

## HUB-International Communications Space Application Form

To the Head of the International Office, Tokyo Institute of Technology:

I hereby apply for permission to use HUB-International Communications Space (HUB-ICS) and agree to comply with all rules regarding its use.

Note: Applications are accepted from Tokyo Tech full-time faculty, staff (group leader or above), and students (business hours only). Students who wish to use HUB-ICS outside of business hours must have a full-time faculty or staff member (group leader or above) apply on their behalf.

\_\_\_\_\_  
Affiliation (Department, laboratory, etc.)

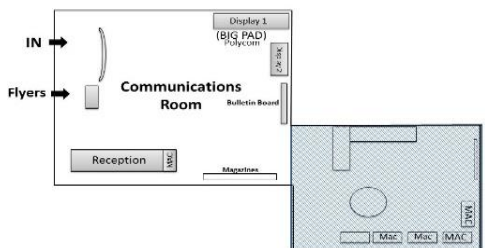
\_\_\_\_\_  
Position

\_\_\_\_\_  
Extension No.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

|                 |   |   |
|-----------------|---|---|
| Facility        | <input type="checkbox"/> Communications Room<br><input type="checkbox"/> Bulletin Board<br><input type="checkbox"/> Flyers<br><input type="checkbox"/> HUB-ICS Event Calendar<br><small>(For events held at HUB-ICS only)</small> |   |
| Equipment       | <input type="checkbox"/> Desktop Computer<br><input type="checkbox"/> LAN Cable<br><input type="checkbox"/> Display 1 (BIG PAD)*<br><input type="checkbox"/> Display 2<br><small>*Please bring your data on a USB drive.</small>  | <input type="checkbox"/> Amplifier (microphone: 1)<br><input type="checkbox"/> Polycom (video conferencing)<br><input type="checkbox"/> Laser Pointer/Presentation Remote |
| Purpose         |   |   |
| Date & Time     | ____/____/____ : ____ - ____/____/____ : ____<br><small>mm/dd/yyyy Time mm/dd/yyyy Time</small>   |   |
| Number of Users | Total: _____ (Tokyo Tech: _____, Non-Tokyo Tech: _____)   |   |
| Contact Person  | Name (if student, include ID No.): _____<br>Phone: _____<br>Email: _____  |   |
| Notes           |   |   |

### Terms of Use

- (1) Adhere to the Internal Rules on the Use of the Tokyo Institute of Technology HUB-International Communications Space. (<http://www.ipo.titech.ac.jp/ics/en/rules/HUB-ICSInternalRules.pdf>)
- (2) Act responsibly to prevent and take appropriate measures in the case of fire, theft, or other accidents. (Campus Security: Phone 03-5734-3119, Ext. 3199)
- (3) Adhere to the time indicated for use above, and follow the procedures set forth by HUB-ICS when finished using the facility.

(For office use only)

|      |          |
|------|----------|
| 受付番号 | No.    — |
| 受付時間 | 月    日   |
| 許可月日 | 月    日   |

|        |               |     |                |
|--------|---------------|-----|----------------|
| 国際事業課長 | 国際基盤<br>グループ長 | 担当者 | HUB-ICS<br>事務室 |
|        |               |     |                |