

Kyoto International Conference Center Usage Guide

Thank you for visiting the Kyoto International Conference Center.

<Our Services>

- The Business Center is available if you wish to use a PC, copier, digital camera printer, or other business equipment¹.
- We have a full range of services, including a shop, cloak room, and cocktail lounge².
- The Grill restaurant is open from 10:00 AM to 5:00 PM (last order at 4:30 PM).
- Free Wi-Fi is available in almost all areas of the conference center.
SSID: ICCK_Public_WiFi *No password
- All indoor areas are non-smoking. Please view the Floor Guide for outdoor smoking areas.

<Emergency response>

Please view the Floor Guide for emergency exits, AEDs, and wheelchairs.

[If someone is injured or unwell]

Mild cases

- Please contact the Security Center (contact below) or conference center staff.
- Please make use of any medical assistance arranged for your event.
- Our General Affairs Section has a medicine cabinet and a list of hospitals (English and Japanese). Please call the phone number below.

Severe cases (requiring an ambulance)

- **Call 119 immediately.** State the location, condition, gender, and as much other information on the patient as possible.
- Then please call the [Security Center](#) (contact below) [or conference center staff](#) in order to guide the ambulance.

[In case of fire]

- An emergency message will be broadcast (including English).
Follow the instructions of staff and emergency broadcasts.

[In case of earthquake]

- An emergency message will be broadcast in an earthquake of JMA seismic intensity 5-upper or above. Follow the instructions of staff and emergency broadcasts.

<On-site contact information>

- Security Center 075-705-1311 [ext. 2271]
- Main Entrance Reception [ext. 2280]
- Lost items, medicine cabinet, hospital list General Affairs Section (9:00-5:00) 075-705-1205
- Currency exchange, Business Center receipts Accounting Section (9:00-5:00) 075-705-1212
- Other event inquiries Sales Promotion Department (9:00-6:00) 075-705-1229
- Staff in charge: Mr. Fujino Direct line & PHS 075-705-1293 PHS (6849)



¹ PC (100 yen/15 mins.), copier (black-and-white 10 yen/page, color 30 yen/page), USB direct input, scanner, and other functionality available.

² Shop open 9:30 AM – 5:30 PM. Please be aware that shop may sometimes be closed.

