

HUB-International Communications Space Application Form

To Director of the Office of Education and International Cooperation, 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.)

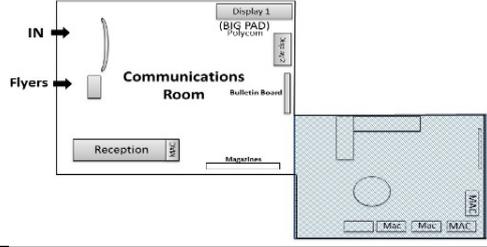
Position

Extension No.

Name (Please print)

Signature

Date (mm/dd/yyyy)

Facility	<input type="checkbox"/> Communications Room <input type="checkbox"/> Bulletin Board <input type="checkbox"/> Flyers <input type="checkbox"/> HUB-ICS Event Calendar <small>(For events held at HUB-ICS only)</small>	
Equipment	<input type="checkbox"/> Desktop Computer <input type="checkbox"/> Amplifier (microphone: 1) <input type="checkbox"/> LAN Cable <input type="checkbox"/> Polycom (video conferencing) <input type="checkbox"/> Display 1 (BIG PAD)* <input type="checkbox"/> Laser Pointer/Presentation Remote <input type="checkbox"/> Display 2 <input type="checkbox"/> Spotlight <small>*Please bring your data on a USB drive.</small>	
Purpose		
Date & Time	____/____/____ : ____ - ____/____/____ : ____ <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.): _____ Phone: _____ 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.iad.titech.ac.jp/hubics/common/doc/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 グループ長	担当者	HUB-ICS 事務室