

The 26th EU-Japan Business Round Table

Tips for joining the meeting in-person or online

EU-Japan Centre For Industrial
Cooperation/BRT Secretariat

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1. Tokyo Prince Hotel 2F Providence Hall



Address: 3-3-1 Shiba Koen, Minato-ku, Tokyo
TEL: +81-3-3432-1111 FAX: +81-3-3434-5551

<https://www.princehotels.co.jp/tokyo/access/>

Nearest Stations:

JR Line / Tokyo Monorail: Hamamatsuchō Station (Free shuttle bus available)

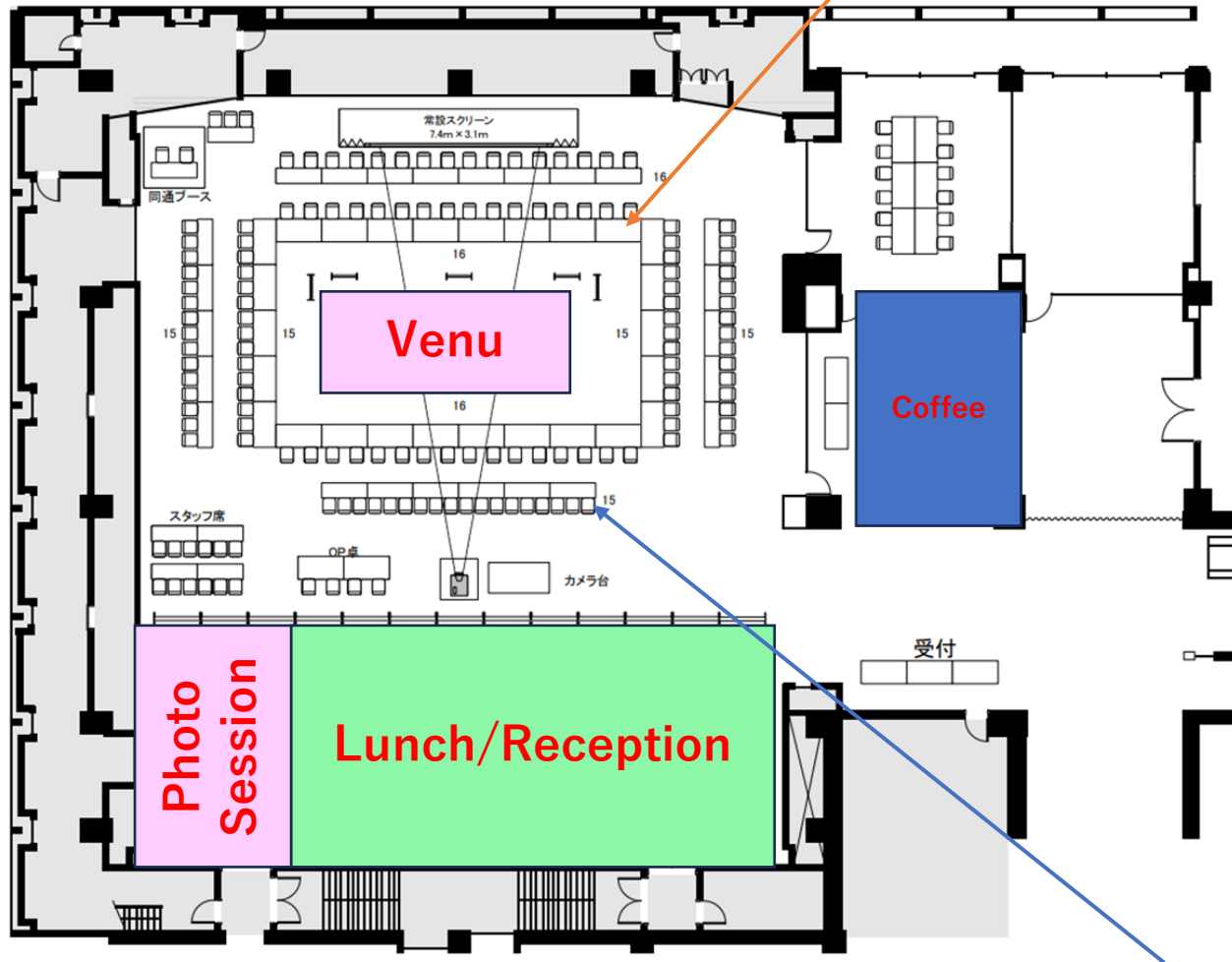
Toei Mita Line: 1-minute walk from Onarimon Station (Exit A1)

Toei Asakusa Line / Oedo Line: 7-minute walk from Daimon Station (Exit A6) (Free shuttle bus available)

2. Venue

The seats for principals and guest speakers

2F Providence Hall



Reception/Welcome Coffee: 09:00
BRT2024 Start: 9:30

- For Principals:** Name badges will be provided. A nameplate will also be placed on the table at your seat.
- For Sherpas:** Please bring business cards both for "name badge purposes" and for "business card exchanges."
- Luggage & Coats:** Temporary storage is available at the cloakroom on the 1st floor.

