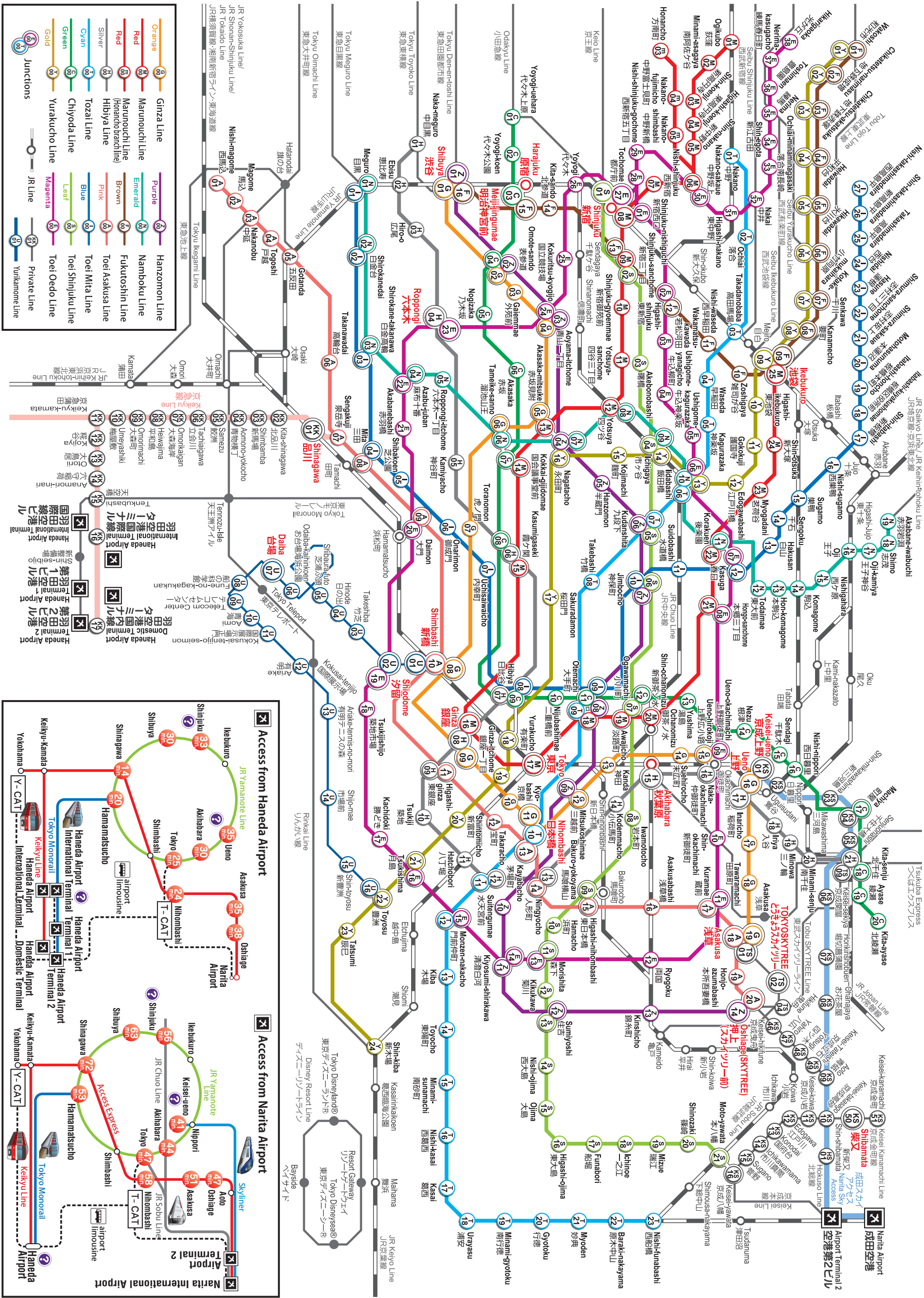
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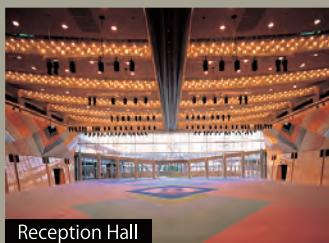
**GREATER
TOKYO
MAP**

