



## Conference Facilities







**At the Okinawa Institute of Science and Technology Graduate University (OIST)**, excellent academics from around the world engage in international and inter-disciplinary research and education.

OIST actively attracts and organizes international conferences, workshops and community collaborative events. These events strengthen its network with Japanese and overseas research institutes, universities, communities and companies, and contribute to the advancement of scientific research, industry-university collaborations, and the development of Okinawa. We look forward to hosting your event in our state-of-the-art conference facilities, surrounded by the beautiful nature of Okinawa.





Venue	Capacity			Floor Area (㎡)	Ceiling (m)	Facility Equipment & Fixtures	Usage fee (1day/incl. tax)
	Theater	School	Square				
<b>Conference Center</b>							
Auditorium	493	493	n/a	605	6.5 ~ 9	4K projector, large projector screen (10m x 7.5m), A/V system, interpretation booth, power outlets at each seat, adjustable tables, video-conference system, etc.	75,000 JPY
Meeting Room 1	130	64	48	106	2.7 ~ 3.4	Projector, projector screen, A/V system, tables, chairs, floor power outlets, video-conference system, etc.	10,000 JPY
Meeting Room 2	36	22	20	33	2.7 ~ 3.4	Projector, projector screen, tables, chairs, floor power outlets, video-conference system, etc.	5,000 JPY
Meeting Room 3	36	22	20	30	2.7 ~ 3.4	Projector, projector screen, tables, chairs, floor power outlets, video-conference system, etc.	5,000 JPY
Meeting Room 4	30	16	16	28	2.65 ~ 3.4	Projector, projector screen, tables, chairs, floor power outlets, etc.	5,000 JPY
<b>Main Campus</b>							
Seminar Room B250	n/a	150	n/a	241	2.5 ~ 3.8	Projector, projector screen, A/V system, interpretation booth, power outlets at each seat, fixed tables, video-conference system, etc.	10,000 JPY
Seminar Room C210	60	60	34	117	2.9 ~ 3.7	Projector, projector screen, tables, chairs, floor power outlets, video-conference system, etc.	5,000 JPY

\* For further details visit: <https://www.oist.jp/conference-venue>



## Conference Center



Meeting Room 1



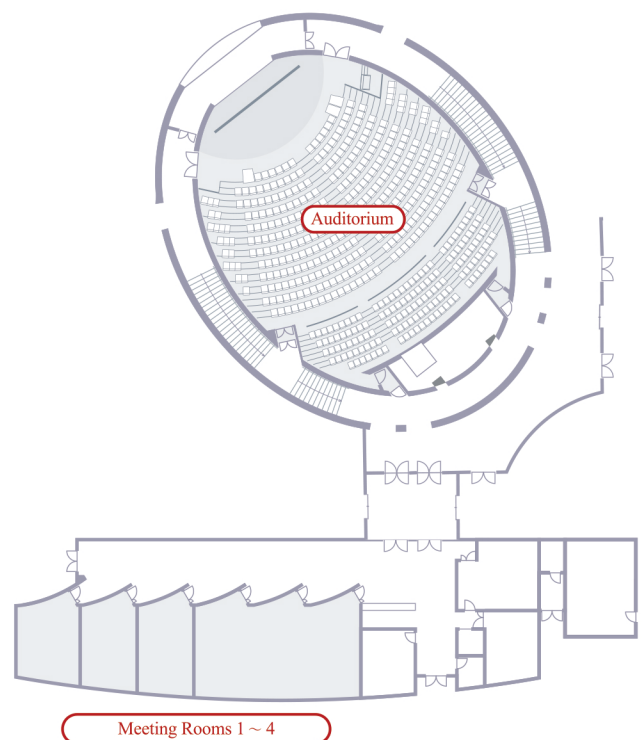
Lobby

### Auditorium

The state-of-the-art auditorium is one of the landmarks of OIST. With ample seating and contemporary architecture, the auditorium has already attracted numerous international workshops and symposia, as well as concerts and presentations by internationally acclaimed musicians and performers.

### Meeting Rooms

One large meeting room with a capacity of up to 130 people, three smaller meeting rooms (capacity up to 36); a spacious lobby area and office space are available for workshops, small-scale conferences, trainings, and other meetings.



Meeting Rooms 1 ~ 4



## Main Campus



Seminar Room B250



Seminar Room C210

### Restrictions on Use

- Facility users are required to follow all applicable laws and regulations, as well as all the rules and regulations of OIST.
- OIST reserves the right to consult with facility users, regarding possible changes in date or venue, caused by OIST internal reasons.
- Facility users are requested to consult with OIST in advance, regarding the content of any public announcements, or advertisements related to their event. Content implying that OIST is endorsing, or encouraging a particular enterprise, organization, product, service, etc. is not permitted in any circumstance.
- Smoking is not permitted anywhere on campus.
- Posters, flyers and other such materials must only be placed on the noticeboards provided. No such materials may be attached to walls, doors, windows, or any other part of the buildings, including the elevators.
- Alteration to the facilities, equipment, furnishings, etc. is not permitted, unless authorized in writing, in advance.
- Facilities must be returned to their original condition after use.
- Facility users will be liable for any damage or loss, caused as a result of the facility usage.
- The contact person will be held responsible for all damage or loss.

### Prohibitions and Restrictions

OIST venues may not be used for the types of activities listed below. In the case that this prohibition is violated, permission to use common spaces may be revoked by the University at any time, up to and including the date of the reservation.

