TOKYO
ENDLESS POSSIBILITIES FOR THE PERFECT BUSINESS EVENT
In Tokyo, your dream event becomes reality every time. Experience old and new, history and technology side by side in this bustling metropolis. Let Tokyo surpass your expectations with our passion for what we do, and our proven events expertise. Tokyo has hosted the Global Summit of Women (1,300 delegates) in 2017, the International Water Association World Water Congress & Exhibition (10,000 delegates) and the ACM SIGGRAPH Conference and Exhibition on Computer Graphics and Interactive Techniques in Asia (10,000 delegates) in 2018. These successes, as well as the 2020 Olympic and Paralympic Games, show that you can rely on Tokyo to deliver your event perfectly, time and time again. Choose Tokyo for your next business event and discover this stunning city’s endless possibilities for yourself.
WHY
TOKYO?

A lively cultural and economic center that fuels innovation and inspiration. A peaceful and sustainable metropolis with a safe and sufficient infrastructure. The place to build successful business events and create lasting memories—it’s Tokyo.

INNOVATIVE
INSPIRED
SUSTAINABLE
RELIABLE
An Innovation Hub

Tokyo is a global hub for business and academia.

With more people than any other city in the world, Tokyo is a hub for people, things, information and so much more that keep the bustling economy moving.

**GLOBAL GDP RANKING BY CITY**

<table>
<thead>
<tr>
<th>City</th>
<th>GDP (Bn USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokyo</td>
<td>1,617</td>
</tr>
<tr>
<td>New York</td>
<td>1,403</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>860</td>
</tr>
<tr>
<td>Seoul</td>
<td>846</td>
</tr>
<tr>
<td>London</td>
<td>836</td>
</tr>
<tr>
<td>Paris</td>
<td>715</td>
</tr>
</tbody>
</table>

The Tokyo area boasts a GDP of approximately 162 trillion yen, leading the world with its massive economic power. A huge and sophisticated market exists in Tokyo.

Source: Global Metro Monitor 2015, Brookings Institution

**GLOBAL POWER CITY INDEX**

Tokyo earns high scores across various criteria including economy, R&D, cultural interactions, livability, environment and accessibility – demonstrating an excellent balance in development.

Source: Global Power City Index in 2017, Institute for Urban Strategies, The Mori Memorial Foundation

**NUMBER OF STARTUP COMPANIES IN JAPAN (Jan.-June, 2018)**

40% INCREASE (from this period in 2017)

OF THESE, 74% ARE IN TOKYO

The country’s investment environment for startup companies is improving thanks to enhanced efforts by the government, putting the Japanese economy on the path to growth.

Source: Japan Startup Finance H1 report, Japan Venture Research Co., LTD.
Hosting 269 major international conferences a year, Tokyo ranks as the fifth convention city in the world in terms of the number of conferences, with a proven track record of accommodating MICE occasions of every scale and type.

Tokyo actively pursues R&D and innovation, filing numerous patents with high universal validity.

The Greater Tokyo Area has the highest population among the world’s economic zones. Yet, Tokyo is renowned for its excellent social order – almost no other city in the world operates so functionally without any serious issues.

<table>
<thead>
<tr>
<th>City</th>
<th>Population (million people)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokyo</td>
<td>38.14</td>
</tr>
<tr>
<td>Delhi</td>
<td>26.45</td>
</tr>
<tr>
<td>Shanghai</td>
<td>24.48</td>
</tr>
<tr>
<td>Mumbai</td>
<td>21.35</td>
</tr>
<tr>
<td>São Paulo</td>
<td>21.29</td>
</tr>
</tbody>
</table>

Source: The World’s Cities in 2016, United Nations

Source: Global Power City Index in 2017, Institute for Urban Strategies, The Mori Memorial Foundation

Source: Main Science and Technology Indicators, OECD
A City of Culture and Entertainment

The rich culture of our safe and advanced city will surpass your expectations every time.

Tokyo boasts an exciting blend of artisanal and contemporary culture that dates back 400 years. The city’s charm and refinement can be seen in its vibrant cuisine, innovative architecture, trendsetting fashions and historic areas.

CUISINE

A gourmet paradise home to cuisine from around the world, Tokyo offers an overwhelming choice of top-notch quality foods.

Approx. 84,000 Eating and Drinking Establishments in the Tokyo Metropolitan Area

including 230 Michelin starred restaurants

Source: 2014 Economic Census: Basic Survey, Statistics Bureau, Ministry of Internal Affairs and Communications; MICHELIN GUIDE Tokyo 2019

ARCHITECTURE

From historic temples to iconic skyscrapers, Tokyo is an architectural wonderland balancing innovative design with appreciation for its remarkable past.

- **TOKYO SKYTREE®** is the tallest free-standing broadcasting tower in the world: 634 meters high
- The National Museum of Western Art was designated as a UNESCO World Cultural Heritage Site.
- Sensoji Temple is the oldest Buddhist temple in the capital.
Why Tokyo?

EXPERIENCE
Tokyo delivers opportunities for memorable experiences of contemporary and classic Japanese culture in many locations around the city.

EXPLORE
Tokyo is more than just an urban metropolis. The area’s contoured landscape and two distinct climate zones offer great outdoor adventures including mountains and the sea.

- **Mt. Takao:** “Highly recommend” by the Michelin Green Guide Japan
- Ogasawara Islands are designated as a UNESCO World Natural Heritage Site.
- 66 sites are included in the Michelin Green Guide Japan, of which 6 sites are rated as “highly recommended.”
  
  Source: Michelin Green Guide Japan, fifth edition

CONVENIENT AND SAFE
A dense transportation network covering the entire city makes for convenient access anywhere around Tokyo. Despite being a huge metropolis, Tokyo has an exceptionally low crime rate.

- **Livability Ranking:** No.1, three years in a row
  
  Source: Monocle July/August 2017, Win Content AG

- **Urban Safety:** Safest City in the World
  
  Source: Safe Cities Index 2017, Economist Intelligence Unit

- **Subway and Railway Stations:** No.2
  
  Source: Global Power Inner City Index 2017, Institute for Urban Strategies, The Mori Memorial Foundation
Sustainable, Green and Clean

A beautiful city filled with stunning greenery to delight visitors

Replete with traditional gardens and parks, Tokyo is a beautiful green city where visitors can enjoy the changing colors of the seasons. Clean air and water, sustainability and ecological harmony are all hallmarks of Tokyo.

**Green Coverage Ratio**

50.5%

Source: 2013 Survey, Bureau of Environment, Tokyo Metropolitan Government

**Accessible Tokyo**

Using the opportunity presented by the Tokyo 2020 Olympic and Paralympic Games, Tokyo is advancing development that incorporates both tangible and intangible universal design.

**C40 Registered City***

*The Large Cities Climate Leadership Group (C40) is a network of about 60 cities around the world that actively supports climate protection. As a member city, Tokyo has promoted international cooperation in implementing climate action since its participation in December 2006 by taking advantage of the C40 network.

**No.1 Cleanest Airport in the World**

(Tokyo Haneda)

Source: The 2018 SKYTRAX World Airport Awards

Replete with traditional gardens and parks, Tokyo is a beautiful green city where visitors can enjoy the changing colors of the seasons. Clean air and water, sustainability and ecological harmony are all hallmarks of Tokyo.
**SUSTAINABLE**

**Why Tokyo?**

- **Energy Saving**
  - (2030 target, compared with 2000)
  - Reduce Energy Consumption by 38%
  - Reduce Greenhouse Gas Emissions by 30%
  - Renewable Energy Levels to 30% (2030 target)
  - Reduce Waste by 60% (FY2013, compared with 2000)

- **Waste Recycling Levels**
  - (FY2013) at 23%

---

**EFFICIENT TRANSPORTATION**

- **NO.1** in the world for Efforts to Lower Transport Emissions
- **NO.2** in the world for Electric Vehicle Incentives

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Source: Sustainable Cities Mobility Index 2017, Arcadis
Meeting-friendly Infrastructure

Unparalleled Access, Top Facilities

A vast international flight network, unrivaled public transportation system, venues of all types and an abundance of lodging choices make Tokyo’s infrastructure among the best in the world. Let our professional team, which works in cooperation with the city of Tokyo, provide you with all the support you need to make your business event a success.
**WORLDWIDE ACCESS**

Over 2,400 international flights per week

Connecting approx. 120 cities via Haneda and Narita airports

---

**CONVENIENT TRANSPORTATION**

Tokyo International Airport (Haneda) → Tokyo 12 min

Narita International Airport → Tokyo 50 min

* As of August, 2018

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**GREAT CAPACITY**

126,555 square meters for your usage at Japan’s largest exhibition center, Tokyo Big Sight

5,000 seat hall and 5,000 square-meter exhibition hall with 34 conference rooms in the center of Tokyo at Tokyo International Forum

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**LIMITLESS ACCOMMODATION**

110,000 hotel guest rooms in Tokyo**

Over 23,000 new guest rooms to be opened by 2021

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GENERAL INFORMATION
1. Population and Geography
Population of Tokyo: 13,843 million (October 1, 2018, Tokyo Metropolitan Government)

Geography and Area: Tokyo, covering 2,193.96 square kilometers, is located in the center of the Japanese archipelago in Eastern Asia, facing the Pacific Ocean. The Tama and Sumida rivers flow through Japan’s capital city, 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 color from mid to late November. The rainy season lasts from early June to mid July.

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 people travel inside Japan and overseas.

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 an 8% consumption tax on goods. In October 2019, the government is planning to increase this to 10%.

8. Tipping
It is not necessary to tip for services 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. Residents of 68 countries and regions do not require visas for short-term stays (2018, Ministry of Foreign Affairs).
Flight Access

Narita International Airport (with three terminals) and Tokyo International Airport (the International Terminal of Haneda Airport) together handle all major carriers, providing great access for visitors from around the globe. Together these airports serve as a key transport hub for the region as well. Narita offers over 1,670 international flights every week, connecting to 119 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 780 international flights weekly, serving 31 cities across the globe, and has begun 24-hour operation. The number of international flights serving both airports is expected to continue to increase. Haneda Airport is also convenient after arrival and can be reached by train in around just 10 minutes from the Shinagawa and Hamamatsuchuo hub stations. When including ordinary trains, there is one train departure and arrival every five minutes.

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 shopping, dining, cultural and leisure districts. International signage is 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, making access from the Tokyo metropolitan area much more convenient. Passengers can also reach such northern destinations as Aomori, Akita, Yamagata and Hakodate, head west to Kyoto (approx. 140 trains a day), or south to Hakata on Kyushu Island, and more. Niigata, Toyama and Kanazawa along the Japan Sea and Nagano in the

<table>
<thead>
<tr>
<th>Flight Access</th>
<th>North America</th>
<th>(JST)</th>
<th>Flight Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago</td>
<td>(-15)</td>
<td>13:15</td>
<td></td>
</tr>
<tr>
<td>Dallas</td>
<td>(-15)</td>
<td>13:30</td>
<td></td>
</tr>
<tr>
<td>Los Angeles</td>
<td>(-17)</td>
<td>11:45</td>
<td></td>
</tr>
<tr>
<td>New York</td>
<td>(-14)</td>
<td>14:15</td>
<td></td>
</tr>
<tr>
<td>San Francisco</td>
<td>(-17)</td>
<td>11:10 (Haneda)</td>
<td></td>
</tr>
<tr>
<td>Vancouver</td>
<td>(-17)</td>
<td>9:55</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flight Access</th>
<th>Asia and Oceania</th>
<th>(JST)</th>
<th>Flight Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangkok</td>
<td>(-2)</td>
<td>5:35 (Haneda)</td>
<td></td>
</tr>
<tr>
<td>Beijing</td>
<td>(-1)</td>
<td>3:10 (Haneda)</td>
<td></td>
</tr>
<tr>
<td>Hong Kong</td>
<td>(-1)</td>
<td>3:45 (Haneda)</td>
<td></td>
</tr>
<tr>
<td>Jakarta</td>
<td>(-2)</td>
<td>7:00 (Haneda)</td>
<td></td>
</tr>
<tr>
<td>Kuala Lumpur</td>
<td>(-1)</td>
<td>6:40</td>
<td></td>
</tr>
<tr>
<td>Seoul</td>
<td>(0)</td>
<td>2:10</td>
<td></td>
</tr>
<tr>
<td>Shanghai</td>
<td>(-1)</td>
<td>2:25</td>
<td></td>
</tr>
<tr>
<td>Singapore</td>
<td>(-1)</td>
<td>6:30 (Haneda)</td>
<td></td>
</tr>
<tr>
<td>Sydney</td>
<td>(+1)</td>
<td>9:35 (Haneda)</td>
<td></td>
</tr>
<tr>
<td>Taipei</td>
<td>(-1)</td>
<td>2:40 (Haneda)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flight Access</th>
<th>Europe</th>
<th>(JST)</th>
<th>Flight Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amsterdam</td>
<td>(-8)</td>
<td>11:10</td>
<td></td>
</tr>
<tr>
<td>Frankfurt</td>
<td>(-8)</td>
<td>11:10 (Haneda)</td>
<td></td>
</tr>
<tr>
<td>London</td>
<td>(-9)</td>
<td>11:45</td>
<td></td>
</tr>
<tr>
<td>Milan</td>
<td>(-8)</td>
<td>12:10</td>
<td></td>
</tr>
<tr>
<td>Moscow</td>
<td>(-6)</td>
<td>9:35</td>
<td></td>
</tr>
<tr>
<td>Paris</td>
<td>(-8)</td>
<td>11:55 (Haneda)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flight Access</th>
<th>Middle East</th>
<th>(JST)</th>
<th>Flight Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abu Dhabi</td>
<td>(-5)</td>
<td>9:50</td>
<td></td>
</tr>
<tr>
<td>Dubai</td>
<td>(-5)</td>
<td>9:10 (Haneda)</td>
<td></td>
</tr>
</tbody>
</table>

Notes: Since Japan does not observe daylight saving time (DST), add 1 hour for months during DST. JST: Japan Standard Time
To and from the Airports

Average times to key destinations

- **Narita Express (50 min)**
  - Destination: Tokyo Sta.
- **Narita Express (73 min)**
  - Destination: Shinjuku Sta.
- **Limousine Bus (80 min)**
  - Destination: Nippori Sta.
- **Keisei Skyliner (36 min)**
  - Destination: Nippori Sta.
- **Keisei Skyliner (36 min)**
  - Destination: Nippori Sta.
- **Keikyu Line (12 min)**
  - Destination: Shinagawa Sta.
- **Narita Express (30 min)**
  - Destination: Tokyo City Air Terminal (T-CAT)
- **Tokyo Monorail (13 min)**
  - Destination: Hamamatsucho Sta.
- **Limousine Bus (35 min)**
  - Destination: Tokyo Sta.
- **Limousine Bus (35 min)**
  - Destination: Shinjuku Sta.
- **Keisei Skyliner (36 min)**
  - Destination: Nippori Sta.
- **Limousine Bus (60-110 min)**
  - Destination: Major City Hotels
- **Limousine Bus (60 min)**
  - Destination: Tokyo City Air Terminal (T-CAT)

**Narita International Airport**
Terminals 1-3

**Tokyo International Airport (Haneda)**
International Terminal

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)
- Osaka (2:33, Nozomi)

Shinkansen – rapid transport to many parts of Japan

**JR Yamanote Line** – circles central Tokyo

General Information 15
JTB YOUR TOKYO MICE PARTNER

ONE-STOP SERVICES

Planning / Event Design
- Communication with local PIC
- Event Development (Theme party etc.)
- Concept Making / Content Creation
- Venue Plan including Unique Venue
- Floor / Layout Plan
- Technical Plan / Protocol Order
- Logistics / Security
- Party Plan / Food and Beverage
- Land Arrangement (Hotels / Restaurants / Spouse Programs)

Production
- Operations Manual
- Scriptwriting
- Content Design
- Stage Design
- Assigned Staff
- Technical Team
- Design / Construction Team
- Transportation Team
- Operation / Security Team
- Protocol Team

Post Event
- Reporting
- Evaluation

Tokyo Destination Management Company will lead your EVENTS to GREAT SUCCESS.

JTB GLOBAL NETWORK
- 39 countries
- 143 cities
- 508 offices

WEBSITE: https://www.jtbme.jp/    EMAIL: tokyo-mice@jtb.com
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Tokyo International Forum (TIF) is the largest international conference center in central Tokyo. Located between the business district of Marunouchi and the popular Ginza shopping district, it’s just a five minute walk from Tokyo Station. TIF consists of eight distinctive halls ranging from multi-level theaters to open space, 34 conference rooms, galleries, a refreshing ground-level plaza with greenery and a variety of shops and restaurants. Its largest hall features 5,012 seats. It also includes an Exhibition Hall 5,000 square meters in size, and its large glass atrium gives it an artistic elegance.