● CONVENTION VENUES ● CONVENTION HOTELS ● UNIQUE VENUES



ROUTE MAP





Reception Hall



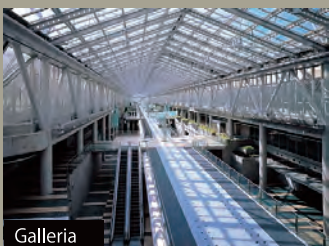
Conference Room



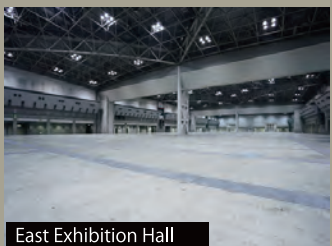
International Conference Room



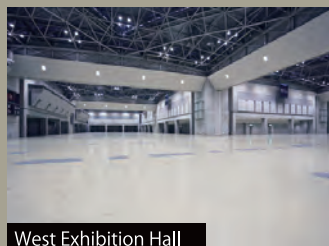
Rooftop Exhibition Area



Galleria



East Exhibition Hall



West Exhibition Hall



Atrium

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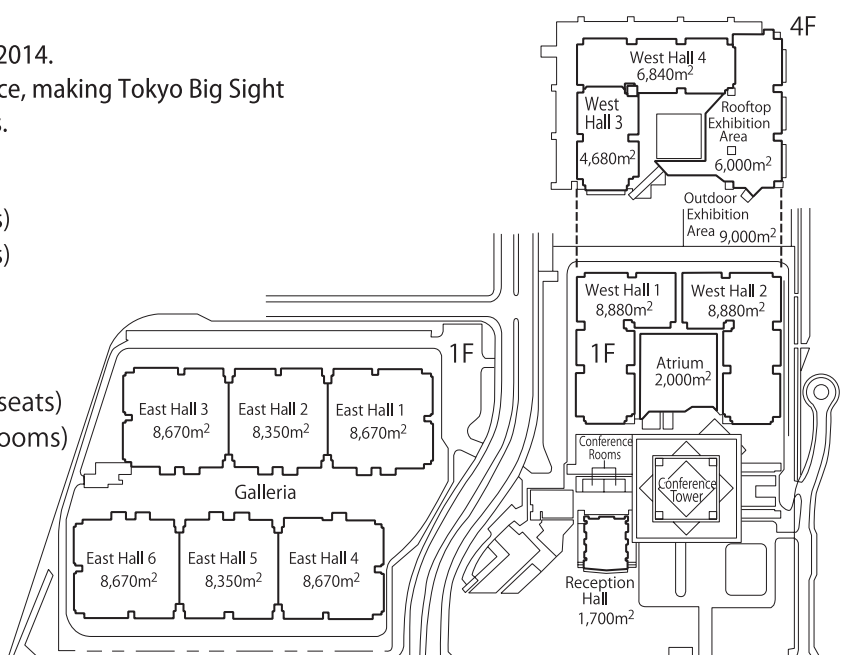
East Exhibition Hall		51,380 m ² (6 Halls)
West Exhibition Hall		29,280 m ² (4 Halls)
Rooftop Exhibition Area		6,000 m ²
Outdoor Exhibition Area		9,000 m ²

● Conference Facility

International Conference Room	...	1,030 m ² (1,000 seats)
Conference rooms		35~760 m ² (22 rooms)

● Reception Hall

		1,700 m ²
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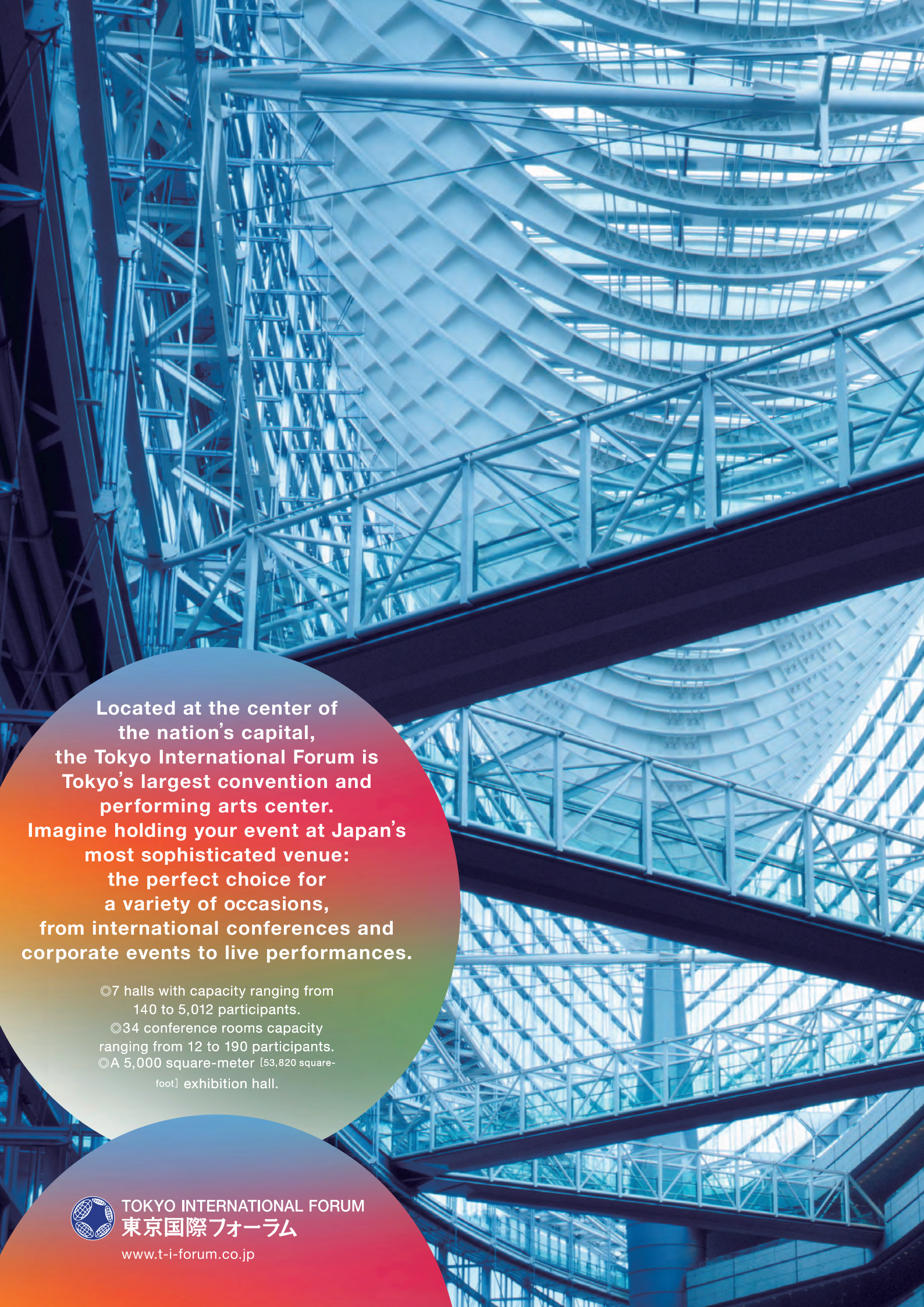


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