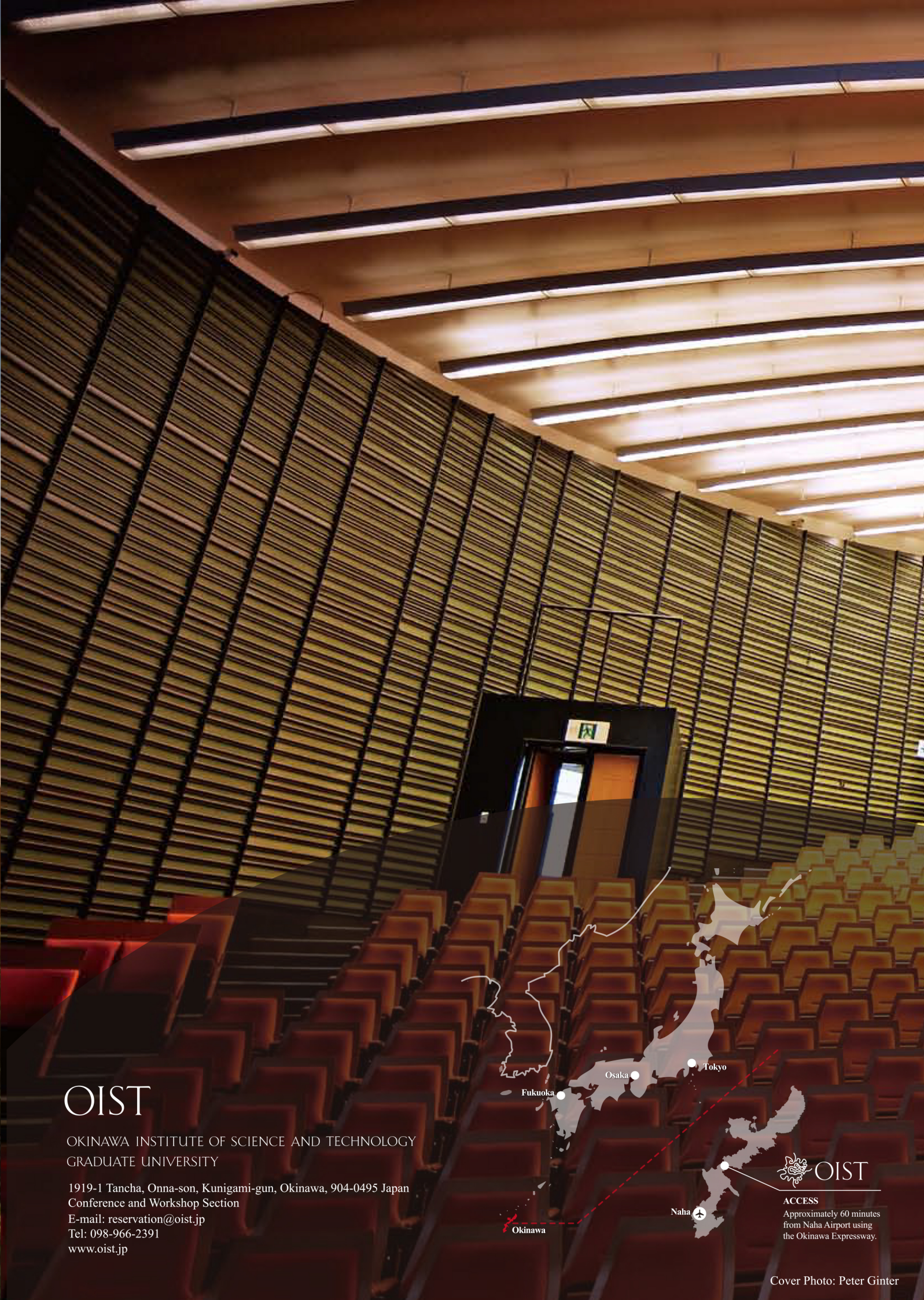
- Commercial use and for-profit activities. However, fundraising, such as bake sales, by voluntary non-profit groups is permitted.
- When it would interfere with educational or research activities, or a University-related event.
- When there is the risk of damage or defacement of the facilities.
- Political activities
- Uses deemed by the University, to be offensive to public order and morals.
- Uses that may disturb or interfere with University events.

\* Please note: When handling the audio-visual equipment, please always follow the instructions of the OIST personnel in charge. OIST retains its rights to claim a compensatory payment and to prohibit the future usage of OIST facilities by the responsible party, should any unauthorized changes be applied to the equipment settings, or should the equipment suffer any damage, as a result of unauthorized usage.

### Cancellation Policy

- Cancellations are only accepted in written form (via email: [reservation@oist.jp](mailto:reservation@oist.jp) or FAX: +81-(0)98-966-2887) not later than 48 hours in advance.
- For cancellations made within 48 hours of the facility usage date, cancellation fees might apply.
- Should OIST facilities be closed due to a natural disaster (typhoon, earthquake, etc.), no cancellation fees will be charged.





# OIST

OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY  
GRADUATE UNIVERSITY

1919-1 Tancha, Onna-son, Kunigami-gun, Okinawa, 904-0495 Japan  
Conference and Workshop Section  
E-mail: [reservation@oist.jp](mailto:reservation@oist.jp)  
Tel: 098-966-2391  
[www.oist.jp](http://www.oist.jp)



**ACCESS**  
Approximately 60 minutes  
from Naha Airport using  
the Okinawa Expressway.