Permit Application Form for Use of IIRC (Ito International Research Center)

SAMPLE

To:
Executive Vice President, The University of Tokyo

Date of Application:
Year: 2026 Month: 4 Day: 1

※Please list the names of universities, academic institutions, academic societies, and companies.

Applicant Information

Organization Name: Faculty of ○○, The University of Tokyo
Address: 7-3-1 Hongo, Bunkyo-ku, Tokyo, Japan
Phone: 03-○○○○-○○○○
Organization Website (URL): https://www.○○
Representative Name (Signature / Name stamp):

※ If there is no website or similar information available for an external organization, please submit a separate

Person Responsible for Use

Affiliation (of On-site Contact Person): ○○ Section, ○○ Department, The University of Tokyo
Position: Section Chief
Phone: 03-○○○○-○○○○
Email: ○○○ @ ○○.ac.jp
Name (Signature / Name stamp): Hanako Tokyo 東京

University Referrer

Affiliation:
Position:
Phone:
Email:
Name(Name stamp):

※ Those who can serve as introducers shall, in principle, be Professor/Project Professor, Associate Professor/Project Associate Professor, or lecturer (Assistant Professor)/Project lecturer in the case of faculty members, and executive staff members (General Manager, Deputy General Manager or Manager) in the case of administrative staff.

We hereby submit this application for permission to use the Ito International Research Center as a foundational facility for promoting societal collaboration and advancing international exchanges, education, and research activities at the University of Tokyo, with the aim of strengthening the relationship between the university and society further.

Details

Name of Meeting/Event: ○○ Meeting

※ This will be posted on the information board next to the reception

Purpose of Use: An exchange meeting with specialists in ○○

※ Please write down the summary of the meeting.

(Please check all that apply and provide details)
☐ Academic Conference
■ Internal Meeting
☐ Public Lecture
☐ Ceremony
☐ Business Meeting
☐ Other (Please specify): _____

Date(s) of Use:
From: 2026 Month: 8 Day: 1
To: _____ Month: _____ Day: _____

Expected Number of Participants: 15 persons
(Breakdown)
UTokyo Faculty/Staff: 10
UTokyo Students: _____
Alumni: _____
External Researchers/Others: 5

Additional Requests:

Food and Beverages	■ Yes	☐ No
Use of Wired LAN	☐ Yes	■ No
Media Coverage / Filming and photography	☐ Yes	■ No

For Internal Use (If using university budget for inter-departmental transfer)

Budget Source: (Please check one)

☐ University Management Expense Grant
☐ Indirect Costs
☐ Donations
☐ Commissioned Research Funds
☐ Commissioned Project Funds
☐ Grants-in-Aid for Scientific Research
☐ Other (Specify): _____

Department Code (10 digits):
Department Name:
Budget Item Code:
Account Item Name:
Project Code:
Accounting Contact:

Reservable facilities	B2F	Ito Hall (incl. Foyer) Event Space	B1F	Gallery 1 Gallery 2	2F	Meeting Room 1 Meeting Room 2 Faculty Club	3F	Conference Room Seminar Room			

Facility Usage Schedule: (Include date, time, and room name for each session)

Room Name	Date and Time of Use
Conference Room	2026 / 8 / 1 (Sat) 9 : 00 ～ 12 : 00
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :
	/ / ( ) : ～ :

Pledge: (Please check)

- ■ As external users, we agree to make payment by the due date based on the invoice issued by the designated contractor.
- ■ The user agrees to comply with the "Terms of Use - IIRC (Ito International Research Center)"
- ■ The facility will not be used for profit-making, promotional, political, or religious activities.
- ■ The applicant affirms that neither the organization nor any of its members are affiliated with organized crime groups or other antisocial forces as defined by the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act No. 77 of 1991).
- ■ As non-public technical information is expected to be shared and university-affiliated individuals are involved, the necessary export control classification procedures have been completed.

			新・改定	通・特	請・振
For the Administrative Office Contact: 03-5841-0779					

(2026.11.1 改)