

Tokyo International Exchange Center Meeting Facility Fees

Full Day Use (9:00–17:00)

	Capacity (seats)	Facility Rate (Yen)	Utility Charge (Yen)	Total (Yen)
International Conference Hall	approx.480	581,040	84,780	665,820
Media Hall	approx.100	190,080	14,040	204,120
Conference Room 1	60	97,200	8,100	105,300
Conference Room 2	36	60,480	5,184	65,664
Conference Room 3	36	49,680	4,752	54,432
Conference Room 4	18	28,080	2,808	30,888
Conference Room 5	12	28,080	2,484	30,564

Night Use (17:00–21:00)

	Capacity (seats)	Facility Rate (Yen)	Utility Charge (Yen)	Total (Yen)
International Conference Hall	approx.480	363,960	42,390	406,350
Media Hall	approx.100	118,800	7,020	125,820
Conference Room 1	60	61,560	4,050	65,610
Conference Room 2	36	37,800	2,592	40,392
Conference Room 3	36	31,320	2,376	33,696
Conference Room 4	18	18,360	1,404	19,764
Conference Room 5	12	18,360	1,242	19,602

Half Day Use (9:00–13:00 or 13:00–17:00)

	Capacity (seats)	Facility Rate (Yen)	Utility Charge (Yen)	Total (Yen)
International Conference Hall	approx.480	290,520	42,390	332,910
Media Hall	approx.100	95,040	7,020	102,060
Conference Room 1	60	48,600	4,050	52,650
Conference Room 2	36	30,240	2,592	32,832
Conference Room 3	36	24,840	2,376	27,216
Conference Room 4	18	14,040	1,404	15,444
Conference Room 5	12	14,040	1,242	15,282

Extra Charge per hour (1) 1 hour extension between 9:00–17:00 (2) 1 hour extension between 17:00–21:00

	Capacity (seats)	Facility Rate (Yen)		Utility Charge (Yen)	Total (Yen)	
		(1)	(2)		(1)	(2)
International Conference Hall	approx.480	145,800	182,520	10,605	156,405	193,125
Media Hall	approx.100	47,520	59,400	1,760	49,280	61,160
Conference Room 1	60	24,840	31,320	1,015	25,855	32,335
Conference Room 2	36	15,120	19,440	648	15,768	20,088
Conference Room 3	36	12,960	16,200	593	13,553	16,793
Conference Room 4	18	7,560	9,720	344	7,904	10,064
Conference Room 5	12	7,560	9,720	313	7,873	10,033

* The categories of the usage time are Morning, Afternoon and Night, each category has 4 hour span and it is possible to extend by the hour (Available time: 9:00 a.m. – 9:00 p.m).

* The facility fee may make down to half price when they are used for preparation on a day before the actual event.(Utility Charges are fully charged.)

* Facility equipment and accessories will be rented free of charge.

* When using audio, visual, stage lighting, or simultaneous interpreting equipment in International Conference Hall and Media Hall, technical engineer will be needed. TIEC can arrange them for users.

* Consumption tax will be included in the above fee, but it may differ slightly from the total of usage item. Please confirm the quotation.

Discount Plan

Upon your usage, various discount will be offered if it fits the following requirements. (It is valid in combination with other discounts up to 65 %.)

- ①Discount for Privilege Organizers (50%) : An event sponsored by government, local government and other public offices (including foreign governmental organization), independent administrative institution, university, academic conference and nonprofit organization *Applied
- ②Discount for JASSO Sponsorship (10%): An event sponsored by Japan Student Services Organization (JASSO)
- ③Discount for International Exchanges (10%) : An International Exchange related event for which the discount is appropriate according to our judgment
- ④Discount for Repeat Users (10%) : An event organized by the group or person who used facilities in this year or the previous fiscal year
- ⑤Discount for Long-term Users (5%) : An event which uses facility for more than 5 days in a row (The setup day and pull up day are included.)
- ⑥Discount for All the Rooms Users (5%) : An event which uses All the Rooms on the same time