

WESTIN[®]
Meetings

The Future of Meetings & Events

THE WESTIN TOKYO



The Future of Meetings & Events

In coping with heightened concerns and demands on hygiene and safety, The Westin Tokyo is committed to implement reinforced hygiene standards and preventive measures to ensure the well-being and safety of attendees and associates.



Reinforced Hygiene Standards

- Hand sanitizer available at hotel entrance, meeting venues and public area
- Social distancing measures in public areas including restaurants, spa and health club
- Frequent cleaning of high contact areas such as counter surfaces, door knobs, handrails and elevator buttons



Preventive Measures for Meeting Organizers and Attendees

- Hand sanitizer available at hotel entrance, meeting venues and public area
- Disinfectant wipes available for each meeting attendee
- Social distancing seating arrangements implemented at all venues
- Signage on basic hygiene protocols available for meeting attendees
- Dedicated waste baskets for mask disposal
- Individually served meal options for meeting attendees
- Envelopes for temporary mask storage available on request
- Infra-red body thermometer available on request



Social Distancing Meeting Setups

- 17 versatile venues with over 30,000 sq. ft. of meeting space for social distancing meetings
- Reduced seating capacity according to the local and health authorities guidelines
- Virtual conferencing and live streaming service available on request (at additional cost)



GALAXY BALLROOM – THEATRE SETUP



GALAXY BALLROOM - CLASSROOM SETUP



GALAXY BALLROOM – MEETING SETUP



GALAXY BALLROOM – BANQUET SETUP



EMERALD ROOM – U-SHAPE MEETING SETUP

Virtual Conferencing & Live Streaming

- Online streaming media simultaneously recorded and broadcast in real time.
- User interaction via chat rooms to facilitate discussions among host and attendees



Full Day Meeting Package

Inclusions:

- Coffee/Tea
- Refreshment
- Lunch (Bento style or at restaurant)
- Screen and Projector
- Microphone (2pcs)
- Whiteboard or flip chart



Meeting Break Menu Options

Enjoy our diverse options of energizing meeting breaks featuring international menus served in individual bento boxes, or plated meals at one of our acclaimed restaurants.



Capacity Chart

Location	Venue	Area (sqm)	Max. Capacity 最大収容人数	Reception 立食	BANQUET 正餐	Theater シアター	Classroom スクール	Conference カンファレンス	U-Shape U-字	Hollow Square 口の字
B2F	Galaxy	1020	324	300	258	324	216	-	-	-
	Star	404	140	90	84	140	84	-	-	-
B1F	Kaede	460	132	90	72	132	80	-	-	-
	Sakura	242	63	55	54	63	36	-	15	20
	Kusunoki	112	35	25	24	35	18	10	12	14
	Kiri	100	30	25	24	30	15	10	12	14
	Tokachi	43	12	-	-	12	6	6	6	8
2F	Eniwa	43	12	-	-	12	6	6	6	8
	Yutei	43	12	-	-	12	6	6	6	8
	Crystal	82	10	10	-	-	-	-	-	-
4F	Sapphire	82		10	12	25	6	12	6	8
	Emerald	82		10	12	25	6	12	6	8
	Topaz	40		-	-	-	-	6	7	-
	Ruby	40		-	-	-	-	6	7	-
	Aquamarine	50	5	-	-	-	-	-	-	-
	Pearl	40	4	-	-	-	-	-	-	-

WESTIN

Thank You