

User's Handbook

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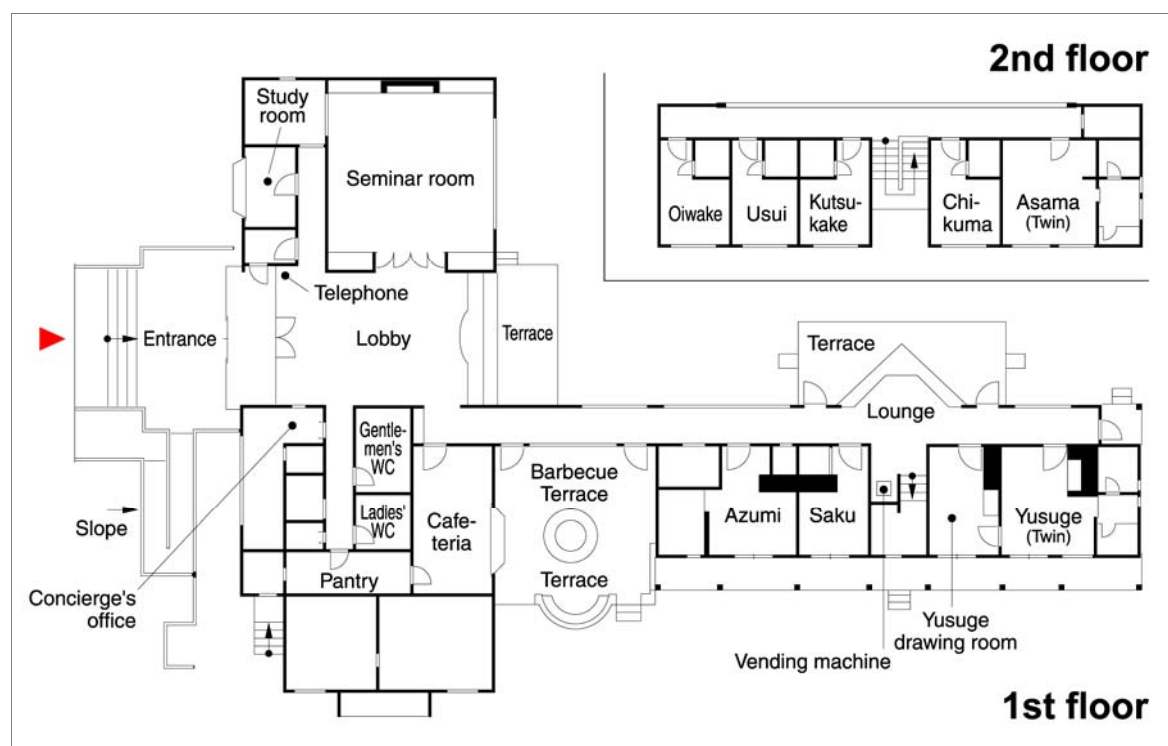
1 Overview

1.1 Introduction

The International Seminar House for Advanced Studies, or Inose Lodge, was built on land donated by Dr. Hiroshi Inose, the first director general of NII. His idea was to create an ideal place for interdisciplinary and international discussions.

Among various sources for sight-seeing in Karuizawa, English information [\[external link\]](#) posted by the Karuizawa town office is a good point to start with.

