



## AEARU 40<sup>th</sup> Board of Directors Meeting

Tokyo Institute of Technology  
April 14 and 15, 2017 in Tokyo Japan

### PROGRAM

Day	Date	Time	Program	Venue
1	April 14, Friday		Arrival	
			Hotel Check-in	Shibuya Excel Hotel Tokyu
		18:00-	Registration	Planets Room, 6F Shibuya Excel Hotel
		18:30-	Welcome Dinner	Tokyu
2	April 15, Saturday	08:50	Transportation from the hotel to Tokyo Tech Ookayama Campus	Meet at the lobby, 5F, Shibuya Excel Hotel Tokyu
		09:30-10:00	Registration	West Bldg. 8, 10F Conf. Room, Ookayama Campus, Tokyo Tech
		10:00-11:30	BOD Meeting	
		11:30-11:45	Group Photo	
		12:00-13:15	Luncheon	Centennial Hall, 4F Lounge
		13:30-	Transportation from Ookayama Campus to Suzukakedai Campus	
		14:30-16:00	Laboratory Tour • Laboratories of the Cell Biology Unit • The Materials Research Center for Element Strategy ( <i>Genso</i> Cube)	Suzukakedai Campus, Tokyo Tech
		16:00-	Transportation from Suzukakedai Campus to dinner venue	
		18:00-20:30	Farewell Dinner <i>aboard Yakatabune (pleasure boat)</i>	Funasei, Shinagawa
		20:40-	Transportation to the hotel	
3	April 16, Sunday		Departure	



## Meeting Overview

### **Board of Directors Meeting**

- Date: April 15, 2017 (10:00-11:30)
- Venue: Tokyo Tech, Ookayama Campus, West Bldg. 8, 10F, Conference Room
- Participants: Members of the AEARU Board of Directors
- Agenda: Circulated by the AEARU Secretariat through electronic correspondence

## Hotel Information

### **Shibuya Excel Hotel Tokyu**

Address: 1-12-2 Dogenzaka, Shibuya-ku, Tokyo 150-0043, Japan

TEL: 81-(0)3-5457-0109 Fax +81-(0)3-5457-0309

Website: [http://www.tokyuhotelsjapan.com/en/hotel/TE/TE\\_SHIBU/index.html](http://www.tokyuhotelsjapan.com/en/hotel/TE/TE_SHIBU/index.html)

- Breakfast included
- Free Wi-Fi on all floors including guest rooms and banquet rooms
- Check-in/check-out 14:00/11:00 (For early check-in and late-check out, please make a request through Tokyo Tech)
- Smoke-free on all floors. Please use the designated smoking areas if you do smoke.
- Distance to airports: around 90 minutes from Narita Airport and 40-60 minutes by car from Haneda Airport depending on the traffic situation
- Distance to Tokyo Tech: 8km (30 minutes by public transportation, Tokyu Toyoko line and Tokyu Oimachi Line)
- The entrance and lobby of the hotel is located on the 5<sup>th</sup> floor of the Shibuya Mark City building. The building is directly connected to Shibuya railway station.

Tokyo Tech will provide accommodation for two nights (April 14 and April 15) for two persons (the representative and one accompanying delegate) from each AEARU BOD university during the 40<sup>th</sup> BOD meeting. We will, however, be happy to make hotel reservations for your additional delegates. Please note that any extra charges, such as laundry, room services, mini-bar, telephone charges, etc., will not be paid by Tokyo Tech.

### **Check-in**

We have reserved accommodations for all participants who have made requests. Upon arrival, you can check-in at the front desk of the Shibuya Excel Hotel Tokyu and collect your room key.

### **Registration and Welcome Reception**

The AEARU 40<sup>th</sup> BOD Registration Desk will be opened in front of the Planets Room on the 6th floor of Shibuya Excel Hotel Tokyu from 18:00 to 18:30 on Friday, April 14. We encourage all participants to register during this period and collect your name tag.

Please wear your name tag for the Welcome Reception, which will be held from 18:30 in the Planets Room. You will receive your meeting packet after the reception.