

The way of equipment reservation during winter holiday period

We apologize for the inconvenience caused by a technical issue with the reservation system.

Unfortunately, we do not expect resolving the issue before the winter holiday period.

Therefore, during the period written below, please use the following reservation method.

Winter holiday period: December 27, 2025 - January 4, 2026

① Until 16:30 on December 26

Reservations via email will be accepted.

NOTES:

- We only accept reservations for the dates up to January 9, 2026.
 - We will return to email reservation from January 5, 2026. Please understand that processing reservations for January 5 may take time.
 - We recommend completing reservations for January 5 by December 26.
 - We are not able to deal with reservations during winter holiday period.
- **To cancel** the reservations for made for the winter holiday period, please follow the **method described in ②-NOTES-b**.

② December 27, 2025 - January 4, 2026

Reservations must be made by using the “Reservation Calendar”.

Reservation calendar (A3 size piece of paper for each equipment) including example and highlighter pens will be prepared in each room.

1. Come up to the room and check the reservation status on the **Reservation Calendar**.
(The card key is required to enter the room.)
2. Mark the desired reservation time slots with the highlighter pen.
Then, fill in the “Department name”, “Name”, and “Extension number ①” in the slots referring to the example.

NOTES:

- a. The **Reservation Calendar** is a temporary method applicable only during winter holiday period.
- b. When canceling, write comments clearly in the margin of the **Reservation Calendar**.
- c. Even if the reservation system becomes available during this period, please use the **Reservation Calendar** instead of making reservations through the system.
- d. Please refrain from making unnecessary reservations.
- e. Please keep in mind that staffs are not available to handle any trouble during this period.