3-5-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005
TEL: +81-3-5221-9000 FAX: +81-3-5221-9011
www.t-i-forum.co.jp/en/
E-mail: reserve@t-i-forum.co.jp
**THE FACILITIES**

Hall B7

Hall D7

Hall D5

Glass Building 4F

Glass Building 5F

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

---

**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
B | 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
D | Hall D5 | 5 | 16.5 x 17.2 | 285 | 3,068 | 6.35 | 200 | 120 | 72 | 99 | 150
E | Hall D1 | 1 | 13.7 x 10 | 137 | 1,507 | 4.7 | 140 | 79 | 48 | – | –
E | Hall D4 | 4 | – | 49 | 527 | – | 30 | 18 | 24 | – | –
E | Exhibition Hall (2) | B2 | – | 5,000 | 53,819 | 9 | – | – | – | 1,328 | 3,000
G | Lobby Gallery (2) | B1 | 10 x 35 + 10 x 35 | 700 | 7,534 | 60 | – | – | – | – | –
G | G401 | 4 | – | 52 | 560 | 2.7 | 40 | 24 | 24 | – | 20
G | G402 | 4 | – | 142 | 1,528 | 2.7 | 130 | 81 | 60 | – | 80
G | G403 | 4 | – | 56 | 603 | 2.7 | 40 | 24 | 24 | – | 30
G | G404 | 4 | – | 82 | 883 | 2.7 | 60 | 36 | 30 | – | 40
G | G405 | 4 | – | 85 | 915 | 2.7 | 70 | 45 | 36 | – | 40
G | G406 | 4 | – | 42 | 452 | 2.7 | – | – | 14 | – | –
G | G407 | 4 | – | 87 | 936 | 2.7 | 70 | 45 | 36 | – | 40
G | G408 | 4 | – | 80 | 861 | 2.7 | 60 | 36 | 30 | – | 40
G | G409 | 4 | – | 206 | 2,217 | 2.7 | 168 | 120 | 72 | – | 100
G | G410 | 4 | – | 73 | 786 | 2.7 | 50 | 36 | 30 | – | –
G | G501/G601 | 5/6 | – | 36 | 388 | 2.7 | 24 | 12 | 18 | – | –
G | G502/G602 | 5/6 | – | 144 | 1,550 | 2.7 | 130 | 81 | 60 | – | 80
G | G503/G603 | 5/6 | – | 39 | 420 | 2.7 | 24 | 12 | 18 | – | 20
G | G504/G604 | 5/6 | – | 57 | 614 | 2.7 | 36 | 24 | 30 | – | 30
G | G505/G605 | 5/6 | – | 61 | 657 | 2.7 | 36 | 30 | 30 | – | 30
G | G506/G606 | 5/6 | – | 26 | 280 | 2.7 | – | – | 12 | – | –
G | G507/G607 | 5/6 | – | 57 | 614 | 2.7 | 36 | 24 | 30 | – | 30
G | G508/G608 | 5/6 | – | 59 | 635 | 2.7 | 36 | 24 | 30 | – | 30
G | G509/G609 | 5/6 | – | 39 | 420 | 2.7 | 24 | 12 | 18 | – | 20
G | G510/G610 | 5/6 | – | 144 | 1,550 | 2.7 | 130 | 81 | 60 | – | 80
G | G701 | 7 | – | 200 | 2,153 | 2.7 | 190 | 102 | 78 | – | 100
G | Lounge | 7 | – | 224 | 2,411 | – | – | – | – | 120

* (*) refers to possible room divisions using partitions.
** Besides the above, 16 meeting rooms are available.
Tokyo Big Sight, which is the largest exhibition center in Japan, is located in Tokyo’s vibrant waterfront area. The Conference Tower is a landmark of the area, and Tokyo Big Sight is fully equipped to support a broad range of exhibitions and events. The East and West Exhibition Halls have a combined total floor space of 95,420 square meters. The South Exhibition Halls, with 20,000 square meters, will be completed in July 2019, providing a total of 115,420 square meters. The International Conference Room has a capacity of 1,000 people, and there are 22 other conference rooms of various sizes.

3-11-1 Ariake, Koto-ku, Tokyo 135-0063
TEL: +81-3-5530-1111  FAX: +81-3-5530-1222
www.bigsight.jp/english/
### THE FACILITIES

#### Convention Venues

<table>
<thead>
<tr>
<th>Building</th>
<th>Room (, )*</th>
<th>Floor</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Exhibition Halls</td>
<td>East Hall 1</td>
<td>1</td>
<td>8,670</td>
<td>93,324</td>
<td>17~31</td>
<td>−</td>
<td>−</td>
<td>−</td>
<td>−</td>
</tr>
<tr>
<td></td>
<td>East Hall 2</td>
<td>1</td>
<td>8,350</td>
<td>89,879</td>
<td>17~31</td>
<td>−</td>
<td>−</td>
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<td>54</td>
<td>36</td>
<td>−</td>
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<td>35</td>
<td>377</td>
<td>3.7</td>
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<td>−</td>
<td>−</td>
<td>10 (fixed)</td>
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<td>55</td>
<td>592</td>
<td>3.7~4.5</td>
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<td>−</td>
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<td>12 (fixed)</td>
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<td>915</td>
<td>3.7~4.5</td>
<td>−</td>
<td>−</td>
<td>−</td>
<td>8 (fixed)</td>
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| Rooftop Exhibition Area   | −          | −     | 6,000 | 64,584  | −               | −       | −          | −             | −        |

* ( ) refers to possible room divisions using partitions.

** The South Exhibition Halls will be completed in July 2019.
TOKYO FASHION TOWN (TFT)

Tokyo Fashion Town (TFT) is conveniently located in the city’s waterfront district. The West Wing provides three main halls of varying size on one level, and there are 14 meeting rooms in the East Wing. The largest TFT Hall is 900 square meters, the middle-sized hall is 446 square meters with a large foyer of 350 square meters opposite it, and the smallest hall is 270 square meters. This facility is within walking distance from Tokyo Big Sight.

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/
ARIAKE EVENT HALL (tentative name)

Transforming the Tokyo Bay area, Ariake Garden City is the largest multi-purpose facility in the Tokyo region, including a spa, shopping center and rooftop pool terrace. Set to open in May 2020, this event hall can accommodate up to 2,000 people in each event space, making for a total capacity of 8,000. Adjoining hotel facilities with 750 rooms offer a convenient place to stay.

3-1 Ariake North, Koto-ku, Tokyo 135-0063
TEL: +81-3-3346-1398
FAX: +81-3-3346-1399
E-mail: info2@bellesalle.co.jp

THE FACILITIES

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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<tr>
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<td>2,330/1,860</td>
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<td>3</td>
<td>842</td>
<td>2,870</td>
<td>2,503</td>
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<td>1,527/1,433</td>
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</table>

* ( ) refers to possible room divisions using partitions.
** This information may be subject to change.
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.
ROPPONGI ACADEMYHILLS

Roppongi Academyhills is one of Tokyo’s landmark facilities, conveniently located right next to Roppongi subway station. The facility can accommodate up to 500 delegates, and it is the ideal setting for parties of up to 300 guests, offering stunning panoramic views over the city. TV conferencing facilities are available, with the Roppongi Hills complex featuring a Japanese garden, art galleries and the Grand Hyatt Tokyo hotel on-site.

49F, Roppongi Hills Mori Tower, 6-10-1 Roppongi, Minato-ku, Tokyo 106-6149
TEL: +81-3-6406-6226  FAX: +81-3-3478-5127
forum.academyhills.com/roppongi/en/
E-mail: conference@academyhills.com

THE FACILITIES

<table>
<thead>
<tr>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Reception</th>
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<tbody>
<tr>
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<td>49</td>
<td>16.1 x 24.1</td>
<td>460</td>
<td>4,951</td>
<td>6</td>
<td>500</td>
<td>315</td>
<td>102</td>
<td>320</td>
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<td>Auditorium</td>
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<td>--</td>
<td>232</td>
<td>2,497</td>
<td>6</td>
<td>--</td>
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<td>--</td>
<td>167</td>
<td>1,798</td>
<td>3</td>
<td>120</td>
<td>96</td>
<td>48</td>
<td>100</td>
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<td>80</td>
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<td>70</td>
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<td>7.9 x 10.3</td>
<td>84</td>
<td>904</td>
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<td>70</td>
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</tbody>
</table>

* (*) refers to possible room divisions using partitions.
Sophistication in Central Tokyo

Find countless unique experiences in Roppongi, the heart of refinement in Tokyo, all within easy walking distance.

What is bonsai?
Bonsai, one of Japan’s most traditional cultural arts, reshapes miniature trees and other plants. Trees, flowers, grass, and stones in small pots and trays express the beauty and spaciousness of the natural landscape. Unlike a painting, a bonsai tree is never truly complete as long as it is alive. Bonsai is a living art.

A bonsai city?
Roppongi is unique in that it has a compact abundance of green space, art, culture, and business. It is packed beyond imagination with the essence of Tokyo sought by visitors from overseas. We invite you to make full use of its venues to reduce transit time between events and enjoy a truly fine experience in Tokyo.

www.tokyo-midtown.com
# TOKYO MIDTOWN HALL & CONFERENCE

Located near Tokyo Tower and the Roppongi entertainment district, Tokyo Midtown is a premium MICE events venue. Containing two convention halls of 770 square meters and 540 square meters, the venue also includes conference rooms which can accommodate up to 180 delegates in a reception-style setup. The Ritz-Carlton, Tokyo, located on-site, features a stunning ballroom and meeting rooms. The National Art Center, Tokyo, is also within walking distance.

9-7-2 Akasaka, Minato-ku, Tokyo 107-0052
TEL: +81-3-3475-3103   FAX: +81-3-3475-3137
E-mail: tmhc@tokyo-midtown.co.jp

## THE FACILITIES

**Midtown East B1F**

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Reception</th>
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</thead>
<tbody>
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<td>816</td>
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<td>Hall B(2)</td>
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<td>559</td>
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<td>Room 1/2/3/4</td>
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<td>120</td>
<td>110</td>
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</tbody>
</table>

* ( ) refers to possible room divisions using partitions.

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Convention Venues 27
Why TKP?
Because we are 'Total Solution Provider'

TKP organizes venue arrangement and any other needs associated with the event. Please feel free to contact us for solution to conference, party, TV shooting and any other events!

TKP Corporation

CONTACT INFO
TEL (+81) 3-6843-0011 MAIL event@tkp.jp
https://www.tkp.jp/english TKP Corporation
TKP GARDEN CITY SHINAGAWA

TKP Garden City Shinagawa offers a variety of facilities. The elegant 1,595 square-meter Ballroom can be divided into 4 parts as needed. The lobby can be used for exhibitions and lunches. A range of 13 meeting spaces are available, from spacious Green Wind to the intimate Freesia. A fusion of Japanese and international cuisine will satisfy and delight all appetites. Hotel Keikyu EX Inn is also located on the upper floors, with 935 guest rooms.

1F SHINAGAWA GOOS 3-13-3 Takanawa, Minato-ku, Tokyo 108-0074
TEL: +81-3-5449-7300 FAX: +81-3-5449-2800
E-mail: event@tkp.jp

TKP GARDEN CITY SHINAGAWA

THE FACILITIES

1F SHINAGAWA GOOS 3-13-3 Takanawa, Minato-ku, Tokyo 108-0074
TEL: +81-3-5449-7300 FAX: +81-3-5449-2800
E-mail: event@tkp.jp

<table>
<thead>
<tr>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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<td>30</td>
<td>40</td>
<td>50</td>
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</tbody>
</table>

* ( ) refers to possible room divisions using partitions.
** Besides the above, 3 meeting rooms are available.
BELLESALLE TOKYO NIHONBASHI

Located only a six minutes’ walk from Tokyo Station, this conference center is ideal for medium-sized meetings. The main Hall accommodates over 1,300 persons seated theatre style, while a variety of meeting rooms range in capacity from 30 to 490 people. Once a bustling trade center, Nihonbashi area and its numerous canals now support a thriving cruise industry, offering a great way to see another side of this historical area.

Tokyo Nihonbashi Tower 2-7-1 Nihombashi, Chuo-ku, Tokyo 103-6005
TEL: +81-3-3346-1398 FAX: +81-3-3346-1399
E-mail: info2@bellesalle.co.jp

THE FACILITIES

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
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<td>48</td>
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<td>1500</td>
<td>3.4</td>
<td>490</td>
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<td>48</td>
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* Halls A, B and C can be used in the following combinations: A / A&B / B&C / C.
TOSHI CENTER HOTEL

Located in the center of a business area in convenient proximity to various sightseeing and business locations in Tokyo, Toshi Center Hotel offers 25 meeting rooms in the main hotel building. Cosmos Hall is the largest, with the capacity to seat 750 guests. The hall is equipped with a four-language simultaneous interpretation system and a giant projection screen. Guests can enjoy panoramic views of Tokyo from the guest rooms on the upper floors.

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 FACILITIES

<table>
<thead>
<tr>
<th>Room Name</th>
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<tr>
<td>Cosmos II</td>
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<tr>
<td>Orion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subaru</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matsu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>601</td>
<td></td>
<td></td>
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<td>701</td>
<td></td>
<td></td>
</tr>
<tr>
<td>706</td>
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Room dimensions (m) sq. m sq. ft. Ceiling ht. (m) Theater Classroom Hollow Square Banquet Reception

<table>
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<tr>
<th>Room Name</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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<td>340</td>
<td>225</td>
<td>90</td>
<td>150</td>
<td>200</td>
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<tr>
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<td>10.5 x 9.9</td>
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<td>1,346</td>
<td>3</td>
<td>112</td>
<td>72</td>
<td>48</td>
<td>50</td>
<td>60</td>
</tr>
<tr>
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<td>753</td>
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<td>72</td>
<td>48</td>
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<td>706</td>
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<td>112</td>
<td>72</td>
<td>48</td>
<td>60</td>
<td>70</td>
</tr>
</tbody>
</table>

* () refers to possible room divisions using partitions.
** Besides the above, 17 meeting rooms are available.
Creating fora where people interact

As a leading company of conference and event professionals, Congress Corporation provides strategic planning, cutting-edge logistics and creative event management solutions to design experiences that you and your attendees will never forget.
TORANOMON HILLS FORUM

Ideally situated near Ginza, a famous shopping area, Toranomon Hills Forum has a total floor area of approximately 3,300 square meters on the 4-5th floors. Its column-free floor area can be easily divided into smaller event spaces, and the facility can accommodate up to 10 concurrent events. Excellent facility management provides hotel-like hospitality. Andaz Hotel also has several banquet rooms and 164 guest rooms on the upper floors of this building.

JP TOWER HALL & CONFERENCE

JP Tower Hall & Conference is in a prime location, conveniently connected to Tokyo Station by an underground walkway. This conference center features a multipurpose hall covering 600 square meters that can be divided into three sections. The facility also contains several conference rooms and smaller meeting rooms. The high-grade level of service and facilities are suitable for a variety of events in the heart of the Tokyo Metropolis.
Tokyo is now home to a great new business event space. Opened in autumn 2017, the multi-purpose 5,000 square-meter complex Akasaka Intercity AIR is fast becoming the city’s latest landmark, sitting amidst Tokyo’s government, business and cultural hubs. The Akasaka Intercity Conference Center, located on the 3rd and 4th floors, features 12 user-friendly conference rooms and a well-appointed lounge. The access, facilities, staff and environment are truly exceptional.
AKASAKA INTERCITY CONFERENCE CENTER

Located in the upscale Akasaka business district, the Akasaka Intercity Conference Center is ideally situated. Twelve rooms, offering comfort and prime functionality, allow for small to mid-sized groups of 20 to 300 people. Besides ample natural light at the venue, the lounge offers a green space to relax and recharge. A “good environment makes good ideas” is the concept of Akasaka Intercity Conference Center, which delivers the perfect balance of comfort and practicality.

Room Floor Dimensions (m) sq. m sq. ft Ceiling ht. (m) Theater Classroom Hollow Square Banquet Reception

the AIR 4 15.6 x 33.8 545 5,876 4.8 500 304 108
the Green 4 11.9 x 10.5 138 1,495 4 --- 72 44
the Amphitheater 4 13.7 x 16.8 230 2,477 4.7 --- 65 ---
401/301 4/3 17.9 x 10.9 200 2,161 4 130 100 56
402/302 4/3 7.6 x 11.4 92 1,000 3 -- 48 28
403 4 7.6 x 6 50 541 3 -- 16 16
404/405 4 7.6 x 11.4 93 1,006 3 -- 48 28
303 3 7.6 x 6.9 57 619 3 -- 24 20
Boardroom 3 6.6 x 13.5 179 1,935 3.5 -- -- 20

HIBIYA MITSUI CONFERENCE

Focusing on diversity, hospitality and sustainability, Hibiya Mitsui Conference occupies Floors 8-9 in one of Tokyo’s most exciting new developments, Tokyo Midtown Hibiya Complex. Its modern meeting rooms can accommodate 40 to 190 persons, while its striking architecture provides the perfect balance between practicality and style. Hibiya Park is only a short walk away, allowing delegates to easily enjoy one of the largest green spaces in Tokyo.

1-1-2 Yurakucho, Chiyoda-ku, Tokyo 100-0006
TEL: +81-3-5157-1201 FAX: +81-3-3501-1321
E-mail: hibiya.mitsuiconference-info@mfbm.co.jp

Room Floor Dimensions (m) sq. m sq. ft Ceiling ht. (m) Theater Classroom Hollow Square Banquet Reception

ROOM1+2 8 20.9 x 11.8 301 3,239 3.8 196 144 108 -- 150
ROOM1 8 11.8 x 9.4 134 1,442 3.8 98 72 44 -- 70
ROOM2 8 11.8 x 11.4 167 1,797 3.8 98 72 -- -- 80
ROOM3 8 4.4 x 5.6 27 290 3 -- -- -- -- 40
ROOM4+5 8 4.1 x 11.5 54 581 3 -- -- -- -- --
ROOM4 8 4.4 x 5.7 27 290 3 -- -- -- -- --
ROOM5 8 4.1 x 5.7 27 290 3 -- -- -- -- --
ROOM6 9 10.8 x 7.6 181 1,948 3.8 102 40 -- -- 90
**TOKYO CONFERENCE CENTER SHINAGAWA**

Focusing on a “green” architectural foundation that calls for extensive use of recycled and recyclable materials, Tokyo Conference Center Shinagawa has successfully hosted a variety of conferences and possesses experienced and professional hospitality staff with the ability to support any business event. The Large Hall with a 500 seat capacity is a particular feature of this facility. The IACC (International Association of Conference Centers) has certified Tokyo Conference Center Shinagawa as surpassing global standards.

