

## Be wherever you want, whenever you want, without leaving Tokyo!

### Travel Effortlessly By Videoconference

#### Highly Visual, Immediate & Persuasive

It is just like being there yourself. Connected by our Polycom videoconferencing equipment, you communicate your ideas, expectations, and results visually and persuasively with clear video and CD-quality sound. Our services are provided in the comfortable conference facilities of the American Chamber of Commerce in Japan, offering the highest possible level of professionalism, attention to detail, and confidentiality.

#### World-wide Access To Virtually Anywhere

We provide access to public videoconference sites throughout the world. This includes more than 2,500 public sites in the U.S., European, Australian and Asian cities. You can also use the videoconference equipment already installed at your corporate site, or the site of your client, consultant or supplier. Our executive-class Polycom system is compatible with all ISDN phone-based dial-up videoconference systems (H.320 standard).

#### Facilities To Meet Your Needs

At the ACCJ, choose between our 10-person mini-boardroom and a 50-person presentation/videoconference room. Using a document camera, you can share charts, spreadsheets, photographs and even the images of small product samples just as you would at one of your usual meetings. If you wish, record the proceedings on a DVD for later review. See below for our mini-boardroom rates. Larger group rates are available on request. The following hourly rates include use of a high-level Polycom 4200ZX System, plus document camera and Virtuoso full-room microphone in the 10-person mini-boardroom at our Kamiyacho offices adjacent Tokyo Tower. Based on 15-minute increments, with a one-hour minimum. 24-hour advance notice is requested. Please inquire for rates on our spacious 50-person presentation/ videoconference room.

## Rates & Details

The following hourly rates include use of a high-level PictureTel 4200ZX System, plus document camera and Virtuoso full-room microphone in the 10-person mini-boardroom at our Kamiyacho offices adjacent Tokyo Tower. Based on 15-minute increments, with a one-hour minimum. 24-hour advance notice is requested. Please inquire for rates on our spacious 50-person presentation/videoconference room.

#### To/from U.S., Asia, Central Europe

Receiving Call	Making Call (128 kbps)
¥47,000/hr (128 or 384 kbps)	U.S./most Asia ¥72,000/hr
	Most W. Europe ¥85,000/hr

- 10% discount to ACCJ members (see below).\*
- Plus 5% Japanese consumption tax.
- Rates above are for 2-channel (128 kbps) ISDN connections. For 384 kbps, please inquire.
- Long distance phone rates vary by country. Please see separate rate sheet for specific country rates.
- A 90-minute minimum applies if meeting starts before 8 am or after 8 pm Tokyo time.
- Hours of operation — 7 am to 10 pm weekdays, closed Saturdays & Sundays, Japanese national holidays

\* ACCJ member discount applies to all Tokyo-side fees except phone line charges (when dialing out from Tokyo).

*The ACCJ is a non-smoking environment.*

#### Optional Services

- In-room Assistant ¥5,000/hr
- VHS videorecorder ¥5,000/2 hrs (includes cassette)
- First-time communications pre-check (free if call-in; 15 minute limit)
- Far site booking ¥5,000 to ¥15,000/site. Multi-point (meetings of more than two sites)
- Beverage service (coffee, tea, softdrinks – ¥500)

#### International Contact Sites

Use of a public videoconference network site can be arranged in cities throughout the world. In general prices range from US\$200 to \$400 per hour, depending on the site.\*

\* Varies; some sites charge more. A site reservation fee may also apply.

#### In Cooperation With Face-to-face Communications

Face-To-Face Communications, Inc. is an independent company that coordinates videoconference services at public sites in Tokyo and Hong Kong. Either FTF or ACCJ can be contacted to arrange your videoconference call.

#### Internet Videoconference Site Directory

Anyone with access to the Internet can quickly determine whether there is a public videoconference site in a desired city. The URL for the directory is <http://www.ftf-tokyo.com>. This directory is maintained as a public service by FTF.

