GUIDELINES
FOR UNU CONFERENCE FACILITIES

Updated: May 2017
U Thant International Conference Hall (3F) [364 seats]

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

Reception Hall (2F) [Accommodate up to 150 - 200 people]
CONFERENCE FACILITIES AT THE UNITED NATIONS UNIVERSITY, TOKYO

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

UNU provides state-of-the-art conference facilities located in a prime district of Tokyo. The UNU conference facilities can be used by organisations external to the United Nations under certain conditions (described below).

APPLICATION PROCEDURES

1. UNU Conference Facilities shall not be used for commercial, political, or religious activities; a formal approval process is required prior to granting permission to use UNU facilities.

2. The range of facilities and tariffs is explained in Annex 1 (attached to these Guidelines).

3. Users of the Conference Facilities shall sign and submit to UNU an Application for Use of Conference Facilities at the United Nations University Headquarters Building, together with relevant background information, for consideration and approval by UNU. Users are strongly encouraged to plan their activities at the UNU Headquarters Building far ahead, and shall submit their request not less than three (3) months before the date of the event.

4. A formal letter, including a quotation for the use of the UNU Conference Facilities, will be issued by the UNU Conference Management Unit (CMU) when approval has been granted. The Application Form and the letter of approval shall constitute a Contract between the Parties. Paragraphs 17 and 18 of these Guidelines shall constitute an integral part of the Contract.

5. A ten percent (10%) non-refundable reservation deposit shall be due upon receipt of the approval letter, which confirms the booking of the facilities. The said percentage shall apply to the total amount quoted in the approval letter.

For further information/inquiries, please contact:

Conference Management Unit
United Nations University
Tel.: (03) 5467 1212 (Ext. 1306 or 1330)
Fax: (03) 3499 2828
E-mail: booking@unu.edu
SPECIAL CONDITIONS

6. The United Nations University Headquarters Building shall be under the control and authority of the United Nations University, and shall be inviolable as provided in the Agreement between the United Nations and Japan regarding the headquarters of the UNU and in the Convention on the Privileges and Immunities of the United Nations adopted by the General Assembly of the United Nations on 13 February 1946.

7. Users of UNU Conference Facilities shall be responsible for the admission and conduct of the participants in their respective events, and shall ensure that all participants are properly registered and are wearing authorized badges while in the building.

8. Users are not permitted to charge an admission fee or to sell any items in UNU.

9. Food and drink are not permitted in the Conference Facilities, except in the reception hall on the 2nd floor or in the lounge on the 5th floor. Smoking is not permitted in the UNU building.

10. Due to security constraints, vehicle parking is not permitted on UNU premises. Users of the Conference Facilities shall inform their delegates and invitees accordingly. Public parking is available in the Cosmos Aoyama Building and the Oval Building, both of which adjoin UNU.

11. A poster announcing the event will be placed in the 1st floor lobby of UNU at least on the day of the event.

12. Users shall not use the United Nations or United Nations University emblem or logo as part of their promotional materials without prior written permission of UNU. UNU will not reply to telephone queries from delegates, invitees, or members of the public regarding the event. Users shall not use UNU telephone or facsimile numbers in their promotional materials. Upon request, UNU will provide users with a map showing the location of its premises.

13. All the facilities made available, including furniture and equipment, shall be returned to the UNU in the same condition as they were provided to the user. Users will be responsible, and be charged, for any damage or loss to the facilities attributable to their activities in the building.

14. UNU will not provide the following services, which should be arranged by the users: (i) simultaneous interpretation system; (ii) interpreters; (iii) banners, flowers, and posters for the event; (iv) catering services. Upon request, UNU may provide users with a list of service providers. The said list is only meant as a guide; UNU has no business agreement with, or commercial interest in, such service providers, and inclusion in the said list in no way represents an endorsement by UNU. Users are under no obligation to buy services from such providers.

15. (a) UNU shall not be liable for any damages sustained by the user as the event organiser, its employees, contractors, delegates, invitees, or any third parties owing to the suspension or interruption of a part or whole of the functions of the building if such suspension or interruption is caused by conditions beyond UNU’s reasonable control, including, but not limited to, natural disaster, an act of God, intentional damage, or malicious acts.
(b) UNU shall not be liable for death or personal injury to the users’ employees, contractors, delegates, invitees, or third parties brought about directly or indirectly by malicious acts.
(c) UNU shall not be liable for any damages or disruption to an event caused by technical malfunctions or failure of any equipment provided by UNU.
Users shall be responsible for dealing with and satisfying any claims, against whomsoever brought, by third parties for personal injury, loss, illness, death, or damage to them or their property occurring in the UNU premises and attributable to the acts or omissions of the user as the event organiser or its employees, contractors, servants, or agents. Users may buy insurance or be self-insured against such claims.