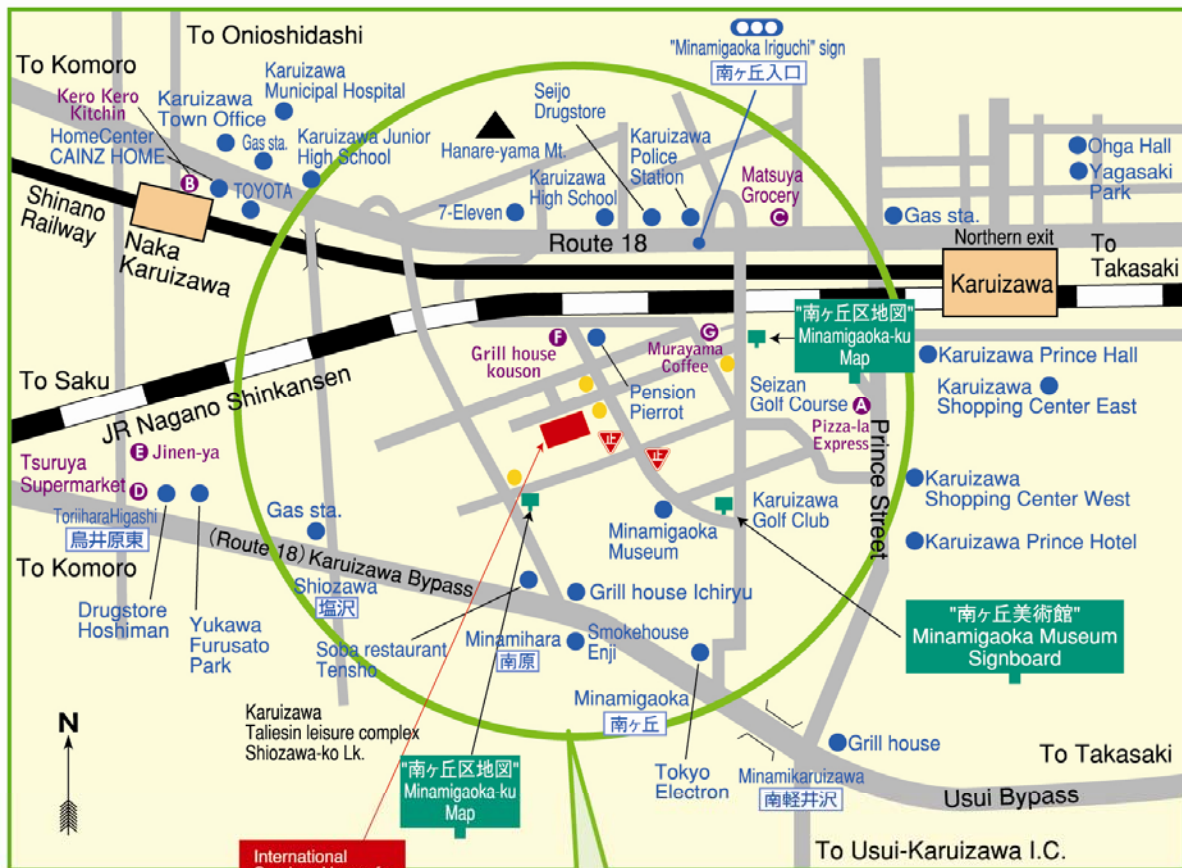
1.2 Floorplan



1.3 Fees

Rooms	Room rates per person per night including nightclothes and towels.	Breakfast (served upon request. No dinner served)
Single (8 rooms) Twin (2 rooms)	3,000 yen	600 yen
Twin for 1 person	5,000 yen	

1.4 Maps



International Seminar House for Advanced Studies

Signboards for the Seminar House「国立情報学研究所」stand at ●
See individual contacts for A - G in 8. The shop list for provision and dining near by the lodge.



For first timers, we recommend taking route 1 → 2 → 3 or route 3 → 2 → 3.



2 Guidelines for the Inose Lodge users

Users of the International Seminar House for Advanced Studies (hereinafter referred to as "Inose Lodge" or "lodge") are requested to adhere to the following rules.

2.1 Application

- Applicants who wish to reserve the Inose Lodge's bedrooms should apply with the correct form and receive a permit from the department concerned.
- No on-site reservation.

2.2 Business hours of facilities and services

- Seminar room: 9 AM – 5 PM
- Bedrooms: Check in from 3 PM. Check out by 10 AM
- Lobby shall be vacated by 11 PM.
- Breakfast is served between 8 AM – 9 AM (served upon prior request. Check the related box in the application form for a serve.)
- Venue for BBQ (terrace) should be vacated and equipment returned by 9 PM.
- Guests who wish to use the BBQ facilities must apply with the appropriate form and send it as an attachment with the application form.