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/shinagawa/  
E-mail: shinagawa@tokyo-cc.co.jp

<table>
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<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
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<td>42</td>
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<td>3.5</td>
<td>–</td>
<td>20</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

* ( ) refers to possible room divisions using partitions.

**TOKYO CONFERENCE CENTER ARIAKE**

You can expect exceptional resources and innovation for the ultimate in conference services here. Tokyo Conference Center Ariake includes two large halls, with a combined floor space of over 1,100 square meters. The facility contains over 10 other rooms of various sizes, from 40 to 300 square meters. This facility meets the global standards set by the IACC (International Association of Conference Centers) and is recognized as an international pioneer of the Conference Center Concept.

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/ariake/  
E-mail: ariake@tokyo-cc.co.jp

<table>
<thead>
<tr>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Reception</th>
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<tbody>
<tr>
<td>Hall A</td>
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<td>4,951</td>
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<td>400</td>
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<td>Speaker’s Lounge</td>
<td>4</td>
<td>–</td>
<td>19</td>
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<td>Boardroom</td>
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<td>145</td>
<td>1,560</td>
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<td>60</td>
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<td>–</td>
<td>40</td>
<td>430</td>
<td>3.5</td>
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<td>–</td>
<td>16</td>
<td>–</td>
</tr>
<tr>
<td>Room 5</td>
<td>3</td>
<td>–</td>
<td>40</td>
<td>430</td>
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<td>20</td>
<td>–</td>
<td>12</td>
<td>–</td>
</tr>
<tr>
<td>Room 6</td>
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<td>–</td>
<td>110</td>
<td>1,184</td>
<td>3.5</td>
<td>70</td>
<td>40</td>
<td>32</td>
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<td>350</td>
<td>3,767</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>150</td>
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<tr>
<td>Private Dining</td>
<td>3</td>
<td>–</td>
<td>110</td>
<td>1,184</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>50</td>
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</tr>
</tbody>
</table>

* ( ) refers to possible room divisions using partitions.
### TOKYO GARDEN TERRACE KIOICHO

KIOI CONFERENCE

This location is well known for its greenery, including several local parks. Reachable in just 15 minutes from the major stations in Tokyo, the first-class conference facilities and hotels located nearby offer everything a meeting planner is looking for. A range of seminar spaces are able to accommodate up to 469 people in the Main Room A+B+C+D and four other seminar rooms, respectively, while excellent convenience makes this venue suitable for business meetings, corporate training and much more.

Shibuya Hikarie, where Hikarie Hall is located, is one of the most dynamic areas in Tokyo. The two halls are in the Hikarie retail complex building, which includes a musical theater, cafés and restaurants, shopping and art galleries. Use of the entire floor space of Hall A and Hall B (maximum 2,500 square meters) is available. Both halls have a spacious atmosphere, with a generous ceiling height of some seven meters, making them ideal for trade fairs and exhibitions.

---

**TOKYO GARDEN TERRACE KIOICHO**

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Reception</th>
</tr>
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<tbody>
<tr>
<td>Main Room A+B+C+D</td>
<td>4</td>
<td>33.6 x 13.4</td>
<td>470</td>
<td>5,059</td>
<td>3.9</td>
<td>469</td>
<td>372</td>
<td>114</td>
<td>300</td>
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<tr>
<td>Seminar Room A+B</td>
<td>4</td>
<td>15.4 x 13.8/14.5</td>
<td>230</td>
<td>2,475</td>
<td>3.9/3.2</td>
<td>162</td>
<td>120</td>
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<td>140</td>
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<tr>
<td>Seminar Room C+D</td>
<td>4</td>
<td>15.4 x 14.5</td>
<td>240</td>
<td>2,583</td>
<td>3.9/3.2</td>
<td>180</td>
<td>135</td>
<td>60</td>
<td>140</td>
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<tr>
<td>SAKURA Room</td>
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<td>12.4 x 3.8</td>
<td>56</td>
<td>620</td>
<td>3.9/3.2</td>
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<td></td>
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<tr>
<td>Terrace Room</td>
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<td>7.1 x 5.8</td>
<td>55</td>
<td>592</td>
<td>3.9/3.2</td>
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<tr>
<td>Meeting Room</td>
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<td>3.8 x 6.6</td>
<td>33</td>
<td>355</td>
<td>3.9/3.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**HIKARIE HALL**

Shibuya, where Hikarie Hall is located, is one of the most dynamic areas in Tokyo. The two halls are in the Hikarie retail complex building, which includes a musical theater, cafés and restaurants, shopping and art galleries. Use of the entire floor space of Hall A and Hall B (maximum 2,500 square meters) is available. Both halls have a spacious atmosphere, with a generous ceiling height of some seven meters, making them ideal for trade fairs and exhibitions.

---

**TOKYO GARDEN TERRACE KIOICHO**

1-4 Kioicho, Chiyoda-ku, Tokyo 102-0094
TEL: +81-3-3503-6077  FAX: +81-3-3239-6599
conference.tgt-kioicho.jp/en/
E-mail: tgt-conference@convention.co.jp

**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/hall/
E-mail: info@hikarie-hall.jp
CONVENTION HOTELS

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THE BASICS

Guest rooms: 931 (Total): 56 (Suite) 568 (Twin) 303 (Double) 4 (Triple)
Restaurants: 17
Facilities: Business center Fitness center Pool

THE FACILITIES

Main Building 2F

Main Building 3F

1-1-1 Uchisaiwai-cho, Chiyoda-ku, Tokyo 100-8558
TEL: +81-3-3504-1111  FAX: +81-3-3504-1288
www.imperialhotel.co.jp/e/
E-mail:mice@imperialhotel.co.jp

Guest rooms:
931 (Total): 56 (Suite) 568 (Twin) 303 (Double) 4 (Triple)

Restaurants:
17

Facilities:
- Business center
- Fitness center
- Pool

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 | 530 | 5,920 | 5.75 | 500 | 300 | 300 | 400 |

* () refers to possible room divisions using partitions.
** Besides the above, 11 meeting rooms are available.
### THE BASICS

- **Guest rooms:** 508 (Total): 17 (Suite) 491 (Twin)
- **Restaurants:** 8
- **Facilities:**
  - Business center
  - Fitness center
  - Spa
  - Pool

### THE FACILITIES

#### Prestige Tower

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
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<tr>
<td>The Okura Prestige Tower</td>
<td>Heian Room</td>
<td>1</td>
<td>—</td>
<td>1,968</td>
<td>21,184</td>
<td>7.5</td>
<td>2,300</td>
<td>1,350</td>
<td>—</td>
<td>900</td>
<td>2,000</td>
</tr>
<tr>
<td></td>
<td>Akebono</td>
<td>1</td>
<td>—</td>
<td>498</td>
<td>5,263</td>
<td>3.5</td>
<td>450</td>
<td>300</td>
<td>—</td>
<td>210</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>L’ étoile</td>
<td>41</td>
<td>—</td>
<td>198</td>
<td>2,131</td>
<td>3.5</td>
<td>150</td>
<td>90</td>
<td>54</td>
<td>90</td>
<td>110</td>
</tr>
<tr>
<td></td>
<td>Le soleil</td>
<td>41</td>
<td>—</td>
<td>161</td>
<td>1,733</td>
<td>3.5</td>
<td>80</td>
<td>50</td>
<td>30</td>
<td>40</td>
<td>80</td>
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<tr>
<td></td>
<td>La lune</td>
<td>41</td>
<td>—</td>
<td>198</td>
<td>2,131</td>
<td>3.5</td>
<td>140</td>
<td>70</td>
<td>54</td>
<td>80</td>
<td>110</td>
</tr>
</tbody>
</table>

* Besides the above, 5 meeting rooms are available.

Note: On September 12, 2019, the Hotel Okura Tokyo Main Building will be rebuilt as “The Okura Tokyo.”
The Garden Awaits You

Everything you need for a successful event

GUEST ROOMS 1479

RESTAURANTS 38

BANQUET ROOMS 33
THE BASICS

Guest rooms: 1,479 (Total): 68 (Suite) 752 (Twin) 659 (Double)
Restaurants: 38
Facilities: • Business center • Fitness center • Spa • Pool

THE FACILITIES

Guest rooms:
1,479 (Total): 68 (Suite) 752 (Twin) 659 (Double)
Restaurants: 38
Facilities:
• Business center • Fitness center • Spa • Pool

Building Room ( )* Floor Dimensions (m) sq. m sq. ft. Ceiling ht. (m) Theater Classroom Hollow Square Banquet Reception
The Main Tsuru (2) Banquet 47.4 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 8.7 340 3,658 3.2 320 192 132 144 150
edo ROOM Banquet 24.8 x 9.7 241 2,594 3.4 280 150 82 132 140
Rei Arcade 20.5 x 17.5 354 3,806 3 360 200 88 130 150
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 68 120 140
Sho Arcade 13.7 x 17.5 240 2,581 3 240 128 64 110 130
LAPIS L 16 14 x 10.5 174 1,871 2.2 100 64 – 60 70
AKEBONO 16 14 x 4.5 63 674 2.2 – – – 10 –
Tower H6 (3) Banquet 44.5 x 17.2 722 7,771 4.2 1,014 540 – 420 500
Suizo Banquet 14.5 x 18 261 2,806 3.8 286 200 80 130 150
Garden Court Sirus Banquet 20.5 x 12.9 267 2,843 3 220 124 68 100 140
Aries Banquet 17.1 x 9.9 198 1,823 3 170 102 56 70 110

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

Incentive
KNT is uniquely positioned to handle the entire job of designing and fulfilling incentive tour programs in close partnership with companies, and carry them out with greater cost effectiveness than companies can achieve on their own. Each incentive tour program that we design, develop, supervise and monitor is unique.

Meeting & Conference
Heart-to-heart communication between people is an eternal theme. We create all kinds of events where people gather and hearts touch. We bring joy, inspiration, and happiness with everything from plans to arrangements, operations, and promotion; always with hospitality and from the customers' perspective.

Leisure
KNT has a wide array of leisure tours, with something to satisfy every client's taste. Not only do we offer sightseeing tours of major Japanese cities, we have also created itineraries featuring natural beauty, World Heritage sites, and Japanese history. This large selection allows KNT to offer our clients an experience that they have never had before, even if they have previously visited Japan.

Sports
KNT is the travel industry leader in the field of sports. We were among the first travel companies to establish a section dedicated to sports; namely, the Sports Marketing Department. We are devoted to these activities as we incorporate dreams, hope, and inspiration into sports tourism, which we feel consists of watching, participating and operating.

DMC Japan Department
KNT-CT Global Travel Co., Ltd.
Shinjuku Sumitomo Bldg., 36F 2-6-1, Nishi-shinjuku, Shinjuku-ku, Tokyo, 163-0236, Japan
TEL. +81-3-6863-2081 FAX. +81-3-6863-1113 E-mail. dmcjapan@or.knt.co.jp

DMC Japan http://www.dmcjapan-knt.com/
45 Convention Hotels

PALACE HOTEL TOKYO

THE BASICS

Guest rooms: 290 (Total): 12 (Suite) 63 (Twin) 215 (Double)
Restaurants: 10
Facilities: • Fitness center • Spa • Pool

1-1-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005
TEL: +81-3-3211-5211  FAX: +81-3-3211-5219
en.palacehoteltokyo.com
E-mail: globalsales@palacehotel.jp

THE FACILITIES

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

* ( ) refers to possible room divisions using partitions.
** Besides the above 3 meeting rooms are available.
For meetings & events in Japan – there are Prince Hotels.

We prepare spaces for gatherings on a national and global scale where our customers can enjoy the charm of Japan. We will respond to diverse needs related to meetings & events organization services, which are demanded by people from all over the world.

www.princehotels.com/en/mice/
### THE BASICS

**Guest rooms:** 603 (Total): 72 (Suite) 319 (Twin) 212 (Double)

**Restaurants:** 11

**Facilities:** Business center • Fitness center • Spa

4-8-1 Shibakoen, Minato-ku, Tokyo 105-8563
TEL: +81-3-5400-1111  FAX: +81-3-5400-1110
www.princehotels.com/parktower/
E-mail: tky-spc@princehotels.co.jp

---

### THE FACILITIES

**Room ( )* Floor Dimension (m) sq. m sq. ft. Ceiling ht. (m) Theater Classroom Banquet Reception**

| Ballroom (7) | B2 | 30 x 79.8 | 2,394 | 25,761 | 9.9 | 3,600 | 1,800 | 1,200 | 3,000 |
| Convention Hall (7) | B2 | 30 x 79.8 | 2,394 | 25,761 | 9.9 | 3,600 | 1,800 | 1,200 | 3,000 |
| Ichou (Meeting Room) | B2 | 8.2 x 21.3 | 175 | 1,880 | 4 | − | − | 30 | − |
| 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 |
| Yamaboushi | B2 | 8.2 x 21.3 | 175 | 1,880 | 4 | 150 | 80 | 60 | 90 |
| Ajisai (2) | B2 | 8.7 x 11.5 | 100 | 1,074 | 3 | 60 | 40 | 36 | 50 |
| Ayame (2) | B2 | 8.7 x 11.5 | 100 | 1,074 | 3 | 60 | 40 | 36 | 50 |
| Suisen (2) | B2 | 8.7 x 11.5 | 100 | 1,074 | 3 | 60 | 40 | 36 | 50 |
| Tsutsuji (2) | B2 | 8.7 x 11.5 | 100 | 1,074 | 3 | 60 | 40 | 36 | 50 |
| Bara (2) | B2 | 8.7 x 11.5 | 100 | 1,074 | 3 | 60 | 40 | 36 | 50 |
| Yuri (2) | B2 | 8.7 x 11.5 | 100 | 1,074 | 3 | 60 | 40 | 36 | 50 |
| Sky Banquet | 33 | − | 195 | 2,094 | 3 | 80 | 54 | 80 | 100 |

* ( ) refers to possible room divisions using partitions.
THE BASICS

The Prince Sakura Tower Tokyo
Guest rooms: 288 (Total): 1 (Suite) 79 (Twin) 148 (Double) 60 (Triple)
Restaurants: 2
Facilities: • Business center • Fitness center • Spa

Grand Prince Hotel Takanawa
Guest rooms: 392 (Total): 9 (Suite) 112 (Twin) 235 (Double) 20 (Triple) 16 (Japanese style)
Restaurants: 8
Facilities: • Business center • Fitness center

Grand Prince Hotel New Takanawa & International Convention Center Pamir
Guest rooms: 906 (Total): 3 (Suite) 551 (Twin) 190 (Double) 146 (Triple) 14 (Quad) 2 (Quin)
Restaurants: 7
Facilities: • Business center • Fitness center • Pool (summer only)

Shinagawa Prince Hotel
Guest rooms: 3,560 (Total): 1,650 (Twin) 979 (Double) 931 (Single)
Restaurants: 14
Facilities: • Pool
### THE FACILITIES

**International Convention Center Pamir**

**Grand Prince Hotel New Takanawa**

**Shinagawa Prince Hotel Annex Tower**

**Grand Prince Hotel Takanawa**

**Grand Prince Hotel New Takanawa**

<table>
<thead>
<tr>
<th>Building</th>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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<td>42</td>
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<td>970</td>
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<td>Banquet Hall</td>
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<td>3,552</td>
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<td>330</td>
<td>210</td>
<td>–</td>
<td>144</td>
<td>200</td>
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</tbody>
</table>

* ( ) refers to possible room divisions using partitions.
** Besides the above, 16 meeting rooms at Takanawa and 14 meeting rooms at Shinagawa are available.
### THE BASICS

**Guest rooms:** 462 (Total): 17 (Suite) 289 (Twin) 156 (Double)
**Restaurants:** 9
**Facilities:** • Business center • Pool (summer only)

### THE FACILITIES

#### 11F

- Ho-O-no-Ma
- Providence Hall
- Magnolia Hall
- Sunflower Hall
- Golden Cup
- Kobai, Fukuju
- Hibiscus
- Kumoi, Yuki
- Takasago, Suehiro
- Peony
- Marguerite

#### 3F

- Ho-O-no-Ma
- Sunflower White
- Sunflower Hall
- Magnolia Hall
- Providence Hall
- Sunflower White

#### 2F

- Ho-O-no-Ma
- Sunflower White
- Sunflower Hall
- Magnolia Hall
- Providence Hall

---

### THE FACILITIES

<table>
<thead>
<tr>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
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<td>2</td>
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<td>900</td>
<td>400</td>
<td>350</td>
<td>800</td>
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<td>300</td>
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<td>80</td>
<td>100</td>
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</tbody>
</table>

