

ORTF Recommendations - Front of Office Space

- Reception space but no dedicated reception (similar to current office although layout and design to be modernized)
- Two meeting rooms capable of seating 10-12 people at a square table, which can be joined together to provide sufficient space for a Board meeting (i.e., U-shaped table for approx 25 people) or a town hall (i.e., theatre style seating for approx 50 people)
- Separate meeting room that is accessible to both external and internal users, ideally soundproofed
- No "drop down working space" or other networking space in the office itself (although ideally available elsewhere in the building, will be covered elsewhere)
- Umbrella and coat storage

The above is designed to strike a balance between the appropriate mix of meeting space for member and staff needs, provide flexibility on meeting styles, yet not over commit to space that may not be used all the time.

All of the above is ultimately subject to adjustment based on cost.

ORTF Recommendations - Back of Office Space

- Flexible, open seating, for approximately 10 staff at a time (space where staff can come together for collaboration, and spaces where they can work individually)
- No individual / private office spaces needed
- Good ventilation (+ nice to have - ability to manage AC for early/late meetings)
- Workspace with business tools available to produce materials for meetings, member support, projects
- Storage for meeting materials, signage for events, electronic equipment
- Pantry area with fridge, water, coffee etc.
- Kitchen (sink facilities) located in the building, ideally on the same floor
- Coat, umbrella storage for staff








- For data/information security/privacy, the office space needs to be secured with pass access

All of the above is ultimately subject to adjustment based on cost.

ORTF Wish List – Building Amenities

- Kitchen facilities on each floor
- Maternity room available in the building
- No ground floor access pass entrance requirement
- Wifi enabled public space (or coffee shop) for ad hoc working or informal catch up among members

All of the above is ultimately subject to availability.

-  member suggested locations *
-  walking distance to TAC
-  taxi approx. 2 km to TAC
-  US Embassy
-  Tokyo American Club
-  current ACCJ office
-  METI/MOFA



* Top 5 locations mentioned by members:

1. Central Tokyo
2. Minato-ku
3. Roppongi
4. Azabudai
5. Marunouchi