



Application for Associated Meeting

1. Applicant's Information

Name			
Affiliation			
Job Title			
TEL		FAX	
Email			

2. Meeting Title

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3. Meeting Time Preference (Date & Time)

1)	2)
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4. Number of Participants

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5. Room Style

() School style

() Theater Style

6. Comments

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*Notes:

1. The room layout changes should be done by the applicants. After the meeting, any changes made to room layout should be completely returned to the original.
2. If you need any equipment (e.g. elevated stage, podium, chairs for participants, screen, projector, PC, microphones, etc.), please make a request by specifying the requirements in the above "Comments" column.