#### The American Chamber of Commerce in Japan

Masonic 39 MT Bldg. 10F  
2-4-5 Azabudai, Minato-ku, Tokyo 106-0041

For scheduling and further information, please call:  
Phone: 81 3 3433 5381 Fax: 81 3 3433 8454

FTF Home Page & International Public Site Directory  
<http://www.ftf-tokyo.com>

Also available in Tokyo:  
FTF sites at Park Hyatt Tokyo  
and Steelcase Japan



Please provide the following information to reserve your videoconference.  
 Contact Corporate Services (+81 3 3433 8698; corpserv@accj.or.jp) if you need help or have a special request.

*Note: All information is required. Please print clearly.*

**Please fax your reservation to: ACCJ Corporate Services (+81 3 3433 8454).**

## Your Information

Company name: \_\_\_\_\_ Your name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

ACCJ member:  no  yes; member ID: \_\_\_\_\_

Contact person at Far site: \_\_\_\_\_ City and country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Billing details

Name: \_\_\_\_\_ Company name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip/postal code: \_\_\_\_\_

### Payment method

Wire transfer  Member account: \_\_\_\_\_

Credit card (*check one*):  VISA  Master  AmEx  JCB

Cardholder name: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiration date (mm/dd/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Date of meeting (mm/dd/yy)

Far site date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Far site start and end times: \_\_\_\_\_ to \_\_\_\_\_

Tokyo date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Tokyo start and end times: \_\_\_\_\_ to \_\_\_\_\_

### Date of test (mm/dd/yy)

Far site date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Far site time: \_\_\_\_\_ Tokyo date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Tokyo time: \_\_\_\_\_

## Calling Details

Number of attendees at Far site: \_\_\_\_\_ Number of attendees at Tokyo site: \_\_\_\_\_

Far site equipment type: \_\_\_\_\_ Far site will make the call:  yes  no

(PictureTel, Polycom, etc.)

Data rate:  128  384  other: \_\_\_\_\_

Far site ISDN dialing number(s): (1st) \_\_\_\_\_ / (2nd) \_\_\_\_\_

Voice phone in Far site meeting room: \_\_\_\_\_

Bridge to be used:  no  yes Bridge name: \_\_\_\_\_ Bridge voice: \_\_\_\_\_

Is this a multi point?  no  yes; number of sites: \_\_\_\_\_

Beverage request:  water  coffee  other \_\_\_\_\_

Equipment request:  DOC camera (no charge)  VCR recording (\$50/2hr)  in-room staff assistance / other (\$50/hr)

Comments / special requests: \_\_\_\_\_

## Tokyo Contact Information

Equipment type: Polycom ViewStation 512 / Voice No. (in VC room): +81 3 3433 8453  
 mobile: +81 90 52 13 49 67 / email: hmaruyama@accj.or.jp / **ISDN No. +81 3 5472 7179\***  
 (\*Dialed once for 384kbps, dialed twice if your system is 128kbps, and no IMUX)



The American Chamber of Commerce in Japan  
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[www.ecentral.jp](http://www.ecentral.jp)



in cooperation with  
Face-To-Face Communications

### Walking instructions from subway lines

**From Kamiyacho Station, Hibiya Line (about a five-minute walk):**

Take exit 1 and turn left after you reach street level. You will be on Sakurada Dori heading toward Tokyo Tower. Keep walking until you come to the first large crossing, which is Iikura intersection. You will see a tall black building (NOA) in front and to your right. Cross the street; the Masonic 39 MT Building is the tall white building opposite the NOA Building. The ACCJ office is located on the 10th floor.

**From Akabanebashi Station, Oedo Line (about a ten-minute walk):**

When you come out of the ticket gate go left and take the Akabanebashi exit, crossing the street toward Mobil Gas station. The road between Mobil Gas station and Eneos Gas station is Sakurada Dori; cross over to the other side when you come up to a zebra crossing. On your right side you will see a large white building that says "Masonic 39 MT Building" just before Iikura intersection. The ACCJ office is on the 10th floor.

Take the elevator to the 10th floor and enter the ACCJ reception area. You will be shown to the ACCJ-FTF Videoconference Room.

*For early morning videoconferences before the building opens, please enter through the garage. Elevators can be accessed after proceeding through double-glass doors and turning right.*