Guidelines for Use of Conference Booths

Valid from October 1, 2022

This document sets forth the guidelines regarding use of the conference booths provided by the School of Science for online meetings etc.

1) Location
   Room 280, 2nd floor, School of Science Building 1

2) Eligibility
   Faculty and staff affiliated with the School of Science
   Students (including research students) affiliated with the Faculty of Science or Graduate School of Science
   JSPS Postdoctoral Fellows hosted by the Graduate School of Science

3) Reservation
   a) Faculty and Staff Affiliated with the School of Science
      Apply through the Room Reservation Manager on the School of Science website (https://apps.adm.s.u-tokyo.ac.jp/Room/). A School of Science Account certificate must be installed on your device to use the system. The reservation will be completed after approval by the General Affairs Team.
   b) Students and Postdoctoral Fellows
      Apply through your department office (or a staff/faculty member in your institute or laboratory). They will confirm how you intend to use the booth and make the reservation on your behalf.

4) Availability
   From 8:00 a.m. to 8:00 p.m.
   Maximum reservation time: 4 hours

5) Unavailable Dates
   Year-end and New Year holidays, summer holidays, entrance examination dates
   Other dates deemed necessary by the School of Science administration

6) Reservation Period
   Reservations may be made up to 1 week before the day of use

7) Terms and Conditions of Use
   a) A staff or student ID card is required to enter Room 280.
   b) Eating and drinking are not permitted in Room 280. However, beverages with lids (plastic bottles, flasks, etc.) may be brought in for hydration.
   c) The booth must be returned to its original condition after use and disinfected using the
alcohol provided.

d) Hazardous items and materials are prohibited in Room 280. Personal belongings left behind will be removed. In the case of inappropriate use, the user will be asked to leave and their future use may be restricted.

e) If a problem arises while using the booths, immediately contact the office where you made the reservation. Contact details will be provided at the time of reservation. If necessary, use the phone (extension: 83036) in Room 280.

8) **Other**

These guidelines may be revised as necessary.