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

---

3-3-1 Shibakoen, Minato-ku, Tokyo 105-8560
TEL: +81-3-3432-1111 FAX: +81-3-3434-5551
www.princehotels.com/tokyo/
## The Basics

Guest rooms: 882 (Total): 24 (Suite) 699 (Twin) 157 (Double) 2 (Others)
Restaurants: 11
Facilities: • Fitness center

---

### The Facilities

#### 29F

- **Palais Royal (4)**
  - Floor: B1
  - Dimensions (m): 67.4 x 37.3
  - sq. m: 2,580
  - sq. ft: 27,771
  - Ceiling ht. (m): 8
  - Theater: 3,300
  - Classroom: 1,632
  - Hollow Square: 280
  - Banquet: 1,688
  - Reception: 3,200

- **Vendôme**
  - Floor: B1
  - Dimensions (m): 16.1 x 16
  - sq. m: 260
  - sq. ft: 2,799
  - Ceiling ht. (m): 3
  - Theater: 390
  - Classroom: 189
  - Hollow Square: 180
  - Banquet: 168
  - Reception: 180

- **Étoile (2)**
  - Floor: B1
  - Dimensions (m): 16.1 x 16
  - sq. m: 260
  - sq. ft: 2,799
  - Ceiling ht. (m): 3
  - Theater: 390
  - Classroom: 189
  - Hollow Square: 180
  - Banquet: 168
  - Reception: 180

- **Châtelet**
  - Floor: B1
  - Dimensions (m): 16.1 x 16
  - sq. m: 260
  - sq. ft: 2,799
  - Ceiling ht. (m): 3
  - Theater: 390
  - Classroom: 189
  - Hollow Square: 180
  - Banquet: 168
  - Reception: 180

- **Fantaisie**
  - Floor: B1
  - Dimensions (m): 7.4 x 9.7
  - sq. m: 76
  - sq. ft: 818
  - Ceiling ht. (m): 3
  - Theater: 90
  - Classroom: 45
  - Hollow Square: 45
  - Banquet: 45
  - Reception: 45

- **Harmonie**
  - Floor: B1
  - Dimensions (m): 7.4 x 9.7
  - sq. m: 76
  - sq. ft: 818
  - Ceiling ht. (m): 3
  - Theater: 90
  - Classroom: 45
  - Hollow Square: 45
  - Banquet: 45
  - Reception: 45

- **Concerto**
  - Floor: B1
  - Dimensions (m): 7.4 x 9.7
  - sq. m: 76
  - sq. ft: 818
  - Ceiling ht. (m): 3
  - Theater: 90
  - Classroom: 45
  - Hollow Square: 45
  - Banquet: 45
  - Reception: 45

- **Menuet**
  - Floor: B1
  - Dimensions (m): 7.9 x 8.8
  - sq. m: 73
  - sq. ft: 786
  - Ceiling ht. (m): 3
  - Theater: 84
  - Classroom: 36
  - Hollow Square: 45
  - Banquet: 45
  - Reception: 45

- **Ginga**
  - Floor: 29
  - Dimensions (m): 24.9 x 15.5
  - sq. m: 337
  - sq. ft: 3,627
  - Ceiling ht. (m): 6
  - Theater: 420
  - Classroom: 180
  - Hollow Square: 84
  - Banquet: 180
  - Reception: 250

- **Niji**
  - Floor: 29
  - Dimensions (m): 17.4 x 7.9
  - sq. m: 140
  - sq. ft: 1,507
  - Ceiling ht. (m): 3
  - Theater: 180
  - Classroom: 90
  - Hollow Square: 60
  - Banquet: 80
  - Reception: 90

- **Akane**
  - Floor: 29
  - Dimensions (m): 13.5 x 6.5
  - sq. m: 86
  - sq. ft: 926
  - Ceiling ht. (m): 3
  - Theater: 96
  - Classroom: 54
  - Hollow Square: 30
  - Banquet: 50
  - Reception: 50

- **Akatsuki**
  - Floor: 29
  - Dimensions (m): 13.5 x 6.5
  - sq. m: 86
  - sq. ft: 926
  - Ceiling ht. (m): 3
  - Theater: 96
  - Classroom: 54
  - Hollow Square: 30
  - Banquet: 50
  - Reception: 50

- **Hikari**
  - Floor: 29
  - Dimensions (m): 17.3 x 7.8
  - sq. m: 186
  - sq. ft: 2,000
  - Ceiling ht. (m): 3
  - Theater: 220
  - Classroom: 120
  - Hollow Square: 48
  - Banquet: 110
  - Reception: 120

- **Pensée (2)**
  - Floor: 1
  - Dimensions (m): 11 x 9.3
  - sq. m: 102
  - sq. ft: 1,098
  - Ceiling ht. (m): 3
  - Theater: 84
  - Classroom: 48
  - Hollow Square: 42
  - Banquet: –
  - Reception: –

* ( ) refers to possible room divisions using partitions.
### THE BASICS

- **Guest rooms:** 453 (Total): 17 (Suite) 325 (Twin) 111 (Double)
- **Restaurants:** 5
- **Facilities:** ◎ Business center ◎ Fitness center ◎ Spa

### THE FACILITIES

**1F**
- Pegasus
- Apollon
- Jupiter
- Orion
- Fuji/Ran/Hagi
- Momo/Sumire/Tsubaki/Ume
- Kiku
- Luminous
- Pearl Suite
- Aqua Suite
- Rainbow Terrace
- Sunrise Terrace
- Iris Room
- Rose Room
- Orchid Room
- Shiokaze
- Iris Room
- Rose Room
- Orchid Room
- Shiokaze
- Luce Mare

**3F**
- Sunrise Terrace
- Rainbow Terrace
- Luminous
- Shiokaze

---

**Room ( )* Floor Dimensions (m) sq. m sq. ft. Ceiling ht. (m) Theater Classroom Hollow Square Banquet Reception**

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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<td>168</td>
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<td>120</td>
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<tr>
<td>Fuji/Ran/Hagi</td>
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<td>—</td>
<td>3.2</td>
<td>35</td>
<td>9</td>
<td>12</td>
<td>320</td>
<td>400</td>
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<tr>
<td>Momo/Sumire/Tsubaki/Ume</td>
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<td>8.5 x 4.2</td>
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<td>3.2</td>
<td>35</td>
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<td>18</td>
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<td>—</td>
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<td>—</td>
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<td>3.3</td>
<td>—</td>
<td>—</td>
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<td>64</td>
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<td>36</td>
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<td>30</td>
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<td>Luce Mare</td>
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<td>140</td>
<td>—</td>
<td>5</td>
<td>70</td>
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<td>36</td>
<td>60</td>
<td>70</td>
<td>—</td>
</tr>
</tbody>
</table>

* *) refers to possible room divisions using partitions.
**THE BASICS**

**Guest rooms:** 844 (Total): 43 (Suite) 250 (Twin) 500 (Double) 51 (Single)

**Restaurants:** 12

**Facilities:** • Business center • Fitness center • Pool (summer only)

---

**THE FACILITIES**

**ANNA INTERCONTINENTAL TOKYO**

1-12-33 Akasaka, Minato-ku, Tokyo 107-0052

TEL: +81-3-3505-1111  FAX: +81-3-3505-1155
anaintercontinental-tokyo.jp/en/
E-mail: info.tyohc@ihg.com

**THE BASICS**

**Guest rooms:** 844 (Total): 43 (Suite) 250 (Twin) 500 (Double) 51 (Single)

**Restaurants:** 12

**Facilities:** • Business center • Fitness center • Pool (summer only)

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E-mail: info.tyohc@ihg.com

---

**Room ( )* Floor Dimensions (m) sq. m sq. ft. Ceiling ht. (m) Theater Classroom Banquet Reception**

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prominence (3)</td>
<td>B1</td>
<td>26.7 x 51.9</td>
<td>1,565</td>
<td>16,830</td>
<td>7</td>
<td>2,000</td>
<td>1,080</td>
<td>870</td>
<td>2,200</td>
</tr>
<tr>
<td>Galaxy (3)</td>
<td>B1</td>
<td>13.2 x 41.2</td>
<td>660</td>
<td>7,100</td>
<td>3</td>
<td>734</td>
<td>456</td>
<td>280</td>
<td>550</td>
</tr>
<tr>
<td>Glory</td>
<td>B1</td>
<td>10.1 x 17.2</td>
<td>208</td>
<td>2,240</td>
<td>3</td>
<td>199</td>
<td>130</td>
<td>90</td>
<td>130</td>
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<tr>
<td>Aurora</td>
<td>B1</td>
<td>12.2 x 13.5</td>
<td>184</td>
<td>1,980</td>
<td>3</td>
<td>156</td>
<td>96</td>
<td>80</td>
<td>110</td>
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<tr>
<td>Prism</td>
<td>B1</td>
<td>9 x 15</td>
<td>144</td>
<td>1,550</td>
<td>3</td>
<td>150</td>
<td>90</td>
<td>60</td>
<td>70</td>
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<tr>
<td>Aries (3)</td>
<td>37</td>
<td>4.7 x 25.9</td>
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<td>1,722</td>
<td>3</td>
<td>126</td>
<td>87</td>
<td>60</td>
<td>100</td>
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<td>37</td>
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<td>1,292</td>
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<td>84</td>
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<td>85</td>
<td>915</td>
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<td>72</td>
<td>36</td>
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<tr>
<td>Akatsuki (2)</td>
<td>1</td>
<td>6 x 9.5</td>
<td>66</td>
<td>710</td>
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<td>59</td>
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<td>50</td>
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<td>Ariake (2)</td>
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<td>53</td>
<td>570</td>
<td>2.8</td>
<td>50</td>
<td>28</td>
<td>20</td>
<td>40</td>
</tr>
</tbody>
</table>

* ( ) refers to possible room divisions using partitions.
** Besides the above, 4 meeting rooms are available.
THE BASICS

Guest rooms: 419 (Total): 5 (Suite) 199 (Twin) 215 (Double)
Restaurants: 6
Facilities: Business center

THE FACILITIES

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Hall (3)</td>
<td>3</td>
<td>41.5 x 23.8</td>
<td>1,000</td>
<td>10,764</td>
<td>6</td>
<td>1,200</td>
<td>700</td>
<td>600</td>
<td>1,000</td>
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<td>Crown Room (2)</td>
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<td>20.2 x 12.7</td>
<td>260</td>
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<td>3</td>
<td>300</td>
<td>160</td>
<td>120</td>
<td>150</td>
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<tr>
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<td>25.2 x 12.7</td>
<td>320</td>
<td>3,444</td>
<td>3</td>
<td>340</td>
<td>180</td>
<td>180</td>
<td>180</td>
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<tr>
<td>Ariake (2)</td>
<td>2</td>
<td>25.2 x 13</td>
<td>325</td>
<td>3,500</td>
<td>3</td>
<td>350</td>
<td>180</td>
<td>180</td>
<td>200</td>
</tr>
<tr>
<td>Shinonome (2)</td>
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<td>20.8 x 10.7</td>
<td>220</td>
<td>2,360</td>
<td>3</td>
<td>240</td>
<td>120</td>
<td>100</td>
<td>120</td>
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<tr>
<td>Ruri</td>
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<td>–</td>
<td>177</td>
<td>1,905</td>
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<td>170</td>
<td>100</td>
<td>100</td>
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<td>969</td>
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<td>80</td>
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<tr>
<td>Kasumi</td>
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<td>6.8 x 5.8</td>
<td>48</td>
<td>517</td>
<td>2.7</td>
<td>45</td>
<td>20</td>
<td>20</td>
<td>–</td>
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<tr>
<td>Aya</td>
<td>4</td>
<td>6.8 x 5.8</td>
<td>48</td>
<td>517</td>
<td>2.7</td>
<td>45</td>
<td>20</td>
<td>20</td>
<td>–</td>
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<tr>
<td>Utage</td>
<td>4</td>
<td>6.8 x 5.8</td>
<td>48</td>
<td>517</td>
<td>2.7</td>
<td>45</td>
<td>20</td>
<td>20</td>
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<tr>
<td>Palazzo</td>
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<td>100</td>
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<td>100</td>
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</table>

* () refers to possible room divisions using partitions.
<table>
<thead>
<tr>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>U-Shape</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
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<td>25 x 40</td>
<td>1,000</td>
<td>10,764</td>
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<td>1,200</td>
<td>720</td>
<td>–</td>
<td>600</td>
<td>1,000</td>
</tr>
<tr>
<td>Tarragon</td>
<td>3</td>
<td>22 x 14</td>
<td>320</td>
<td>3,444</td>
<td>3.9</td>
<td>300</td>
<td>180</td>
<td>60</td>
<td>180</td>
<td>200</td>
</tr>
<tr>
<td>Coriander</td>
<td>2</td>
<td>22 x 14</td>
<td>320</td>
<td>3,444</td>
<td>3.9</td>
<td>300</td>
<td>180</td>
<td>60</td>
<td>180</td>
<td>200</td>
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<td>230</td>
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<td>280</td>
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<tr>
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<td>15 x 12.5</td>
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<td>220</td>
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<td>120</td>
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<tr>
<td>Thyme (5)</td>
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<td>8.3 x 28.3</td>
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<td>Lavender (4)</td>
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<td>3.2</td>
<td>100</td>
<td>48</td>
<td>30</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

* (*) refers to possible room divisions using partitions.
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.
THE BASICS

Guest rooms: 381 (Total): 3 (Suite) 2 (Japanese Suite) 258 (Twin)
23 (Double) 95 (Single)

Restaurants: 7

Facilities: Fitness center

THE FACILITIES

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
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<td>1</td>
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<td>19,375</td>
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<td>1,000</td>
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<td>700</td>
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<tr>
<td>Eitai (3)</td>
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<td>7,535</td>
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<td>500</td>
<td>270</td>
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<td>400</td>
<td>800</td>
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<td>250</td>
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<td>70</td>
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<td></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

* (*) refers to possible room divisions using partitions. Besides the above, 2 meeting rooms are available.
Experience the Beauty of Japan from within the Hotel
KEIO PLAZA HOTEL TOKYO

THE BASICS

Guest rooms: 1,435 (Total): 22 (Suite) 932 (Twin) 461 (Double)
Restaurants: 22
Facilities: • Business center • Fitness center • Spa • Pool

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

Guest rooms:
- 1,435 (Total): 22 (Suite) 932 (Twin) 461 (Double)

Restaurants:
- 22

Facilities:
- Business center
- Fitness center
- Spa
- Pool

THE FACILITIES

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

<table>
<thead>
<tr>
<th>Room ( )</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
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<td>57 x 23</td>
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<td>14,208</td>
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<td>1,000</td>
<td>–</td>
<td>1,000</td>
<td>1,500</td>
</tr>
<tr>
<td>Eminence Hall</td>
<td>5</td>
<td>23 x 30</td>
<td>715</td>
<td>7,696</td>
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<td>800</td>
<td>500</td>
<td>138</td>
<td>450</td>
<td>600</td>
</tr>
<tr>
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<tr>
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* ( ) refers to possible room divisions using partitions.
** Besides the above, 20 meeting rooms are available.
THE BASICS

Guest rooms: 746 (Total): 18 (Suite) 252 (Twin) 408 (Double)
Restaurants: 7
Facilities: • Business center • Fitness center • Spa • Pool

THE FACILITIES

2-7-2 Nishi-shinjuku, Shinjuku-ku, Tokyo 160-0023
TEL: +81-3-5321-8910  FAX: +81-3-3344-5592
tokyo.regency.hyatt.com
E-mail: mice@hyattregencytokyo.com

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
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<td>220</td>
<td>120</td>
<td>140</td>
<td>150</td>
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</table>

* () refers to possible room divisions using partitions.
THE BASICS

Guest rooms: 821 (Total): 130 (Suite) 299 (Twin) 392 (Double)
Restaurants: 6
Facilities: • Business center • Fitness center • Pool

6-6-2 Nishi-shinjuku, Shinjuku-ku, Tokyo 160-0023
TEL: +81-3-3344-5111  FAX: +81-3-3342-6094
E-mail: tokyo@hilton.com

THE FACILITIES

<table>
<thead>
<tr>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
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</tbody>
</table>

* ( ) refers to possible room divisions using partitions.
Anywhere, any season, we bring you the best.

Tokyu Hotels has three hotel brands—luxury, city-class and mid-range—in major cities and tourist destinations all over Japan.

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CERULEAN TOWER TOKYU HOTEL

THE BASICS

Guest rooms: 408 (Total): 13 (Suite) 124 (Twin) 238 (Double) 33 (Single)
Restaurants: 9
Facilities: Business center Fitness center

26-1 Sakuragaoka-cho, Shibuya-ku, Tokyo 150-8512
TEL: +81-3-3476-3000 FAX: +81-3-3476-3001
www.tokyuhotelsjapan.com/global/cerulean-h/
E-mail: cerulean.bo@tokyuhotels.co.jp

THE FACILITIES

B2F

39F

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 15,392 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 76 818 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.
## THE BASICS

**Guest rooms:** 438 (Total): 20 (Suite) 203 (Twin) 215 (Double)

**Restaurants:** 8

**Facilities:** • Fitness center • Spa

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 FACILITIES

### THE BASICS

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<th>Room ( )*</th>
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<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
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<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
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* ( ) refers to possible room divisions using partitions.
**THE BASICS**

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<th>Room ( )*</th>
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<th>Dimensions (m)</th>
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<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
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* () refers to possible room divisions using partitions.