The seats for Sherpas and Government officials

3. At Reception desk



- At the reception desk, we will confirm your name and the working party numbers.
- Sherpas are kindly requested to provide one business card for their name badge.

Name Badge Colors:

- **Green Badge:** Principals

[For Sherpas]

- **Blue Badge:** Working Party 1
- **Yellow Badge:** Working Party 2
- **Red Badge:** Working Party 3
- **Pink Badge:** Working Party 4

4 . Registration



| | | | |
|---------------------------------------|----|-------------------------------------|-----|
| Registrations from Japanese Companies | 30 | Registrations from EU Companies | 27 |
| Registration of Principals | 20 | Registration of Principals | 27 |
| In-Person Participation: Principals | 20 | In-Person Participation: Principals | 25 |
| In-Person Participation: Sherpas | 27 | In-Person Participation: Sherpas | 14 |
| Zoom Participations | 31 | Zoom Participations | 2 |
| Absences | 2 | Absences | TBC |

5. Requests for All Participants Attending the Meeting at Tokyo Prince Hotel

◆ Regarding Microphones

① Microphones will be set up at the main table.

◆ If you would like to request a speaking slot

Please place your nameplate upright on the table, as shown in the photo on the right.



6. Regarding Distributed Materials

◆ Regarding Distributed Materials

On the day of the event, the secretariat will provide the program and the participant list.

◆ For any other materials, they will be uploaded to the designated materials link as needed.

Distributed materials can be downloaded from the following link:

<https://www.eu-japan.eu/brt/documents-12-february-2025>



7. To All Participants Attending the Meeting via ZOOM



- ◆ Please make sure to update to the latest version of Zoom and sign in before joining.

<https://us06web.zoom.us/download>

- ◆ When connecting to Zoom, please use the following method:

09:00 Zoom Opens

09:30 Opening of the 26th Japan-EU Business Round Table

The Zoom meeting link will be sent to you at a later date.

- ◆ **Simultaneous interpretation will be available (English or Japanese).**

Please select your preferred interpretation audio from the menu.

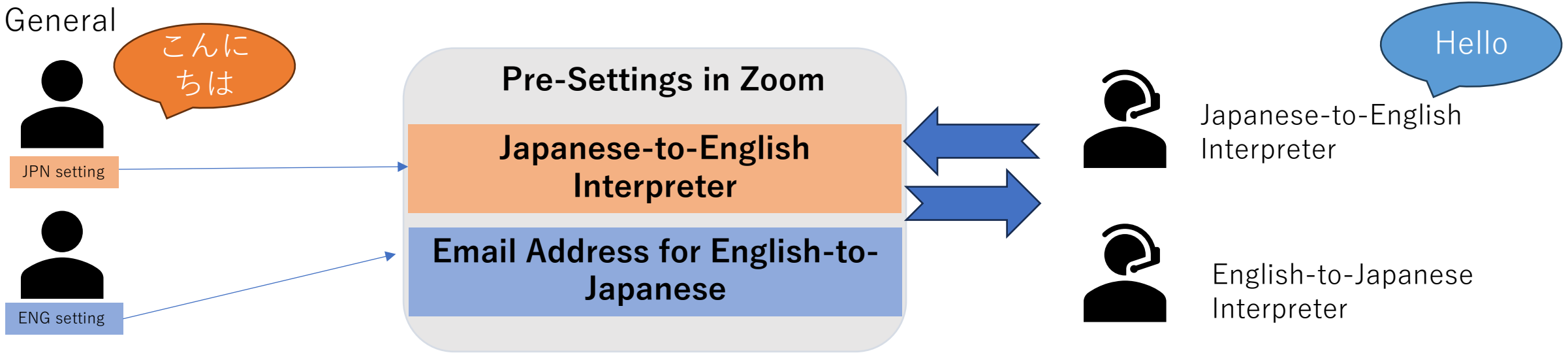
- ◆ **Regarding Interpretation Audio During Speeches**

Please ensure that the audio selected via the interpretation button in the Zoom menu is set to your spoken language or the original language.