2.3 Key policy and direction

- Room keys shall be issued and returned at the counter of the concierge office. Guests are requested not to leave their room keys in other areas of the lodge.
- Rooms are locked automatically. Carry the room key whenever leaving the room to avoid being locked out.
- If locked out, call concierge during his or her business hours. (9AM—17 : 45PM)
- The concierge office is closed at night. Read the section on nighttime contact in case of emergency.
- The front door of the lodge's building is locked at night after the concierge office is closed.
- If a guest wishes to go out of the building while the concierge is closed, the guest may leave by the closet room next to the entrance door.
- Carry the room key with you to avoid being locked out of the building. All room keys will unlock the closet room's door.
- Guests are liable for their keys. If a room key is lost, the cost of replacing all the matching locks and keys shall be charged to the responsible guest.
- If locked out of your room or the lodge when concierges are out, ring the security company at your expense. Phone number: **0267-45-2626, Secom Co., Ltd.**

3 Detailed descriptions for use

3.1 Equipment and apparatus in the seminar room

3.1.1 Visual presentation

- An S-VHS video tape machine and a Video Visualizer are connected to an LCD projector.
- The Video Visualizer captures images of documents and 3-D objects on its table and sends the images to the projector.

3.1.2 Audio presentation

- Microphones, CD deck, and cassette tape deck.

3.1.3 Furnitures

- 12 x 2-seat folding table
- 46 x folding chair with detachable table
- 2 x whiteboard with dry-erase markers

3.2 Provisions and dining

The nearest restaurants or stores are more than 20 minutes walk away.
See "6 The shop list for provision and dining".

3.3 Options for transport from Karuizawa station

Taxi: Catch a cab at the station, or ring for Dai-ichi Kotsu at 0267-42-2221.

A bicycle is a handy way of touring Karuizawa. There are several rent-a-bike shops.
(Bicycles are not available at the lodge.)
See "7 Rent-a-bike shop list around Karuizawa station".

3.4 Articles provided for overnight guests

- Unisex nightclothes: Choose from Japanese M, L, LL, 3L, 4L sizes.

Size chart for nightclothes (in cm/inch)

Size	M	L	LL	3L	4L
Waist	60 cm / 23" 1/2	70 / 28"	80 / 32"	90 / 36"	100 / 40"

* No tooth brush provided.

- Bath towel, face towel, hand towel.
- Hairdryer
- Liquid and solid soap, shampoo with rinse.
- Slippers
- 2 x hanger
- Alarm clock
- Electronic teakettle, a cup, teabags
- Television receiver

- Wireless and wired network connections (See manuals)
- Interphone

Cannot initiate outbound calls. To

Receives Inbound calls to the dial-in number of the room (See cover for your number).

Room name	Dial-in number	Extention number
Concierge's office	0267-41-1083	100
Seminar room	n/a	111
Azumi	0267-41-1088	101
Saku	0267-41-1089	102
Yusuge (Twin)	0267-41-1090	103
Oiwake	0267-41-1091	201
Usui	0267-41-1092	202
KUtsukake	0267-41-1094	203
Chikuma	0267-41-1095	204
Asama (Twin)	0267-41-1096	205

3.5 BBQ facilities and notes

3.5.1 BBQ table

BBQ tables are available upon prior request. BBQ application form (XLS format)

Rate: 500 yen per table for 5 seater. 3 available.

3.5.2 Disposable utensil set

Rate: 100 yen per person including paper apron, paper dish, chopsticks, paper cup, paper towelette, and cooking oil.

3.5.3 Other notes

The refrigerator in the cafeteria is provided for BBQ purposes. (The refrigerator in the pantry is not to be used by guests)

Tables in the pantry are provided for serving. Utensils in the pantry are not to be used by guests.

3.5.4 Waste disposal

Guests are requested to separate garbage into five types of waste: flammables, glass materials, metal cans, PETs, and polystyrenes (plastic trays for fresh fish and meat from supermarkets, etc.)

See "CORRECT GARBAGE SEPARATION" section of "Communities and Garbage Separation" [[external link](#)] in Karuizawa.

The lodge's concierge will also help if you ask.

3.6 Equipment in the lodge

3.6.1 Study room

Network printer

Installed in the study room. See manual for interconnection.