**THE FACILITIES**

1-3-61 Koraku, Bunkyo-ku, Tokyo 112-8562  
TEL: +81-3-5805-2111  FAX: +81-3-5805-2200  
www.tokyodome-hotels.co.jp/e/
Bringing Japanese hospitality to the world

Hotel Chinzanso Tokyo, with its 140 year old forest-like garden in the middle of urban Tokyo, allows guests to truly experience the essence of Japan among the pinnacle of Japanese hospitality.
THE BASICS

Guest rooms: 267 (Total): 44 (Suite) 126 (Twin) 97 (Double)
Restaurants: 9
Facilities: • Business center • Fitness center • Spa • Pool

THE FACILITIES

Banquet

Hotel Ballroom (2)
Wisteria Room
Maple Room (2)
Ginkgo Room
Amphitheater
Hickory Room (2)
Banquet Kucho
Zuiko
Ruri
Miyabi
Mai

Building Room ( ) Floor sq. m sq. ft. Theater Classroom Banquet Reception Garden View
Hotel Ballroom (2) 1 634 6,818 600 360 300 500 -
1 283 3,044 280 150 90 120 180 -
5F - 4F Zuiko 1 325 3,498 350 170 150 250 Yes
Miyabi 4 557 5,995 800 400 280 500 Yes
Mai 4 224 2,411 170 90 63 80 Yes
Grand Hall Tsubaki (2) 5 1,350 14,531 2,000 1,000 770 2,000 Yes
Hibiki 4 264 2,842 240 120 100 130 Yes
Koto 4 196 2,110 120 60 56 60 Yes
Komorebi 5 262 2,820 240 120 100 130 Yes
Aoba/Haruh 6/7 (each floor) 218 2,347 200 100 80 110 Yes
Matsumaze/Serifu/Akebono/Fuji 8/9/10/11 (each floor) 262 2,820 240 120 100 130 Yes

* ) refers to possible room divisions using partitions.
** Besides the above, 11 meeting rooms are available.

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 BASICS**

Guest rooms: 98 (Total): 3 (Suite) 30 (Triple)
52 (Twin) 11 (Double) 2 (Japanese style)

Restaurants: 4

Facilities: *spa

---

**THE FACILITIES**

<table>
<thead>
<tr>
<th>Room (*)</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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<tbody>
<tr>
<td>FALCON NEST</td>
<td>10</td>
<td>11.0 x 6.2</td>
<td>80</td>
<td>861</td>
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<td>–</td>
<td>–</td>
<td>16</td>
<td>35</td>
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<tr>
<td>CHOHRIN</td>
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<td>14.0 x 16.8</td>
<td>240</td>
<td>2,583</td>
<td>2.8</td>
<td>200</td>
<td>100</td>
<td>72</td>
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<td>SYLVAN HALL + Foyer</td>
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<td>50.9 x 29.5</td>
<td>1,600</td>
<td>17,222</td>
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<td>SYLVAN HALL (2~4)</td>
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<td>50.9 x 21.7</td>
<td>1,200</td>
<td>12,916</td>
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<td>COSMOS</td>
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<td>95</td>
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<td>50</td>
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<tr>
<td>OHRIN</td>
<td>1</td>
<td>10.5 x 11.2</td>
<td>230</td>
<td>2,475</td>
<td>3</td>
<td>200</td>
<td>100</td>
<td>78</td>
<td>90</td>
<td>110</td>
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<td>FREESIA (2)</td>
<td>1</td>
<td>12.4 x 6.3</td>
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<td>30</td>
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<td>861</td>
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<td>30</td>
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<tr>
<td>KIMPOGE (2)/NADESHIKO (2)</td>
<td>1</td>
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<td>699</td>
<td>3</td>
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<tr>
<td>TEATRO SOCIE</td>
<td>1</td>
<td>12.7 x 16.3</td>
<td>230</td>
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<td>2.6~3.1</td>
<td>–</td>
<td>78</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

* () refers to possible room divisions using partitions.
### THE CAPITOL HOTEL TOKYO

**THE BASICS**
- Guest rooms: 251 (Total): 14 (Suite) 41 (Twin) 196 (Double)
- Restaurants: 5
- Facilities: • Business center • Fitness center • Spa • Pool

**THE BASICS**
- Guest rooms: 247 (Total): 35 (Suite) 87 (Twin) 125 (Double)
- Restaurants: 3
- Facilities: • Fitness center • Spa • Pool

#### Room Dimensions

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>Sq. m</th>
<th>Sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ball Room (2)</td>
<td>1</td>
<td>25.5 x 21.1</td>
<td>540</td>
<td>5,813</td>
<td>5.5</td>
<td>500</td>
<td>300</td>
<td>120</td>
<td>280</td>
<td>400</td>
</tr>
<tr>
<td>Banquet Room (2)</td>
<td>1</td>
<td>13.3 x 13.7</td>
<td>180</td>
<td>1,938</td>
<td>3</td>
<td>170</td>
<td>80</td>
<td>54</td>
<td>90</td>
<td>80</td>
</tr>
<tr>
<td>Function Room 1 + 2</td>
<td>2</td>
<td>8.2 x 6.3</td>
<td>104</td>
<td>1,120</td>
<td>2.8</td>
<td>100</td>
<td>54</td>
<td>38</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Function Room 3</td>
<td>2</td>
<td>10.3 x 5</td>
<td>52</td>
<td>560</td>
<td>2.8</td>
<td>50</td>
<td>24</td>
<td>24</td>
<td>30</td>
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</tbody>
</table>

* ( ) refers to possible room divisions using partitions.

### THE RITZ-CARLTON, TOKYO

#### Room Dimensions

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>Sq. m</th>
<th>Sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Ritz-Carlton Grand Ballroom</td>
<td>2</td>
<td>16 x 35</td>
<td>560</td>
<td>6,028</td>
<td>5.3</td>
<td>500</td>
<td>330</td>
<td>270</td>
<td>400</td>
<td></td>
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<tr>
<td>The Parkview Room (2)</td>
<td>1</td>
<td>13 x 17</td>
<td>220</td>
<td>2,368</td>
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<td>200</td>
<td>100</td>
<td>110</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>The Garden Room</td>
<td>1</td>
<td>8 x 7</td>
<td>50</td>
<td>538</td>
<td>3</td>
<td>45</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td></td>
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<tr>
<td>The Cypress Room</td>
<td>1</td>
<td>9 x 5</td>
<td>45</td>
<td>484</td>
<td>3</td>
<td>50</td>
<td>25</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>The Board Room</td>
<td>1</td>
<td>9 x 5</td>
<td>45</td>
<td>484</td>
<td>3</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>The Maple Room</td>
<td>1</td>
<td>6 x 6</td>
<td>35</td>
<td>377</td>
<td>3</td>
<td>35</td>
<td>15</td>
<td>10</td>
<td>10</td>
<td></td>
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<tr>
<td>The Magnolia Room</td>
<td>1</td>
<td>5 x 7</td>
<td>35</td>
<td>377</td>
<td>3</td>
<td>35</td>
<td>15</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

* ( ) refers to possible room divisions using partitions.
At Conrad, luxury isn’t just about feeling pampered; it’s about feeling understood. It’s about a style you connect with and service that’s attuned to your every need. Even when what you need is to do absolutely nothing at all.
CONRAD TOKYO

THE BASICS

Guest rooms: 290 (Total): 68 (Suite) 89 (Twin) 133 (Double)
Restaurants: 5
Facilities: • Fitness center • Spa

1-9-1 Higashi-shimbashi, Minato-ku, Tokyo 105-7337
TEL: +81-3-6388-8000 FAX: +81-3-6388-8001
conradtokyo.com
E-mail: tokyoinfo@conradhotels.com

<table>
<thead>
<tr>
<th>Building</th>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex</td>
<td>Kazanami Ballroom (3)</td>
<td>2</td>
<td>16.6 x 34.7</td>
<td>577</td>
<td>6,210</td>
<td>7.2</td>
<td>504</td>
<td>315</td>
<td></td>
<td>243</td>
<td>480</td>
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<td>Hamarikyu Ballroom (2)</td>
<td>1</td>
<td>12.7 x 17.8</td>
<td>227</td>
<td>2,443</td>
<td>4</td>
<td>180</td>
<td>120</td>
<td>48</td>
<td>88</td>
<td>180</td>
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<tr>
<td></td>
<td>Momiji</td>
<td>1</td>
<td>7 x 5.2</td>
<td>35</td>
<td>377</td>
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<td>–</td>
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<td>–</td>
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</tr>
<tr>
<td></td>
<td>Tsukubiki</td>
<td>1</td>
<td>7 x 5.2</td>
<td>35</td>
<td>377</td>
<td>3.5</td>
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<td>Hotel</td>
<td>Satsuki</td>
<td>1</td>
<td>5.8 x 4.5</td>
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<td>258</td>
<td>3.5</td>
<td>–</td>
<td>12</td>
<td>–</td>
<td>10</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td>Meeting Room “One”</td>
<td>28</td>
<td>6 x 7</td>
<td>56</td>
<td>603</td>
<td>3</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>8</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td>Meeting Room “Two”</td>
<td>28</td>
<td>8 x 14.5</td>
<td>116</td>
<td>1,249</td>
<td>3</td>
<td>50</td>
<td>36</td>
<td>28</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td>Meeting Room “Three”</td>
<td>28</td>
<td>8 x 8</td>
<td>64</td>
<td>689</td>
<td>3</td>
<td>30</td>
<td>18</td>
<td>16</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

* ( ) refers to possible room divisions using partitions.

THE PENINSULA TOKYO

THE BASICS

Guest rooms: 314 (Total): 47 (Suite) 91 (Twin) 176 (Double)
Restaurants: 5
Facilities: • Fitness center • Spa • Pool

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

<table>
<thead>
<tr>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>U-Shape</th>
<th>Banquet</th>
<th>Reception</th>
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<tbody>
<tr>
<td>The Grand Ballroom (2)</td>
<td>3</td>
<td>18.9 x 17.8</td>
<td>291</td>
<td>3,134</td>
<td>6.5</td>
<td>304</td>
<td>162</td>
<td>54</td>
<td>170</td>
<td>250</td>
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<tr>
<td>The Ginza Ballroom</td>
<td>3</td>
<td>12.7 x 15.3</td>
<td>167</td>
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<td>165</td>
<td>86</td>
<td>33</td>
<td>90</td>
<td>130</td>
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<tr>
<td>The Sky Room</td>
<td>24</td>
<td>10.6 x 12.5</td>
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<td>100</td>
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<td>33</td>
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<td>80</td>
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<td>The Majestic Room (2)</td>
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<td>71</td>
<td>771</td>
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<td>54</td>
<td>24</td>
<td>18</td>
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<td>The Astor Room (2)</td>
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<td>9.2 x 6</td>
<td>55</td>
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<td>22</td>
<td>20</td>
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<td>The East Room (2)</td>
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<td>9.6 x 6</td>
<td>57</td>
<td>623</td>
<td>3.4</td>
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<td>26</td>
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<tr>
<td>The West Room (2)</td>
<td>4</td>
<td>8.8 x 6</td>
<td>51</td>
<td>555</td>
<td>3.4</td>
<td>36</td>
<td>16</td>
<td>24</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>The South Room (2)</td>
<td>4</td>
<td>8.3 x 6</td>
<td>48</td>
<td>520</td>
<td>3.4</td>
<td>36</td>
<td>16</td>
<td>20</td>
<td>20</td>
<td>30</td>
</tr>
</tbody>
</table>

* ( ) refers to possible room divisions using partitions.
**ANDAZ TOKYO TORANOMON HILLS**

**THE BASICS**

- **Guest rooms**: 164 (Total) 8 (Suite) 40 (Twin) 116 (Double)
- **Restaurants**: 5
- **Facilities**:  •Fitness center  •Spa  •Pool

Address: 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

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooftop Studio</td>
<td>52</td>
<td>13 x 14.4</td>
<td>210</td>
<td>2,260</td>
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<td>180</td>
<td>75</td>
<td>48</td>
<td>90</td>
<td>120</td>
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<td>12.6 x 21.4</td>
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<td>224</td>
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<td>66</td>
<td>130</td>
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<td>24</td>
<td>30</td>
<td>40</td>
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<tr>
<td>Andaz Studio A</td>
<td>51</td>
<td>8.2 x 4.8</td>
<td>50</td>
<td>538</td>
<td>5.8</td>
<td>36</td>
<td>24</td>
<td>18</td>
<td>–</td>
<td>30</td>
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<tr>
<td>Andaz Studio B</td>
<td>51</td>
<td>8.2 x 4.8</td>
<td>50</td>
<td>538</td>
<td>5.8</td>
<td>36</td>
<td>24</td>
<td>18</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Andaz Studio C</td>
<td>51</td>
<td>8.2 x 4.8</td>
<td>50</td>
<td>538</td>
<td>5.8</td>
<td>36</td>
<td>24</td>
<td>18</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Andaz Studio D</td>
<td>51</td>
<td>8.2 x 4.8</td>
<td>50</td>
<td>538</td>
<td>5.8</td>
<td>36</td>
<td>24</td>
<td>18</td>
<td>–</td>
<td>30</td>
</tr>
</tbody>
</table>

**INTERCONTINENTAL TOKYO BAY**

**THE BASICS**

- **Guest rooms**: 330 (Total) 7 (Suite) 211 (Twin) 112 (Double)
- **Restaurants**: 7
- **Facilities**:  •Fitness center

Address: 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

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willard</td>
<td>5</td>
<td>–</td>
<td>432</td>
<td>4,650</td>
<td>3</td>
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*Besides the above, 1 meeting room is available.*
### MANDARIN ORIENTAL, TOKYO

**The Basics**

- **Guest Rooms:** 179 (Total): 22 (Suite) 50 (Twin) 107 (Double)
- **Restaurants:** 11
- **Facilities:** • Business center • Fitness center • Spa

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

<table>
<thead>
<tr>
<th>Building</th>
<th>Room ( )*</th>
<th>Floor</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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* (*) refers to possible room divisions using partitions.
** Besides the above, 2 meeting rooms are available.

### SHANGRI-LA HOTEL, TOKYO

**The Basics**

- **Guest Rooms:** 200 (Total): 16 (Suite) 57 (Twin) 127 (Double)
- **Restaurants:** 3
- **Facilities:** • Fitness center • Spa • Pool

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

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<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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### THE BASICS

**THE TOKYO STATION HOTEL**

- **Guest rooms:** 150 (Total): 5 (Suite) 84 (Twin) 61 (Double)
- **Restaurants:** 10
- **Facilities:** Business center, Fitness center, Spa

1-9-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005  
TEL: +81-3-5220-1111  FAX:+81-3-5220-0513  
www.thetokyostationhotel.jp  
E-mail: banquet@tokyostationhotel.jp

<table>
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<th>sq. ft.</th>
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<th>Theater</th>
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<th>Banquet</th>
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Besides the above, 10 meeting rooms are available.

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### HOTEL GRAND PALACE

**THE BASICS**

- **Guest rooms:** 460 (Total): 4 (Suite) 292 (Twin) 60 (Double)
- **Restaurants:** 6
- **Facilities:** Business center, Fitness center

1-1-1 Iidabashi, Chiyoda-ku, Tokyo 102-0072  
TEL: +81-3-3264-1111  FAX: +81-3-3264-2419  
www.grandpalace.co.jp/english/  
E-mail: enkai@grandpalace.co.jp

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<th>sq. ft.</th>
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<th>Classroom</th>
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Besides the above, 10 meeting rooms are available.
DAI-ICHI HOTEL TOKYO

THE BASICS

Guest rooms: 278 (Total): 11 (Suite) 236 (Twin) 31 (Double)
Restaurants: 10
Facilities: • Fitness center • Pool

1-2-6 Shimbashi, Minato-ku, Tokyo 105-8621
TEL: +81-3-3501-4411  FAX: +81-3-3501-4412
global.hankyu-hotel.com/daiichi-hotel-tokyo/
E-mail: info@daiichihotel-tokyo.com

Guest rooms:
278 (Total): 11 (Suite) 236 (Twin) 31 (Double)

Restaurants:
10

Facilities:
Fitness center
Pool

THE BASICS

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.