16. Users of the Conference Facilities shall check and understand the evacuation procedures in case of emergency before the event is held.

17. Any dispute between the parties concerning the interpretation or application of the Contract, which cannot be settled amicably, shall be submitted, at the request of either party to the dispute, to arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then obtaining. The parties agree to be bound by the arbitration award rendered under this paragraph as the final adjudication of the dispute.

18. Nothing in the Contract shall be deemed to be a waiver, express or implied, of the privileges and immunities of the United Nations or of UNU, which is an autonomous organ of the General Assembly thereof.

Annex 1

CONFERECE FACILITIES AT THE UNITED NATIONS UNIVERSITY, TOKYO

Tariff Sheet (as of May 2017)

U THANT INTERNATIONAL CONFERENCE HALL (3F & 4F)

<table>
<thead>
<tr>
<th>CAPACITY</th>
<th>Per day</th>
<th>Per ½ day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture room set-up: 364 seats on 3F &amp; 4F gallery</td>
<td>¥545,000</td>
<td>¥363,000</td>
</tr>
</tbody>
</table>

- 3F Hall & 4F Gallery
- Visitor room, meeting room, multi-purpose room, and kitchen (3F)
- 3F Foyer
- Audio system (Direct microphones on the Stage [x 2]/Hand-type wireless microphones [x2]/Pin-type wireless microphones [x2]
  Table microphones are not available at present.
- Projection screen (video projector and PC cables are NOT included)
- Network (wi-fi [limited])
- 2F registration area
- Preparation prior to the meeting (max.: 3 hrs.)
- Conference services coordinator (one liaison person from UNU)
- Regular security & cleaning
### ELIZABETH ROSE CONFERENCE HALL (5F)

<table>
<thead>
<tr>
<th>CAPACITY</th>
<th>Per day</th>
<th>Per ½ day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round room set-up: 110 seats</td>
<td>¥242,000</td>
<td>¥157,000</td>
</tr>
</tbody>
</table>

- 5F Hall
- Staff room & chairman’s room
- Lounge area (5F)
- Foyer including information counter & open cloak room
- Pantry
- Audio system (Direct microphone on the Stage [x 1]/Hand-type wireless microphones [x2]/Pin-type wireless microphone [x1]/Table microphones [limited])
- Projection screen (video projector and PC cables are NOT included)
- Network (wi-fi [limited])
- Registration area (2F), if available
- Preparation prior to the meeting (max.: 3 hrs.)
- Conference services coordinator (one liaison person from UNU)
- Regular security & cleaning

### RECEPTION HALL (2F)

<table>
<thead>
<tr>
<th>CAPACITY</th>
<th>Per day</th>
<th>Per ½ day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum 150–200 guests (standing)</td>
<td>¥206,000</td>
<td>¥121,000</td>
</tr>
</tbody>
</table>

- Reception Hall
- Pantry
- Sound system (Direct microphones [x2]/Hand-type wireless microphones [x2])
- Pin-type wireless microphones [x2])
- Registration area, if available
- Regular security & cleaning

We will begin accepting reservations solely for the Reception Hall (separate from U Thant International Conference Hall) three months in advance.
NOTE:

Fee and charges:
1. Fees and charges are fixed and non-negotiable.
2. Per-day use means more than 3 hours during the period 09:30 to 17:30.
   Per-half-day use means less than 3 hours during the period of 09:30 to 17:30.
3. Usage before 09:30 and between 17:30 and 22:00 is subject to a 40% surcharge.
4. There is a 40% surcharge for usage on Saturdays, Sundays, or UNU holidays.

Arrangements for operation of sound and interpretation system:
5. The number of permanent equipment and specifications are subject to change without notice.
6. An operator fee and a set-up, removal, and transportation fee are required.

Other arrangements:
7. The following services are not included and should be arranged for separately by the organiser:
   A) Simultaneous interpretation services (system & receivers)
   B) Interpreters
   C) Banners, flowers, and posters
   D) Catering services

Security guards can be arranged by UNU at extra cost. The same applies for special cleaning, if needed.
HOW TO GET TO THE UNITED NATIONS UNIVERSITY

5-minute walk from Omotesando Station (subway)
10-minute walk from Shibuya Station (JR)

The United Nations University is located on Aoyama Dori in Shibuya-ku. It is a five-minute walk from Omotesando Station (Chiyoda, Ginza, and Hanzomon lines: Exit B2) or a ten-minute walk from JR Shibuya Station.

Unfortunately, we cannot provide parking space.

United Nations University
53-70, Jingumae 5-chome, Shibuya-ku
Tokyo 150-8925
Japan