

Conference rooms, user's room, Web Conference Booths at J-PARC Research Bldg.

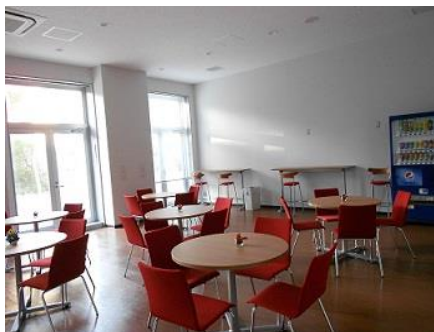
[Cafeteria \(1st floor\)](#)

[Conference rooms \(2nd, 3rd and 4th floor\)](#)

[User's room \(2nd floor\)](#)

[Web Conference Booths \(3rd floor\)](#)

J-PARC Research Bldg. Cafeteria (1F)



Notes on use

From 8:00 to 18:00 on weekdays, the entrance door to the building is open, so you can enter and exit freely. Since it is locked during other hours, please apply for a card key at the Users Office.

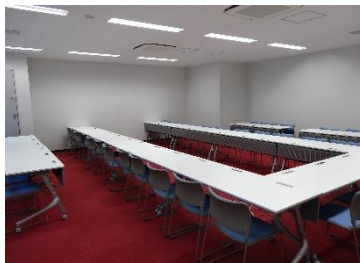


User LAN, eduroam, GWLAN, JLAN are connectable.

After use, please put back the desk and chair.

Beverage vending machine available.

J-PARC Research Bldg. conference room (2F, 3F & 4F)

Conference rooms at J-PARC Research Building can be utilized by reservation.

Medium conference room 2nd floor, south	Main conference room 2nd floor, south	Medium conference room 4th floor, south
		
Capacity: 35	Capacity: 80	Capacity: 55
Projector and video conference system	Projector, projector screen and video conference system	Projector, projector screen and video conference system

Reservation

Send e-mail to J-PARC general affairs Section at 'soumuinfo-web@ml.j-parc.jp'.

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User LAN, eduroam, GWLAN, JLAN are connectable. Keep it as it was after using the room for the next users.

User's room (2F) J-PARC Research Bldg.

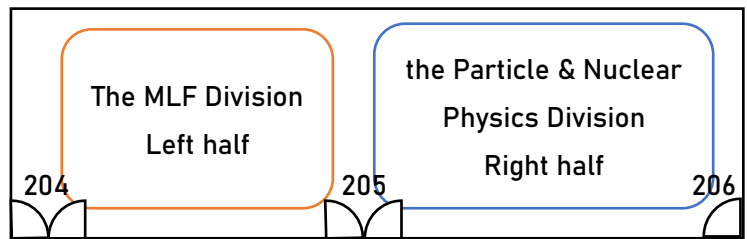
User Room guideline

Where ? **Room 204 & 205 & 206**

at 2nd floor of J-PARC Research Building (JRB)

Area is divided into both side for MLF and
Particle & Nuclear Physics in the room.

Ensure the guidelines below before using.



How to use ? From Monday to Friday Door open time :Always open from 8:00am until 7:00pm

Open door while after office hours using a J-PARC card key on nights, holidays and JAEA closed days.

* Only for MLF user, J-PARC card key is attached in the pouch with User ID card.

J-PARC Network User LAN, eduroam, GWLAN, JLAN are connectable.

MLF User guideline

Facilities that can be used for a short time

Personal Locker (18) [Keep your hand luggage]

- There is a whiteboard (small) at the entrance, so make sure to write down name and period on it.

Desk (3), Table (2)

- No particular limit as long as it is a short time within 1 to 2 hours
- If you plan to poses for a long time or leave your place, fill in the guest book.

Large-screen monitor [For meetings] Fill in the guest book.

Other freely available Tabletop power strips and wall outlets, whiteboard and refrigerator and microwave oven
(You can also use the hot water supply room on the second floor)

How to use for a long time (more than 2 hours to 1 week) [User room only] Personal desk work and meetings.

Desks, tables and displays. When using, be sure to fill in the period, name, and contact information in the usage book.

Particle & Nuclear Physics user Guideline

The room can be used for desk work, meetings and conversations for visitors.

- Vacant seats are available on a first-come, first-served basis.

Write your name and period of use at the entrance.

- Regarding use of lockers and the long-term use of the desk (e.g. >2 weeks), please consult with the caretaker.
- Shared space or equipment can be used. Pay attention to the volume, etc., and be considerate of other users.
- You can eat and drink, but be careful not to soil it.

Clean after use and hand over to the next user in a clean state.

< Caretaker : T. Matsubara [tsuna[at]post.kek.jp] >

2F Atrium

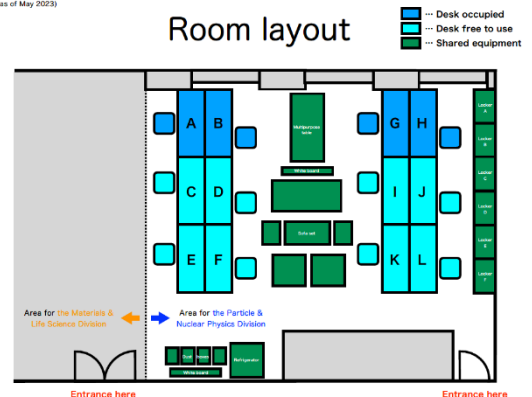
In addition to the user room, you can also use the tables at the atrium on the same floor.

However, since it is a shared space, you can use it <for a short time only>.

Please be considerate of others when cleaning up and disposing of trash.

Strictly prohibited to leave trash behind. Sort it out and throw them to a trash can in the room.

(as of May 2023)



Web Conference Booths (3F) J-PARC Research Bldg.

Web conference booths in the 3rd floor lobby of the J-PARC Research Building.

Where ? **3rd Floor Lobby**

Type and Number of booths

Type: Semi-enclosed type (ceiling is open)

Number of booths: 2 units





(1 unit for 1 person, 1 unit for 2 people)



Who Can Use

- J-PARC Center staff (JAEA and KEK)
- CROSS staff (only in relation to work at MLF)
- J-PARC user
- Visitor and guest of conference, committee and meeting etc.

Notice to use

<p>Exclusively for web conferences. Refrain from using it for any other purpose.</p> 	<p>Reservation is a priority. Sign up at the Usage Form (reservation form) hung at the doors of the booths.</p> 
<p>Two hours at max</p> 	<p>Eating and drinking inside the booth is prohibited. Only bottles with lids (pet bottles etc.) are available.</p> 



In case of any damage or failure whether intentionally or negligently, please contact the General Affairs Division immediately.

Contact

General Affairs Division

4th floor, J-PARC Research Building

Phone: 029-284-4851