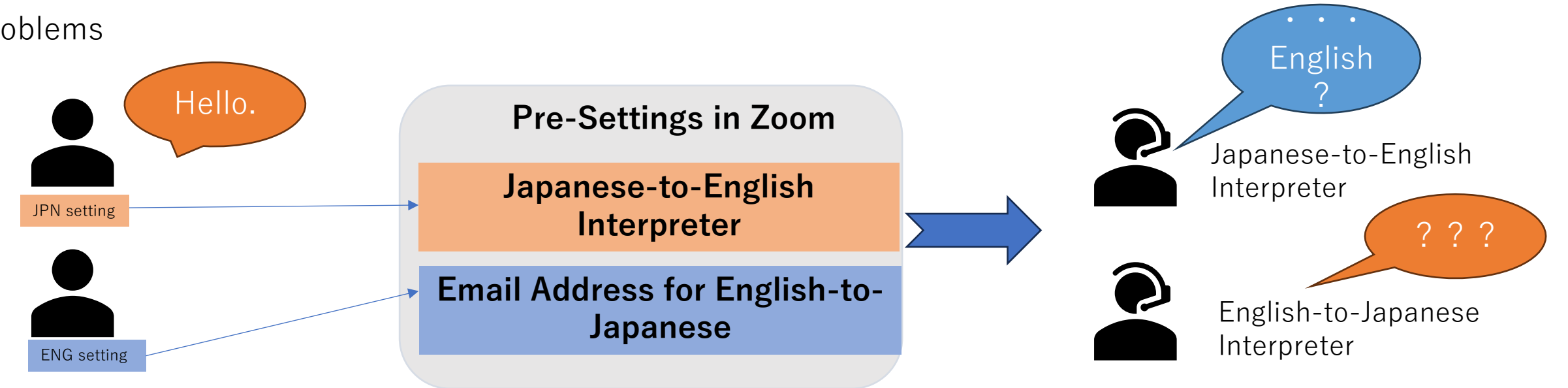
Note: If you speak in English while listening to the Japanese interpretation audio, the English audio will play on the Japanese channel and overlap with the interpreter's Japanese translation.

Interpreters for Japanese-to-English and English-to-Japanese are pre-assigned. The following problems may be occurred by mis settings:

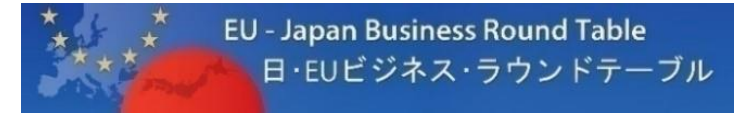
In General



Problems



8. WP1-4 Recommendation Documents & Presentation Materials



Requests for Speakers

Please submit your materials by January 31

Submission of WP Recommendations

Deadline: 31st January

Presentation on Working Party Reports

(5mins)

PowerPoint slides

◆ Links for submission

WP 1 : <https://shorturl.at/VhC0m>

WP 2 : <https://shorturl.at/NuZvS>

WP3 : <https://shorturl.at/d9qCv>

WP4: <https://shorturl.at/IRfuN>

- ◆ If you have a speech script or notes, please submit them to the secretariat in advance. We appreciate your cooperation in ensuring a smooth progression of the event.

(Submissions can be made in either English or Japanese.)

<https://shorturl.at/ePBdt>

- ◆ **Language: English or Japanese**
- ◆ Note: PR or promotion of your company's business during presentations or comments is not permitted.

Presentation Slides and Speech Scripts

Requests for Panelists
Please submit your materials by January 31.

We kindly ask you to send the materials to the secretariat.

eiko.ishikawa@eu-japan.or.jp

Presentation slides (5 mins)

◆ Presentation Slides

- There is no specific template.
- Slide size: 16:9
- Materials: English
- Presentation: Japanese is also acceptable.

◆ Screen Operations

The screen operations to be conducted by the secretariat. If you have any specific requests, kindly inform the secretariat in advance.

Comment (2 mins)

- ◆ **If you have a speech script or notes, please submit them to the secretariat in advance.**
We kindly request your cooperation to ensure the smooth progression of the event. (Submissions can be made in either English or Japanese.)

◆ Language: English or Japanese

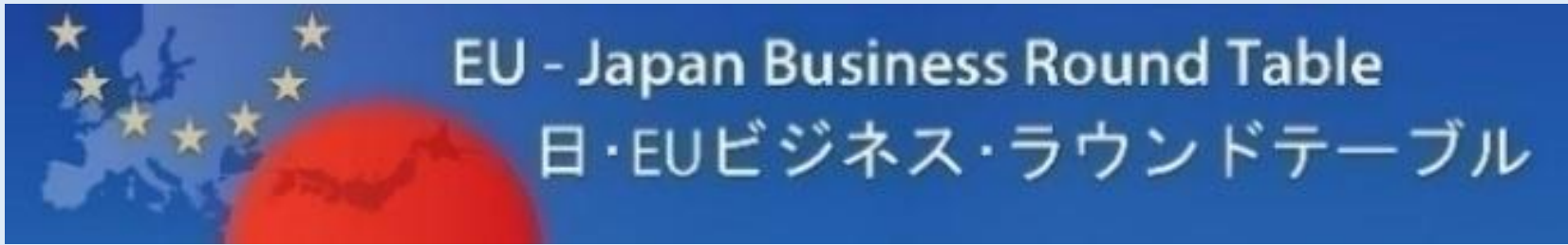
Note: PR or promotion of your company's business during presentations or comments is not permitted.

For Those Arriving by Car



A parking lots are available in front of the hotel. Free parking vouchers will be distributed at the hotel reception.

※At the time of departure, please scan the QR code on the free parking voucher at the payment machine to complete the process.



If you have any questions, please
do not hesitate to contact us.