Guests are requested to bring paper if they want to print in volume.

Photocopier

Installed in the study room. Guests are requested to bring paper if they plan on photocopying in volume.

3.6.2 Public area

Plasma TV is in the lobby.

A vending machine for cold beverages and beer is near the staircase.

A public telephone is at the entrance (accepts coins only).

3.7 Lights

Guests are asked to please turn off the lights in the lobby and cafeteria. The switches are at the entrance of the cafeteria. See "5 Switch panel layout".

3.8 Newspapers

Shinano Mainichi Shimbun and Asahi Shimbun

3.9 Cautions

3.9.1 Smoking issue

Smoking is prohibited in all areas within the house with the exception of the Lounge.

Users who smoke are asked to please be considerate to others when smoking.

Also, users who smoke are urged to refrain from smoking in the bed and while walking. When they dirty, damage, or destroy the facility(ies) and item(s) whether by accident or by design, the payment of compensation/restoration will be charged to them.

3.9.2 Restrictions

Any behaviors that may cause annoyance to other Lodge users and the neighborhood, and/or may threaten the safe operations of the Lodge are strictly restricted.

Restrictions include;

- Playing with fireworks.
- Carrying pet animals.
- Any other acts against which the concierge cautions the user(s).

4 Switch panel layout

The light switches are integrated onto a panel on the wall near the entrance of the cafeteria.
Please turn off the lights from the LEFT column of the panel if you are the last to leave the cafeteria.

Entrance	(1F corridor)
Lobby	(1F corridor)
Cafeteria	(Staircase)
BBQ terrace	(2F corridor)

5 The shop list for provision and dining nearby the lodge

More options around Karuizawa station and along Route 18 and Karuizawa bypass are 30-minute walk away.

Type	Name : Symbol (See "1.4 Maps")	Contacts	Notes
Caterers	Pizza-la Express : A	TEL: 0267-41-2270	Hours: 10AM - 11PM
Delicatessen	Kero Kero Kitchin B	TEL: FAX: 0267-46-0846	10 minutes by car (Near by Naka-Karuizawa Sta.) Hours: 11AM - 19PM (closed on Wednesday)
Supermarket and grocery	Matsuya : C	-	Grocery. 3 - 4 minutes by car, along Route 18.
	Tsuruya : D [website]	TEL: 0267-46-1811	5 - 6 minutes by car. Supermarket.
Restaurants	Vegitarian/ Jinen-ya : E [website]	TEL: 0267-46-2476	Not vegan. 3 - 4 minutes by car. Hours: 11AM - 3PM, 6PM - Unspecified. Reservation necessary for dinner.
	Grill house Kouson : F [website]	TEL: 0267-42-7855	20 minutes walk. Hours: noon - 2:30PM 5PM - 9:30PM
Café	Maruyama coffee :: G [website]	TEL: 0267-42-7655	20 minutes walk. Hours: 10AM - 6PM (closed on Tuesday and occasionally.)

Note: These shops are not providing a bilingual reception.

6 Rent-a-bike shop list nearby Karuizawa station

The listed shops are located along the northward main street that start from the northern exit of Karuizawa Station and in less than 10 minute walk distance. (In order of distance from the station)

Shop Name	Tel.
Rentacycle Ichimura-rinten	0267-42-2484
CyclemateQ Kyukaru-honten	0267-42-2365
Komiyama Jitensha-ten	0267-42-2782
CyclemateQ Shinkaru-ten	0267-42-3315
CyclemateQ Ekimae-ten	0267-42-8985
Strong Cycle	0267-42-4065
Kusakaru Transportation K.K. Rentacycle	0267-42-7249
Chisan Cycle	0267-42-5614
limori Cycle	0267-42-7518
Takada Cycle	0267-42-2637
Airin Cycle Center	0267-45-8128
Rentacycle Takeda	0267-42-2637
Seki Cycle Center	0267-45-5288
Karuizawa Cycle	0267-45-7200
Tokyo Rentacycle	0267-45-7376
Arai Jitensha	0267-45-5362

Note: These shops are not providing a bilingual reception.

7 Disclaimer on external links

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