SHERATON MIYAKO HOTEL TOKYO

THE BASICS

Guest rooms: 484 (Total): 8 (Suite) 261 (Twin) 209 (Double)
Restaurants: 5
Facilities: • Fitness center • Pool

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: i-bridal@miyakohotels.ne.jp

Guest rooms:
484 (Total): 8 (Suite) 261 (Twin) 209 (Double)

Restaurants:
5

Facilities:
Fitness center
Pool

THE BASICS

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 6 800 480 400 600
Saga (3) B2 25.3 x 17.6 444 4,779 3.8 300 160 240 300
Wakakusa B2 10.4 x 6.5 67 721 2.7 60 30 30 30
Kasuga B2 10.1 x 6.5 65 700 2.7 60 30 30 30
Mikasa B2 7.6 x 7.4 56 603 2.7 50 24 30 30
Saho B2 6.3 x 8.2 51 549 2.7 50 24 24 30
Ise/Shima B2 5.6 x 5.7 31 334 2.7 – – 12 –
Magnolia B1 16.1 x 21.3 342 3,681 3.4 200 130 120 220
Boardroom B1 4.0 x 5.6 21 226 2.7 – – 8 –

* ( ) refers to possible room divisions using partitions.
### THE BASICS

**Guest rooms:** 177 (Total): 23 (Suite) 69 (Twin) 85 (King)

**Restaurants:** 5

**Facilities:** • Business center • Fitness center • Spa • Pool

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

### PARK HYATT TOKYO

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<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
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<tbody>
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<td>50</td>
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### THE BASICS

**Guest rooms:** 129 (Total): 46 (Suite) 51 (Twin) 32 (Double)

**Restaurants:** 6

**Facilities:** • Fitness center • Spa • Pool

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

### RIHGA ROYAL HOTEL TOKYO

<table>
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<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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<td>400</td>
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<td>64</td>
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<td>3~4</td>
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<td>120</td>
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<td>80</td>
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<td>2.7~3</td>
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<td>16</td>
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<td>Azalea Room</td>
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<td>40</td>
<td>24</td>
<td>16</td>
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<td>30</td>
</tr>
</tbody>
</table>

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

**THE BASICS**

- Guest rooms: 249 (Total): 8 (Suite) 113 (Twin) 128 (Double)
- Restaurants: 1
- Facilities: Fitness center

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

---

**HOTEL METROPOLITAN TOKYO IKEBUKURO**

**THE BASICS**

- Guest rooms: 807 (Total): 3 (Suite) 396 (Twin) 145 (Double)
- Restaurants: 8
- Facilities: Fitness center

1-6-1 Nishi-ikebukuro, Toshima-ku, Tokyo 171-8505
TEL: +81-3-3980-1111  FAX: +81-3-3980-5600
www.hotelmetropolitan.jp/en-gb
E-mail: info@metropolitan.jp

---

### Room Details

#### TOKYO MARRIOTT HOTEL

<table>
<thead>
<tr>
<th>Room ( )</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
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<tbody>
<tr>
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<td>37.7 x 22.9</td>
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<td>500</td>
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<td>Oak</td>
<td>B1</td>
<td>10 x 7.2</td>
<td>75</td>
<td>806</td>
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<td>2.7</td>
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<tr>
<td>The Garden View</td>
<td>B1</td>
<td>-</td>
<td>135</td>
<td>1,453</td>
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<td>-</td>
<td>-</td>
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</table>

* ( ) refers to possible room divisions using partitions.

---

#### HOTEL METROPOLITAN TOKYO IKEBUKURO

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<thead>
<tr>
<th>Room ( )</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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<tbody>
<tr>
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<td>24</td>
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<td>60</td>
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<td>-</td>
<td>-</td>
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<td>30</td>
<td>40</td>
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</tbody>
</table>

* ( ) refers to possible room divisions using partitions.
** Besides the above, 5 meeting rooms are available.
EVERY MOMENT IS UNIQUE

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.  Oikeibaiyo
East Exit @ Meguro Sta. / Takanawaguchi: Exit @ Shinagawa Sta.
Car: 3 min from Highway Meguro Exit
HAPPO-EN

Happo-en is a picturesque venue, combining traditionally styled buildings with a beautiful Japanese garden dating back nearly 400 years. There are 14 banquet halls with flexible room layouts, surrounded by lush greenery. The largest hall, Jour, can be configured to welcome up to 800 guests. The Hakuho-kan, a Japanese-style annex to the rear of the garden boasts a 240 square-meter banquet hall that can be changed to tatami mat flooring, the largest of its kind in Tokyo. The stunning natural setting of Happo-en makes it ideal for outdoor parties. Imagine guests enjoying al fresco cocktails in this idyllic oasis in the heart of Tokyo.

1-1-1 Shirokanedai, Minato-ku, Tokyo 108-8631
TEL: +81-3-3443-3111  FAX: +81-3-3443-3116
E-mail: banquet@happo-en.com

---

### THE FACILITIES

#### 1F
- **Jour**
- **Nuit**
- **Chat**
- **Grace**
- **Sunlight**
- **Wind**
- **Leaf**
- **Nocturne**
- **Eternity**
- **Sacre**
- **Cedar**
- **Jasmine**
- **Linden**

#### 2F
- **Sunlight**
- **Leaf**
- **Wind**

#### 3F
- **Grace**
- **Chat**

---

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<thead>
<tr>
<th>Building</th>
<th>Room ( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
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<td>Chat</td>
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<td>27 x 14</td>
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<td>220</td>
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<td>250</td>
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<td>205</td>
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<td>2.9</td>
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<td>80</td>
<td>90</td>
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<tr>
<td></td>
<td>Wind</td>
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<td>16.2 x 14</td>
<td>227</td>
<td>2,443</td>
<td>3</td>
<td>160</td>
<td>80</td>
<td>66</td>
<td>100</td>
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<td>2.9</td>
<td>160</td>
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<td>100</td>
<td>100</td>
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<td>3.5</td>
<td>110</td>
<td>60</td>
<td>64</td>
<td>60</td>
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<td>Cedar</td>
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<td>16.2 x 14</td>
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<td>2.9</td>
<td>160</td>
<td>100</td>
<td>100</td>
<td>100</td>
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<td>48</td>
<td>80</td>
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<td></td>
<td>Linden</td>
<td>5</td>
<td>12 x 14</td>
<td>171</td>
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<td>150</td>
<td>150</td>
<td>130</td>
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</tbody>
</table>

* (*) refers to possible room divisions using partitions.
** Hakuho-kan annex is a Japanese-style tatami room.
These excellent facilities are perfect for everything from international conferences to presentations. The Miraikan Hall can host up to about 300 people, and the facility boasts a 1,500 square-meter exhibition zone with no pillars. The exciting Symbol Zone features the “Geo-Cosmos,” a suspended organic LED display and the world’s first globe-like display, and can accommodate up to 500 people for receptions. The permanent exhibitions also provide visitors with the chance to experience science and technology for themselves.

**THE FACILITIES**

### 7F

- Conference Room Venus
- Conference Room Saturn
- Conference Room Jupiter
- Conference Room Neptune
- Miraikan Hall
- Innovation Hall
- Conference Room Saturn
- Conference Room Uranus

### 1F

- Symbol Exhibit Geo Cosmos
- Special Exhibition Zone a/b
- Symbol Zone
- Communication Lobby

---

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
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<td>960</td>
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<td>–</td>
<td>250</td>
<td>400</td>
</tr>
</tbody>
</table>

*To reserve the Symbol Zone, special consideration and time constraints apply.*
Welcome to the garden in the heart of Tokyo — a place that connects people. We invite you to experience the old and wonderful traditions of Japan.

Meiji Kinenkan

2-2-23 Moto Akasaka
Minato-ku
Tokyo, Japan

Tel: +81-3-3403-1171
www.meijikinenkan.gr.jp
@meijikinenkan
**MEIJI KINENKAN**

Managed by Meiji Jingu Shrine, Meiji Kinenkan is a picturesque venue which includes a 19th century historic hall of 33,000 square meters. As Meiji Jingu Shrine has an evergreen forest with 100,000 trees, Meiji Kinenkan itself is also surrounded by greenery. The historic section and 19 banquet rooms are fully adaptable for a variety of parties and receptions. Fuji, the largest room, can accommodate up to 1,000 guests. There are also five restaurants on the premises.

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

<table>
<thead>
<tr>
<th>Room</th>
<th>( )*</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
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<td>Houoh</td>
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<td>252</td>
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<td>3.3</td>
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<td>160</td>
<td>120</td>
<td>150</td>
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<tr>
<td>Kujaku</td>
<td>2</td>
<td>18.9 x 11.8</td>
<td>223</td>
<td>2,400</td>
<td>2.7~3</td>
<td>250</td>
<td>120</td>
<td>100</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>Tanchoh</td>
<td>2</td>
<td>10.1 x 15.8</td>
<td>160</td>
<td>1,722</td>
<td>2.7~2.9</td>
<td>140</td>
<td>90</td>
<td>70</td>
<td>70</td>
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<td>Akebono (4)</td>
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<td>Fuyoh</td>
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<td>76</td>
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<tr>
<td>Aioi</td>
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<td>191</td>
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<td>2.7~3.1</td>
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<tr>
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<td>70</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

* ( ) refers to possible room divisions using partitions. Besides the above, 9 banquet rooms are available.

**FOREST TERRACE MEIJI JINGU**

Set amid the almost 100-year-old forest of Meiji Jingu Shrine, Forest Terrace Meiji Jingu, renovated in October 2018, features a fusion of nature, Japanese tradition and a modern design to welcome delegates for parties and receptions. The Banquet Hall can accommodate up to 150 people for a standing-style dinner. One of the most important spiritual places in Tokyo, Meiji Jingu Shrine lies in a vast 700,000 square-meter premises, making it an exceptionally spacious site.

1-1 Yoyogi Kamizoncho, Shibuya-ku, Tokyo 151-0052  
TEL: +81-3-3746-7711  FAX: +81-3-3403-1066  
www.meijikinenkan.gr.jp/english/  
E-mail: info-bs@meijikinenkan.gr.jp

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
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<tbody>
<tr>
<td>Keyaki</td>
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<td>9</td>
<td>326</td>
<td>3,509</td>
<td>2.7~3.7</td>
<td>144</td>
<td>96</td>
<td>99</td>
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<tr>
<td>Kusu</td>
<td>2</td>
<td>218</td>
<td>2,347</td>
<td>2.9~4</td>
<td>120</td>
<td>80</td>
<td>90</td>
<td>120</td>
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</tr>
<tr>
<td>Shii</td>
<td>2</td>
<td>99</td>
<td>1,066</td>
<td>2.9~3.3</td>
<td>50</td>
<td>32</td>
<td>30</td>
<td>40</td>
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</tr>
</tbody>
</table>
TOKYO AMERICAN CLUB

Founded in 1928, this Tokyo institution is renowned for its sophisticated ballroom, which can accommodate up to 600 people for receptions, and its many remarkable meeting spaces. CHOP Steakhouse and the Sky Pool offer a taste of luxury. As a hub of international exchange within walking distance of the iconic Tokyo Tower, you can be sure that delegates from any culture will relish the atmosphere of 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

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

Roppongi Hills Club is an exclusive members’ club that occupies the entire 51st floor of Roppongi Hills Mori Tower. The club boasts spectacular restaurants, stunning bars and some of the most sought-after banqueting and event spaces in Tokyo. The banqueting and event spaces are available for use by non-members, and provide an exquisite setting for formal business meetings and luncheons, with unrivalled views of the city. The largest room, Club Room I, can accommodate up to 250 guests in a reception-style setting.

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/visitor/dfw/rhc/en/
E-mail: banquet@roppongihillsclub.com

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>sq. m</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>the club room I</td>
<td>51</td>
<td>350</td>
<td>240</td>
<td>140</td>
<td>170</td>
<td>250</td>
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<tr>
<td>the club room II</td>
<td>51</td>
<td>120</td>
<td>80</td>
<td>40</td>
<td>50</td>
<td>60</td>
</tr>
<tr>
<td>the club room II &amp; III</td>
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<td>178</td>
<td>100</td>
<td>80</td>
<td>80</td>
<td>120</td>
</tr>
<tr>
<td>the horizon room</td>
<td>51</td>
<td>180</td>
<td>108</td>
<td>60</td>
<td>80</td>
<td>120</td>
</tr>
<tr>
<td>the star bar</td>
<td>51</td>
<td>82</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>40</td>
</tr>
<tr>
<td>proteus</td>
<td>51</td>
<td>49</td>
<td>–</td>
<td>–</td>
<td>24</td>
<td>30</td>
</tr>
<tr>
<td>galatea</td>
<td>51</td>
<td>26</td>
<td>–</td>
<td>–</td>
<td>8</td>
<td>–</td>
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</tbody>
</table>
MITSUBISHI ICHIGOKAN MUSEUM, TOKYO

Ideally located in the center of the city close to the Imperial Palace and Tokyo Station, Mitsubishi Ichigokan Museum, Tokyo is known for its iconic design reminiscent of the Meiji Period (1868-1912). The museum’s gallery and adjoining Café 1984 with its spacious 8 meter-high ceiling can be hired out after hours on weekdays and all day on Mondays. The elegant Exhibition Rooms offer a total floor area of 800 square meters across three floors. The 167 square-meter café has a capacity of 60 – 100 people, and both spaces provide exciting possibilities for unique events.

2-6-2 Marunouchi, Chiyoda-ku, Tokyo 100-0005
TEL: +81-3-5777-8600
mimt.jp/english/
Contact: DMO TOKYO Marunouchi
E-mail: info@tokyo-marunouchi.jp

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
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<td>–</td>
<td>800</td>
<td>8,611</td>
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<tr>
<td>Café 1894</td>
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<td>18.9 x 11.9</td>
<td>167</td>
<td>1,798</td>
<td>8</td>
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</table>

THE INTERNATIONAL HOUSE OF JAPAN

The International House of Japan, also known as “I-House,” is home to a non-profit organization founded in 1952 to promote intercultural exchange. I-House is located in the heart of the mixed-use Roppongi Hills complex, close to many of the major Tokyo embassies. The venue offers a number of banquet halls and rooms on nearly 11,000 square meters of land, including an auditorium and seven additional meeting rooms. A tranquil facility in the heart of the city, all banquet rooms adjoin the large, 19th century garden, enabling guests to mingle freely both indoors and out. There are also a cafe and a restaurant.

5-11-16 Roppongi, Minato-ku, Tokyo 106-0032
www.i-house.or.jp/eng/
E-mail: accommo@i-house.or.jp

<table>
<thead>
<tr>
<th>Room (*)</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Hollow Square</th>
<th>Banquet</th>
<th>Reception</th>
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<tbody>
<tr>
<td>Kabayama/Matsumoto Room &amp; Room 2, 3 &amp; 4</td>
<td>B1</td>
<td>7.2 x 28.7</td>
<td>247</td>
<td>2,659</td>
<td>2.9</td>
<td>180</td>
<td>120</td>
<td>90</td>
<td>110</td>
<td>150</td>
</tr>
<tr>
<td>Iwasaki Koyata Memorial Hall</td>
<td>B1</td>
<td>16 x 12.2</td>
<td>195</td>
<td>2,099</td>
<td>4.5</td>
<td>180</td>
<td>120</td>
<td>60</td>
<td>100</td>
<td>150</td>
</tr>
<tr>
<td>Room 2, 3 or 4</td>
<td>B1</td>
<td>7.2 x 5.4</td>
<td>51</td>
<td>549</td>
<td>2.9</td>
<td>40</td>
<td>24</td>
<td>24</td>
<td>20</td>
<td>30</td>
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<tr>
<td>Lecture Hall</td>
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<td>3~4.3</td>
<td>120</td>
<td>80</td>
<td>50</td>
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<td>–</td>
</tr>
<tr>
<td>Seminar Room C</td>
<td>1</td>
<td>–</td>
<td>26</td>
<td>280</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>16</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Seminar Room D</td>
<td>1</td>
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<td>53</td>
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</tr>
<tr>
<td>Seminar Room E</td>
<td>1</td>
<td>–</td>
<td>26</td>
<td>280</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>16</td>
<td>–</td>
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</tr>
<tr>
<td>Seminar Room 401</td>
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<td>–</td>
<td>16</td>
<td>–</td>
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</tr>
<tr>
<td>Seminar Room 402</td>
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<td>20</td>
<td>215</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>12</td>
<td>–</td>
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<tr>
<td>Seminar Room 403, 404 (2)</td>
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<td>786</td>
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<td>42</td>
<td>34</td>
<td>–</td>
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</tr>
</tbody>
</table>

* (*) refers to possible room divisions using partitions.
Touch the World
Touch the Future
Touch the Heart

Excitement, Surprise, Emotion, Memories

TOBU TOP TOURS
### TABLOID

A converted printing factory, TABLOID is the perfect place to host events with a twist for up to 2,000 people. Area 1-A offers 342 square meters of open space and innovative lighting, adding a splash of color to your event. Set up tables or open the floor up to enjoy the minimalism of this modern space. A movable stage and furniture can be freely arranged. TABLOID also boasts an Open Terrace, serving as a prime location right beside Tokyo Bay.

2-6-24 Kaigan, Minato-ku, Tokyo 105-0022
TEL: +81-3-5484-7704 FAX: +81-3-5484-7783
soulplanet.jp/
E-mail: event@soulplanet.jp

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-A</td>
<td>1</td>
<td>10 x 32</td>
<td>342</td>
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<td>3.61~14.5</td>
<td>300</td>
<td>150</td>
<td>150</td>
<td>500</td>
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<tr>
<td>1-A*</td>
<td>1</td>
<td>9 x 11.5</td>
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<td>979</td>
<td>2.7</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>30</td>
</tr>
<tr>
<td>1-B</td>
<td>2</td>
<td>4.4 x 12</td>
<td>143</td>
<td>1,539</td>
<td>3</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>60</td>
</tr>
<tr>
<td>1-D</td>
<td>1</td>
<td>9 x 16.7</td>
<td>181</td>
<td>1,948</td>
<td>3</td>
<td>70</td>
<td>35</td>
<td>60</td>
<td>100</td>
</tr>
<tr>
<td>1-E</td>
<td>1</td>
<td>3.2 x 11</td>
<td>46</td>
<td>495</td>
<td>6</td>
<td>--</td>
<td>--</td>
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<td>30</td>
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<tr>
<td>OPEN TERRACE</td>
<td>1</td>
<td>9 x 5</td>
<td>88</td>
<td>947</td>
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<td>--</td>
<td>--</td>
<td>50</td>
</tr>
<tr>
<td>2-A</td>
<td>2</td>
<td>3.75 x 19</td>
<td>72</td>
<td>775</td>
<td>3.4</td>
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<td>--</td>
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<tr>
<td>2-C</td>
<td>2</td>
<td>4 x 6.5</td>
<td>27</td>
<td>290</td>
<td>4</td>
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<td>--</td>
<td>--</td>
<td>10</td>
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<td>2-D</td>
<td>2</td>
<td>9 x 6</td>
<td>56</td>
<td>602</td>
<td>4</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>15</td>
</tr>
</tbody>
</table>

* Connected by stairs  
** Besides the above, 1 meeting room is also available.

