# IWTRC Operational notes and requests

## Rules for using the hall

- ·Please do not take any photographs or videos (including audio recordings) without permission.
- Eating and drinking are not permitted inside the hall building. Only drinks with a tight lid such as plastic bottles can be brought in.
- · Please take home any waste such as water bottles. Do not throw them in the trash cans in the hall building.

### **Lunch and Reception Dinner**

#### Lunch

- •The venue for lunch and dinner is "Porty" on the 3rd floor of the Campus Shop, marked ★ on the map. The cafeteria is located at ◆ on the map.
- ·Since eating and drinking are not permitted inside the hall building, please move to the following location for lunch.
- ·If you have ordered lunch boxes, please bring your lunch vouchers to "PORTY". We will exchange the vouchers with your lunch boxes. The lunch vouchers are in your name card.
- •Even if you don't order a bento box and instead buy food at a convenience store or on-campus store, you can still use "PORTY" as a place to eat and drink.
- ·Please dispose of your trash in the designated trash can in "PORTY".

#### Reception dinner

- 'The reception dinner will be held at the same "PORTY", the same place as for lunch. A gold sticker is attached to each participant's name card, so please do not remove it, and show it to the reception desk.
- •Please understand that a reservation when you made your online registration of IWTRC is required to attend the reception dinner.

Please follow the sign at 1, 2 and 3.