### TOKYO CITY VIEW, ROPPONGI HILLS

Tokyo City View is comprised of two observation decks: an indoor observation deck 250 meters above sea level on the 52nd floor of Roppongi Hills Mori Tower and an outdoor “Sky Deck” 270 meters above sea level on the rooftop. Both locations offer stunning 360-degree panoramas of Tokyo. The indoor observation deck boasts a museum-quality gallery space, “Sky Gallery,” as well as the Museum Cafe & Restaurant THE SUN & THE MOON.

52F, Roppongi Hills Mori Tower, 6-10-1 Roppongi, Minato-ku, Tokyo 106-6150
TEL: +81-3-6406-6652 FAX: +81-3-6406-9355
tcv.ropponghills.com/en/
E-mail: tcv-info@mori.co.jp

<table>
<thead>
<tr>
<th>Room</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum Cafe &amp; Restaurant THE SUN &amp; THE MOON – THE SUN*</td>
<td>206</td>
<td>2,217</td>
<td>90</td>
<td>150</td>
</tr>
<tr>
<td>Museum Cafe &amp; Restaurant THE SUN &amp; THE MOON – THE MOON</td>
<td>270</td>
<td>2,906</td>
<td>60</td>
<td>130</td>
</tr>
<tr>
<td>Sky Gallery 1**</td>
<td>250</td>
<td>2,691</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Sky Gallery 2**</td>
<td>138</td>
<td>1,485</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Sky Gallery 3**</td>
<td>250</td>
<td>2,691</td>
<td>--</td>
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</tbody>
</table>

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.
GONPACHI

Serving “kushi”-style skewered delicacies in a traditional Japanese setting, Gonpachi takes the best of traditional Japanese cuisine to the next level. Known as the “Kill Bill” restaurant that inspired Quentin Tarantino’s cult film, Gonpachi Nishiazabu can welcome up to 300 people, while the entertaining atmosphere is orchestrated to both relax and inspire. The venue’s other branch, Gonpachi G-zone Ginza, can host up to 400 people, and is located in the heart of the famous Ginza shopping district.

Gonpachi Nishiazabu 1,2F, 1-13-11 Nishi-azabu, Minato-ku, Tokyo 106-0031
TEL: +81-3-5771-0170
gonpachi.jp/nishi-azabu/

Gonpachi G-zone Ginza G-zone Ginza 1-2-3, Ginza, Chuo-ku, Tokyo 104-0061
TEL: +81-3-5524-3641
gonpachi.jp/ginza/

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonpachi</td>
<td>1+2</td>
<td>260</td>
<td>300</td>
</tr>
<tr>
<td>Gonpachi Private Room</td>
<td>2</td>
<td>52</td>
<td>–</td>
</tr>
<tr>
<td>Sushi Gonpachi</td>
<td>3</td>
<td>111</td>
<td>111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonpachi G-zone Ginza</td>
<td>1+2</td>
<td>318</td>
<td>350-400</td>
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<tr>
<td>Gonpachi Private Room</td>
<td>2</td>
<td>95</td>
<td>–</td>
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<tr>
<td>Sushi Gonpachi</td>
<td>2</td>
<td>76</td>
<td>–</td>
</tr>
</tbody>
</table>

HARD ROCK CAFE TOKYO

Located in Roppongi, Tokyo’s most popular nightlife spot among foreigners, the Hard Rock Cafe with its iconic neon guitar, remains a steady favorite. Inspired by the original London cafe, this exciting venue can host up to 144 people for private functions. The sophisticated black and red décor makes the Hard Rock Cafe a dynamic venue great for parties or up-beat socials.

5-4-20 Roppongi, Minato-ku, Tokyo 106-0032
TEL: +81-3-3408-7018
hardrock.com/cafes/tokyo-roppongi/
Email: hrctokyo@wdi.co.jp

<table>
<thead>
<tr>
<th>Room</th>
<th>Total Capacity</th>
<th>Entire Booking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurant</td>
<td>144</td>
<td>Available</td>
</tr>
</tbody>
</table>
Located in the basement of a historical building in the center of the city close to Tokyo Station, the membership club restaurant Century Court Marunouchi contains multiple restaurant facilities. The facility has a total floor space of 1,300 square meters, with dining options include a French restaurant, Japanese Kaiseki restaurant and luxurious private rooms. There is also a bar lounge and cigar bar. On weekends, event organizers are able to hire out all four restaurants for up to 300 people for cocktail receptions.

**CENTURY COURT MARUNOUCHI**

B1F, Meiji Seimei Kan, 2-1-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005  
TEL: +81-3-3213-1711  FAX: +81-3-3123-1710  
www.century-court.com/  
E-mail: century_court@wdi.co.jp

<table>
<thead>
<tr>
<th>Room</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Banquet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurant ROSETTE</td>
<td>142</td>
<td>1,528</td>
<td>3.5</td>
<td>20</td>
</tr>
<tr>
<td>SAKU</td>
<td>45</td>
<td>484</td>
<td>2.2</td>
<td>10</td>
</tr>
<tr>
<td>MARBLE</td>
<td>73</td>
<td>785</td>
<td>2.9</td>
<td>40</td>
</tr>
<tr>
<td>ACANTHUS</td>
<td>169</td>
<td>1,819</td>
<td>2.5</td>
<td>120</td>
</tr>
<tr>
<td>Private hire</td>
<td></td>
<td></td>
<td></td>
<td>120</td>
</tr>
</tbody>
</table>

**YAKATABUNE HARUMIYA**

Styled after traditional Japanese pleasure boats of the Edo period (1603-1868), Yakatabune Harumiya offers the chance for guests to cruise along the Sumida River, viewing the Tokyo downtown with a different perspective. Guests are seated on comfortable cushions in a Japanese-style tatami mat room, with leg-wells and seating against the walls providing Western-style comfort. Six boats of varying sizes can accommodate 20 to 134 guests.

6-17-12 Higashisuna, Koto-ku, Tokyo 136-0074  
TEL: +81-3-3644-1344  FAX: +81-3-3644-5445  
www.harumiya.co.jp/overseasEdition/english.html  
E-mail: info@harumiya.co.jp

<table>
<thead>
<tr>
<th>Boat</th>
<th>Banquet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirasagi</td>
<td>134</td>
</tr>
<tr>
<td>Kachidoki</td>
<td>108</td>
</tr>
<tr>
<td>Janbo</td>
<td>72</td>
</tr>
<tr>
<td>Fenikkusu</td>
<td>72</td>
</tr>
<tr>
<td>Chitose</td>
<td>60</td>
</tr>
<tr>
<td>Akane</td>
<td>60</td>
</tr>
</tbody>
</table>
**SYMPHONY TOKYO BAY CRUISE**

The two ships that form Symphony Tokyo Bay Cruise offer guests a rare view of the Tokyo cityscape as seen from Tokyo Bay. The *Moderna* has five banquet rooms that can accommodate 14 to 280 guests and is fitted out in the style of a luxury liner. The ship can be exclusively chartered for up to 600 guests. The *Classica* can host 30 – 130 guests in its four stunning banquet rooms, while the entire ship can be chartered for up to 450 passengers. Guests can indulge in their choice of French, Italian or buffet-style cuisine during a luxurious cruise around Tokyo Bay.

**Ship**  
**Room**  
**Floor**  
**sq. m**  
**sq. ft.**  
**Banquet**  
**Reception**  
*Moderna*  
Ship Charter  
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  
Heroica  
4  
38  
409  
14  
*Classica*  
Ship Charter  
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**

The restaurant ship *Vingt et Un* is home to three restaurants and can be chartered for up to 500 guests. The ship has private rooms for two to 20 people, and each restaurant on the 717-ton *Vingt et Un* offers a distinct style of food, guaranteed to keep everyone happy. The largest dining area, the Rivage, can accommodate up to 180 guests. Up to 64 passengers can enjoy the Mediterranean flavors of Pier 21, while buffet dining for up to 100 is available in Plaine Mer.

**Room ()**  
**Type**  
**sq. m**  
**sq. ft.**  
**Banquet**  
**Reception**  
Ship Charter  
Rivage  
Restaurant  
251  
2,702  
130  
180  
Pier 21  
Restaurant  
145  
2,250  
64  
50  
Plaine Mer  
Restaurant  
119  
1,281  
60  
100  
Opal A and B (2)  
Cabins  
32  
215  
20  
—  
Coral A and B (2)  
Cabins  
32  
215  
20  
—  
Aquamarine  
Cabin  
60  
215  
40  
—  
Emerald  
Cabin  
9  
97  
4  
—  
Venus  
Cabin  
13  
140  
6  
—  
Elise  
Cabin  
30  
323  
20  
25

*() refers to possible room divisions using partitions.
**ATAKEMARU/HOTALUNA**

The gorgeous medium-class *Atakemaru* offers cruises around Tokyo Bay in the fine tradition of Japanese style pleasure boats of the Edo period (1603-1868). The *Atakemaru* provides the same characteristic luxury inside and out with traditional tatami, offering guests the perfect way to enjoy the cosmopolitan skyline of Tokyo.

*Hotaluna*, meanwhile, features a futuristic space-age design. Guests can enjoy the views from the roof-deck. *Hotaluna*, whose name is a portmanteau of "hotaru" (firefly) and "luna" (moon), can be chartered for up to 150 people, offering route and menu options to suit your 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

---

**MAXELL AQUA PARK SHINAGAWA**

Maxell Aqua Park Shinagawa is located inside the Shinagawa Prince Hotel. Access to the banquet rooms at Shinagawa Prince Hotel makes the facility exceptionally convenient. The entire venue can be hired out exclusively when closed to the general public (22:00-10:00*). The Jellyfish Ramble, where sounds, lights and colors combine to provide a unique experience of jellyfish-watching, and the Coral Café Bar, where bioluminescent coral are illuminated with black light, make Maxell Aqua Park Shinagawa a particularly unusual facility with an enchanted atmosphere.

*Hours vary depending on the season.*

**Venue** | **Auditorium**
---|---
The Stadium | 1,211
TOKYO DOME

Created as Japan’s first covered stadium back in 1988, and currently home to the popular Yomiuri Giants baseball team, Tokyo Dome can accommodate 55,000 people, creating a venue with great impact for large-scale events. Guests can also get closer to the action by sitting on the athletic wings with their 13,000 retractable seats, helping to expand the area for the largest events.

1-3-61 Koraku, Bunkyo-ku, Tokyo 112-8575
TEL: +81-3-5800-9999
www.tokyo-dome.co.jp/en/tourists/dome/
Contact: Business Events Team at TCVB

<table>
<thead>
<tr>
<th>Venue</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Height (m)</th>
<th>Theater</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Stadium</td>
<td>46,755</td>
<td>503,267</td>
<td>—</td>
<td>55,000</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Arena</td>
<td>13,000</td>
<td>139,931</td>
<td>61.7</td>
<td>8,000</td>
<td>4,000</td>
<td>8,000</td>
</tr>
</tbody>
</table>

KOKUGIKAN SUMO STADIUM

Kokugikan Sumo Stadium is the heart of Japan’s national sport, Sumo wrestling. The venue and accompanying facilities can be converted into an arena ideal for ceremonies, fashion shows and concerts. The 40 meter-high ceiling gives a sense of openness, while the tiers of movable seating offer more versatility in terms of layout. The hall can accommodate up to 600 people banquet-style, and 10,500 in a theatre-style layout. Located in historical Ryogoku and easily accessible from central Tokyo, Kokugikan makes a unique venue for your event.

1-3-28 Yokoami, Sumida-ku, Tokyo 130-0015
Contact: Business Events Team at TCVB

<table>
<thead>
<tr>
<th>Venue</th>
<th>Floor</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stadium/Arena</td>
<td>B1-2</td>
<td>1,600</td>
<td>17,222</td>
<td>40</td>
<td>10,500</td>
<td>600</td>
<td>1,000</td>
</tr>
<tr>
<td>Hall</td>
<td>B1</td>
<td>700</td>
<td>7,535</td>
<td>3.7</td>
<td>—</td>
<td>400</td>
<td>600</td>
</tr>
</tbody>
</table>
**TOKYO NATIONAL MUSEUM**

Tokyo National Museum has over 140 years of history and is known for its collection of culturally significant Asian artifacts, with a primary focus on Japan. Some of the Museum venues can be rented for a variety of exhibitions and events, with a popular choice for parties and receptions being the 490 square-meter lounge in the Heiseikan, which also has an auditorium and a lecture room. Another enchanting event space is the 251 square-meter entrance hall to the Gallery of Horyuji Treasures. There are five traditional teahouses on site and the entire garden, including all of the teahouses, can be booked for a memorable outdoor event in any season. Bookings need to be made through a Japanese agent.

<table>
<thead>
<tr>
<th>Building</th>
<th>Venue</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heiseikan</td>
<td>Lounge</td>
<td>1</td>
<td>14.4 x 34</td>
<td>490</td>
<td>5,274</td>
<td>6</td>
<td>−</td>
<td>−</td>
<td>250</td>
<td>350</td>
</tr>
<tr>
<td></td>
<td>Auditorium</td>
<td>1</td>
<td>14.4 x 29.2</td>
<td>420</td>
<td>4,521</td>
<td>5.5</td>
<td>393</td>
<td>−</td>
<td>−</td>
<td>−</td>
</tr>
<tr>
<td></td>
<td>Lecture Room</td>
<td>1</td>
<td>6.4 x 13.9</td>
<td>89</td>
<td>958</td>
<td>4</td>
<td>−</td>
<td>40</td>
<td>−</td>
<td>70</td>
</tr>
<tr>
<td>The Gallery of Horyuji Treasures</td>
<td>Entrance Hall</td>
<td>1</td>
<td>−</td>
<td>251</td>
<td>2,702</td>
<td>10</td>
<td>−</td>
<td>−</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>Okyokan</td>
<td>Teahouse</td>
<td>−</td>
<td>−</td>
<td>−</td>
<td>−</td>
<td>−</td>
<td>−</td>
<td>−</td>
<td>−</td>
<td>40</td>
</tr>
</tbody>
</table>

Besides the above, 4 more teahouses are available.

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**HOTEL CHINZANSO TOKYO**

Hotel Chinzanso Tokyo is renowned for its stunning garden and fantastic views of Tokyo’s skyline. The “Serenity Garden” rooftop terrace offers 1,500 square meters of open space ideal for all kinds of outdoor events. Several restaurants conveniently located in the garden itself also offer spectacular views of the garden through the seasons, enhanced by its historic monuments. In Ryotei Kinsui, private dining rooms serving Japanese Kaiseki cuisine are the ideal place to host your events year round. Special rooms and structures adjacent to Ryotei Kinsui can accommodate up to 60 guests in an exclusive atmosphere. (For more information, see p.67)

<table>
<thead>
<tr>
<th>Building/Room</th>
<th>Floor</th>
<th>sq. m</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serenity Garden</td>
<td>Rooftop</td>
<td>1,500</td>
<td>150</td>
</tr>
<tr>
<td>Ryotei Kinsui</td>
<td>Garden</td>
<td>105</td>
<td>60</td>
</tr>
</tbody>
</table>
A HOTEL THAT TRAVELS TIME

To go above the expectations of our guests.
To enable guests to fully relax and feel released from the busyness of daily life.
For the past 90 years, we have preserved such an ambience and the Japanese spirit of hospitality.
Our dedication to Japanese luxury has led us to, last year, becoming a brand-new all-suite-room hotel of 60 rooms.

A MUSEUM HOTEL OF JAPAN BEAUTY
WELCOME TO HOTEL GAJOEN TOKYO

HOTEL GAJOEN TOKYO
1-8-1 Shimomeguro Meguro-ku Tokyo, 153-0064, Japan
Tel. +81(0)3-3491-4111 www.hotelgajoen-tokyo.com
HOTEL GAJOEN TOKYO

Hotel Gajoen Tokyo is an iconic museum hotel comprised of banquet rooms, restaurants, accommodation and a gallery. Decorated by leading Japanese artists of the 1920s, it features a combination of lavish sculptures, vivid murals and ceiling paintings. Each of the 23 banquet rooms has its own special character. The Maiogi ballroom is large enough to welcome up to 1,200 guests, and the banquet rooms can be adapted to either Japanese or Western style according to the planner’s preference.

<table>
<thead>
<tr>
<th>Room ( )*</th>
<th>Floor</th>
<th>sq. m</th>
<th>sq. ft.</th>
<th>Ceiling ht. (m)</th>
<th>Theater</th>
<th>Classroom</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maiogi (2)</td>
<td>2</td>
<td>838</td>
<td>9,020</td>
<td>7.8</td>
<td>1,200</td>
<td>720</td>
<td>500</td>
<td>1,000</td>
</tr>
<tr>
<td>Hanatsudoi (2)</td>
<td>2</td>
<td>502</td>
<td>5,403</td>
<td>3.4</td>
<td>700</td>
<td>480</td>
<td>320</td>
<td>400</td>
</tr>
<tr>
<td>Hanashizuka</td>
<td>2</td>
<td>249</td>
<td>2,680</td>
<td>3.9</td>
<td>300</td>
<td>210</td>
<td>140</td>
<td>150</td>
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<tr>
<td>Sirius</td>
<td>3</td>
<td>248</td>
<td>2,669</td>
<td>3.8</td>
<td>300</td>
<td>210</td>
<td>140</td>
<td>150</td>
</tr>
<tr>
<td>Orion</td>
<td>3</td>
<td>215</td>
<td>2,325</td>
<td>3.9</td>
<td>260</td>
<td>180</td>
<td>100</td>
<td>120</td>
</tr>
<tr>
<td>Asuka</td>
<td>4</td>
<td>248</td>
<td>2,669</td>
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<tr>
<td>Kaen**</td>
<td>4</td>
<td>215</td>
<td>2,314</td>
<td>4.2</td>
<td>260</td>
<td>180</td>
<td>100</td>
<td>120</td>
</tr>
<tr>
<td>Washi**</td>
<td>4</td>
<td>204</td>
<td>2,196</td>
<td>3.9</td>
<td>160</td>
<td>160</td>
<td>140</td>
<td>160</td>
</tr>
<tr>
<td>Chikurin**</td>
<td>4</td>
<td>124</td>
<td>1,335</td>
<td>4.3</td>
<td>100</td>
<td>80</td>
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<td>80</td>
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<tr>
<td>Shisui</td>
<td>8</td>
<td>98</td>
<td>1,054</td>
<td>2.7</td>
<td>70</td>
<td>40</td>
<td>30</td>
<td>40</td>
</tr>
</tbody>
</table>

* () refers to possible room divisions using partitions. ** Washi and Chikurin are Japanese-style tatami rooms. *** Besides the above, 13 banquet rooms are available.

THE CRUISE CLUB TOKYO

The Lady Crystal departs for lunch, afternoon, dinner or evening cruises from The Cruise Club Tokyo in Shinagawa. Parties of up to 140 guests are offered the option to enjoy cocktails in the Clubhouse before embarking on a casually elegant dinner cruise of Tokyo Bay onboard the chartered luxury yacht. Larger groups of up to 250 guests are invited to enjoy impeccable French cuisine at the Clubhouse.

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

2-3-16 Higashi-shinagawa, Shinagawa-ku, Tokyo 140-0002
TEL: +81-3-3450-4300 FAX: +81-3-3458-1515
cctokyo.co.jp/english/
E-mail: yoyaku@cctokyo.co.jp
TOKYO SUMMERLAND

Located just one hour outside of central Tokyo in the city of Akiruno, this massive 1.3 million square-meter domed indoor beach offers something for everyone all year round. With a capacity of up to 9,000 guests, Tokyo Summerland can be reserved for exclusive use. Indoor and outdoor pools and slides, a giant wave pool and other all-season facilities like a golf practice range make Tokyo Summerland the place to be.

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Floor</th>
<th>Dimensions (m)</th>
<th>sq. m</th>
<th>sq. ft</th>
<th>Ceiling ht. (m)</th>
<th>Banquet</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Hall</td>
<td>4</td>
<td>59.7 x 27.8</td>
<td>1,350</td>
<td>14,531</td>
<td>6</td>
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<tr>
<td>Fantasy Hall</td>
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<td>19.5 x 18.3</td>
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<td>3,875</td>
<td>3</td>
<td>250</td>
<td>350</td>
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<tr>
<td>Pool side</td>
<td>1</td>
<td>–</td>
<td>1,900</td>
<td>20,451</td>
<td>20</td>
<td>–</td>
<td>1,000</td>
</tr>
</tbody>
</table>

SUNSHINE AQUARIUM

Where else but in Tokyo can you host a banquet on top of a skyscraper while also giving your guests the feeling of being under the ocean? Sunshine Aquarium is located atop the World Import Mart Building in the Sunshine City complex near Ikebukuro Station. A party venue with the aquarium can be rented exclusively for up to 150 guests. Invitees can marvel at the stunning aquatic creatures while enjoying a delicious buffet dinner.

Rooftop Sunshine City World Import Mart Bldg.,
3-1 Higashi-ikebukuro, Toshima-ku, Tokyo 170-8630
www.sunshinecity-global.com/en/facility/aquarium/
Contact: Business Events Team at TCVB

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<tr>
<th>Venue</th>
<th>Reception</th>
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</thead>
<tbody>
<tr>
<td>Aquarium</td>
<td>150</td>
</tr>
</tbody>
</table>
TOKYO SKYTREE® is the highest free-standing broadcasting tower in the world, and an iconic symbol of Tokyo. SUMIDA AQUARIUM occupies the 5th and 6th floors of TOKYO SKYTREE TOWN®, the commercial facility around TOKYO SKYTREE®. The entire venue can be reserved exclusively for up to 300 people. Unique reception events centering around the two-story atrium space and exhibition space allow guests to get a close-up view of the marine animals, which include penguins, in one of Japan’s largest indoor, open pool-type tanks.

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

<table>
<thead>
<tr>
<th>Venue</th>
<th>Reception</th>
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</thead>
<tbody>
<tr>
<td>Aquarium</td>
<td>300</td>
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</table>
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ACTIVITIES & IDEAS

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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

Bonsai
Cultivate a miniature tree

Zazen
Seated meditation

Karate
The art of combat
101 Activities & Ideas

Origami
Ingenious paper folding

Ikebana
The Japanese art of flower arrangement

Trying on Kimono
Wear Japanese traditional dress

Tea Ceremony
The aesthetic practice of making tea
EXPERIENCE THE UNIQUE AND AUTHENTIC

Japanese Paper Making
Create hand-made washi paper

Sumo
A demonstration of Japan’s national sport

Ukiyoe Woodblock Printing
Hand-carve your own Japanese-inspired artwork

PERFECT FOR TEAM BUILDING

On a Roll
Make your own hand roll sushi

Japanese Cooking
Learn a hands-on Japanese recipe

Sushi Making
Try your hand at this traditional skill

Robot Workshop
Program a cute robot to dance, sing and speak
Wagashi Making
Make your own traditional Japanese sweets

Scavenger Hunt
Explore Tokyo as you find clues with your team

Beating as One
Build team spirit with Taiko drumming
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Whether for opening and closing ceremonies, or cocktail hours and sit-down dinner events, Tokyo has a wide assortment of entertainment to add cultural color and authentic local flair. Here is but a sampling of the tantalizing details.

**MUSIC**

**Stringed Japanese Koto & Shakuhachi**
*A performance to tug at the heart strings*

**Taiko Drumming**
*Thrill your team with a live performance*

**Exceptional Band**
*Old instruments played in new ways*

**Gagaku**
*Court music*

**Unique Quartet**
*Beautiful music with traditional roots*
DANCE

enra
Synchronized fusion of human performance and motion graphics

Wotagei
High-energy group dance

Nihon Buyo
A serene and beautiful dance performance

Neon Dance
High-voltage light and movement

Awa Odori
Lively dance rhythms to fire up your group

CULTURE

Shishimai Lion Dance Performance
A cultural crowd pleaser

Wazuma
A traditional Japanese magic show
Activities & Ideas

Portraits by a Manga Artist
See yourself as a Japanese cartoon

Calligraphy Performance
A display of skill with ink and brush

Ninja
Enjoy a Japanese classical “ninja” martial art demonstration

Noh “Renjishi” Theatrical Dance Performance
Visually stunning theater

Kagami Biraki
Barrel breaking
NEW WAVE

DAZZLE
Dance performance

BLUETOKYO
Dance & acrobatic performance

EBIKEN
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Gift Ideas

The following handcrafted gifts have their origins in the Edo Period (1603-1868), and make unique mementos of Japan for participants to take back. Not only their intrinsic aesthetics, but also their practical uses make them perfect for at home or in the office.

Furoshiki Folding Cloth

Sensu Folding Fans

Yukata (Summer Kimono) & Tenugui (Japanese Hand Towel)

Lucky Cat (Maneki Neko)
Tokyo Products

Edo Kiriko Cut Glass

© EDO KIRIKO COOPERATIVE ASSOCIATION

Japanese Sake

© Sawanoi-Ozawa Shuzo Co., Ltd.

Edo-style Chochin Lanterns

© Yamazaki-ya Genshichi Chochin

Items Made from Locally Sourced Wood

Activities & Ideas 111
Tokyo serves the business events community with impeccable hospitality. Appealing and convenient hubs for events of any size comprise excellent accommodations and world-class facilities, including unique venues. What’s more, support systems are in place to make your meeting a memorable success. All six area management organizations work with their localities to deliver one-stop solutions for your party, exhibition, conference or congress.

1 Marunouchi

Refined Marunouchi is the beating heart of Tokyo, along with Otemachi and Yurakucho. Bounded by the Imperial Palace with its rich cultural history on one side, and the thriving central transit hub of Tokyo Station on the other, this green oasis is Japan’s leading business district. The Marunouchi area includes Tokyo International Forum, the biggest conference exhibition center in central Tokyo, hotel accommodation and unique venues. This perfect mix assures that your urban-style business event will be a first-rate meeting to remember.

Area management: DMO TOKYO Marunouchi

2 Roppongi

This leading cosmopolitan area boasts luxury hotels, fun nightlife and superior infrastructure including the synergy of business and academia. DMO Roppongi supports you with a variety of ideas to make your guests enjoy a memorable experience.

Area management: DMO ROPPONGI
3 Waterfront
Odaiba waterfront, extending east-west for about 3 kilometers, is the ideal business events area for compact conferences and meetings. With a seaside setting, excellent airport access, safe and secure urban infrastructure of hotels and commercial facilities (including Tokyo Big Sight, Japan’s largest exhibition center), this world-class base for business events assures a resoundingly successful event.

Area management:
Tokyo Waterfront City Association

4 Nihombashi
With a lively history as an urban center since the 17th century, Nihombashi perfectly synthesizes past and present culture with rich traditional experiences as well as commercial and convention facilities. Home to financial and pharmaceutical companies, it is the ideal setting to host your business reception.

Area management:
Nihombashi Muromachi Area Management

5 Shinagawa
With direct network access to two airports and Shinkansen (bullet trains), Shinagawa offers cultural resources from commercial and convention facilities to temples and gardens. On top of this, its restaurants, aquarium and other leisure venues also make Shinagawa an exciting urban center accommodating meetings of any size.

Area management:
DMO GATEWAY ShinShinagawa

6 Hachioji
The lush, natural environment of Hachioji makes this area with its universities and open space the ideal location for business events with a difference. This green zone in Tokyo is home to convention hotels and unique venues suitable for various compelling business events.

Area management:
Hachioji Visitors & Convention Association
DESTINATION MANAGEMENT COMPANIES

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Email: businessevents@tcvb.or.jp
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### Convention Venues and Hotels by Size

**Page No.** | **Convention Venues** | **Building** | **Largest Room** | **sq. m** | **sq. ft.**
--- | --- | --- | --- | --- | ---
20 | TOKYO BIG SIGHT (TOKYO INTERNATIONAL EXHIBITION CENTER) | New East Exhibition Halls | East Hall 7 | 11,680 | 125,723
18 | TOKYO INTERNATIONAL FORUM | | Exhibition Hall | 5,000 | 53,819
23 | ARIAKE EVENT HALL | | Hall | 2,278 | –
29 | TKP GARDEN CITY SHINAGAWA | | Ballroom | 1,595 | 17,168
30 | BELLESALLE TOKYO NIHOMBASHI | | Hall | 1,329 | –
37 | HIKARI E HALL | | Hall A | 1,000 | 10,763
22 | TOKYO FASHION TOWN (TFT) | West Wing | TFT HALL 1000 | 900 | 9,688
27 | TOKYO MIDTOWN HALL & CONFERENCE | | Hall A | 770 | 8,288
33 | TORANOMON HILLS FORUM | | Hall A | 757 | 8,148
36 | TOKYO CONFERENCE CENTER SHINAGAWA | | Large Hall | 728 | 7,836
36 | TOKYO CONFERENCE CENTER ARIAKE | | Hall B | 650 | 6,996
31 | TOSHI CENTER HOTEL | | Cosmos Hall | 634 | 6,824
33 | JP TOWER HALL & CONFERENCE | | Hall | 604 | 6,548
35 | AKASAKA INTERCITY CONFERENCE CENTER | | the AIR | 545 | 5,876
37 | TOKYO GARDEN TERRACE KIOICHO | KIOI CONFERENCE | Main Room A+B+C+D | 470 | 5,059
25 | ROPPONGI ACADEMYHILLS | | Tower Hall | 460 | 4,951
35 | HIBIYA MITSUI CONFERENCE | | ROOMH+2 | 301 | 3,239

**Page No.** | **Convention Venues** | **Building** | **Largest Room** | **sq. m** | **sq. ft.**
--- | --- | --- | --- | --- | ---
51 | GRAND NIKKO TOKYO DAIBA | | Palais Royal | 2,580 | 27,771
48 | INTERNATIONAL CONVENTION CENTER PAMIR | | Konron | 2,397 | 25,801
47 | THE PRINCE PARK TOWER TOKYO | | Ballroom/Convention Hall | 2,394 | 25,761
48 | SHINAGAWA PRINCE HOTEL | | Annex Tower | 2,046 | 22,023
48 | GRAND PRINCE HOTEL NEW TAKANAWA | | Hiten | 2,013 | 21,668
43 | HOTEL NEW OTANI TOKYO | | The Main | 1,992 | 21,442
41 | THE OKURA TOKYO | | The Okura Prestige Tower | 1,968 | 21,184
40 | IMPERIAL HOTEL TOKYO | | Main Building | 1,965 | 21,151
57 | HOTEL EAST 21 TOKYO | | East 21 Hall | 1,880 | 19,375
50 | TOKYO PRINCE HOTEL | | Ho-O-no-Ma | 1,650 | 17,760
68 | FOREST INN SHOWAKAN | | SYLVAN HALL + Foyer | 1,600 | 17,222
53 | ANA INTERCONTINENTAL TOKYO | | Prominence | 1,565 | 16,830
63 | CERULEAN TOWER TOKYO HOTEL | | Cerulean Tower Ballroom | 1,430 | 15,392
67 | HOTEL CHINZANSO TOKYO | | Banquet | 1,350 | 14,531
59 | KEIO PLAZA HOTEL TOKYO | | Concord Ballroom | 1,320 | 14,208
52 | HILTON TOKYO ODAIBA | | Pegasus | 1,200 | –
60 | HYATT REGENCY TOKYO | | Century Room + Crystal Room | 1,140 | 12,486
45 | PALACE HOTEL TOKYO | | Aoi | 1,160 | 12,486
65 | TOKYO DOME HOTEL | | Tenku | 1,003 | 10,796
64 | THE WESTIN TOKYO | | Galaxy Ballroom | 1,002 | 10,789
55 | GRAND HYATT TOKYO | | Grand Ballroom | 1,000 | 10,764
54 | ROYAL PARK HOTEL | | Royal Hall | 1,000 | 10,764
61 | HILTON TOKYO | | Kiku Ballroom | 932 | 10,032
77 | TOKYO MARRIOTT HOTEL | | Ballroom Fuji | 875 | 9,623
76 | RHIKA ROYAL HOTEL TOKYO | | Royal Hall | 840 | 9,042
74 | HOTEL GRAND PALACE | | Diamond | 829 | 8,923
48 | GRAND PRINCE HOTEL TAKANAWA | | Prince Room | 768 | 8,267
75 | SHERATON MIYAKO HOTEL TOKYO | | Daigo | 746 | 8,030
77 | HOTEL METROPOLITAN TOKYO IKEBUKURO | | Ballroom Fuji | 680 | 7,319
75 | DAI-ICHI HOTEL TOKYO | | La Rose | 581 | 6,254
71 | CONRAD TOKYO | | Annex | 577 | 6,210
69 | THE RITZ-CARLTON, TOKYO | | The Ritz-Carlton Grand Ballroom | 560 | 6,028
73 | MANDARIN ORIENTAL, TOKYO | | Nihombashi Mitsui Tower | 550 | 5,920
69 | THE CAPITOL HOTEL TOKYO | | Ball Room | 540 | 5,813
72 | INTERCONTINENTAL TOKYO BAY | | Willard | 432 | 4,650
76 | PARK HYATT TOKYO | | The Ballroom | 405 | 4,360
73 | SHANGRI-LA HOTEL, TOKYO | | Shangri-La Ballroom | 366 | 3,940
71 | THE PENINSULA TOKYO | | The Grand Ballroom | 291 | 3,134
74 | THE KYOTO STATION HOTEL | | HOU | 288 | –
72 | ANDAZ TOKYO TORANOMON HILLS | | Tokyo Studio | 260 | 2,799

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Tokyo Big Sight
New Exhibition Halls with 20,000 m² will be completed in July 2019.

South Exhibition Halls Data

- Two-layered exhibition halls
  - 1F: South Hall 1, 2
  - 4F: South Hall 3, 4
- Total floor area: 66,500 m²
- Exhibition spaces: 20,000 m² (5,000 m² × 4 Halls)
- Multistory parking lot: 350 units

*Image for illustration purposes only

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