

係の仕事は暇な時に、 会議の直前はゆったりと

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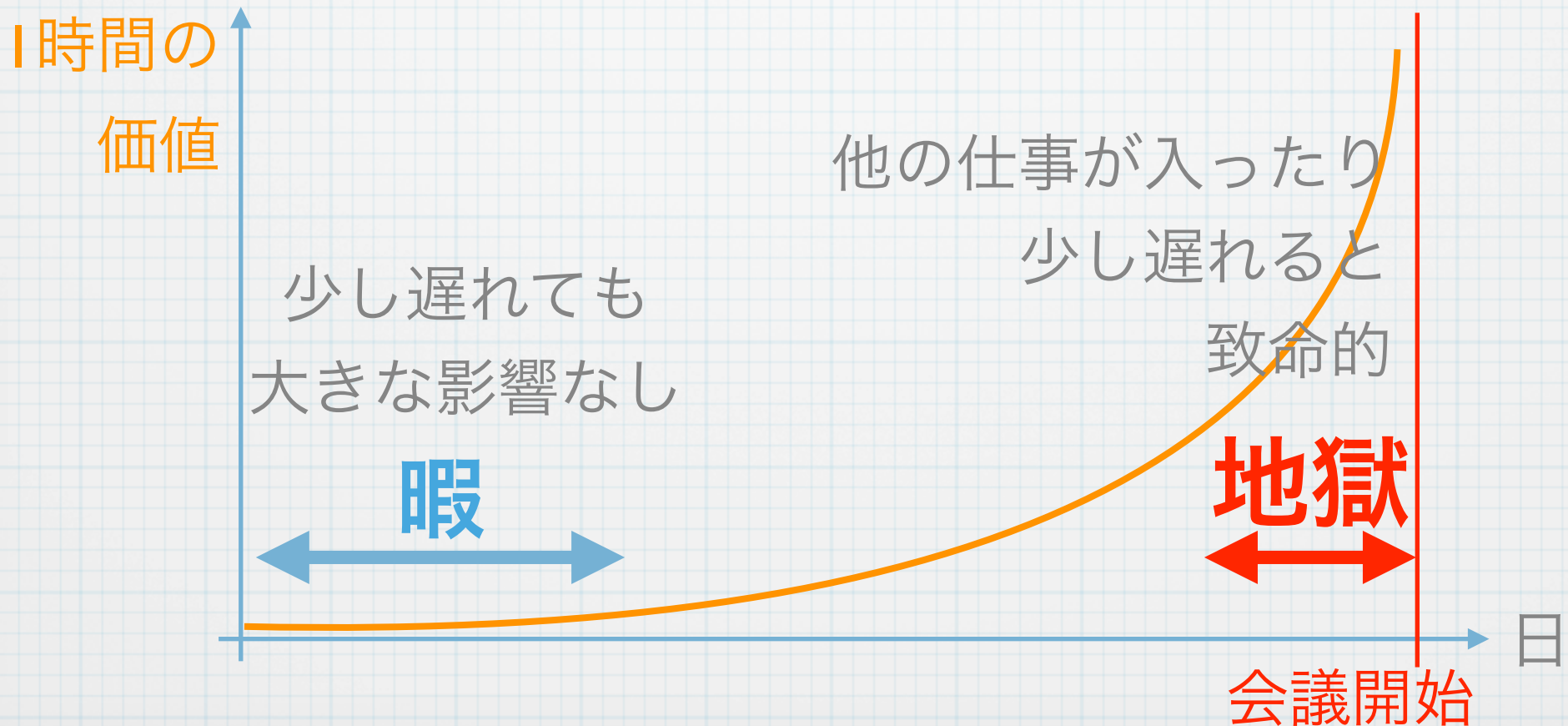
山中 卓

KEK国際企画課

2025-12-22

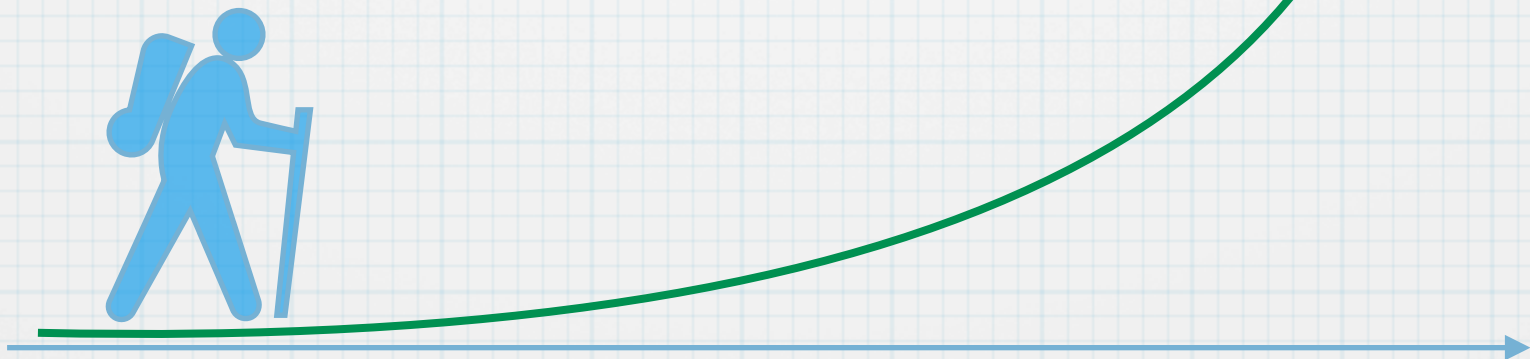
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係の仕事は暇な時に、 会議の直前はゆったりと



直前は危険

- * 登山で言えば
 - * リスクには近づかない
 - * リスクを下げる
 - * リスクに備える



直前:そもそもなぜ忙しい？

* 直前でないとできない作業

減らせる * 参加者からの質問

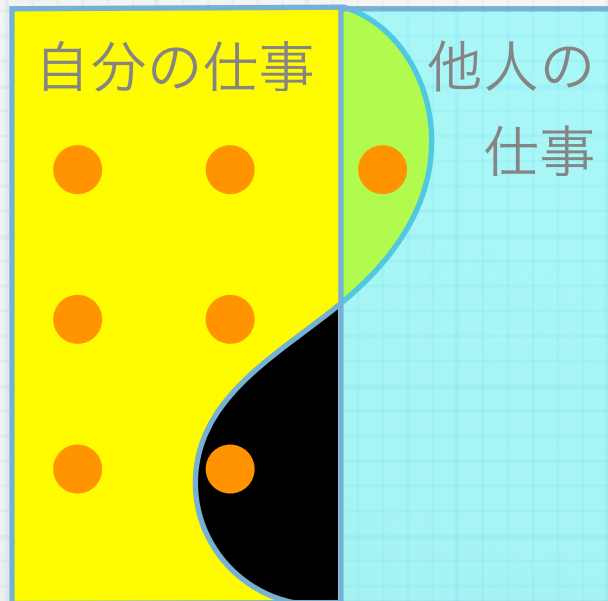
減らせる * 実行委員からの質問

備えられる * 想定外の事態

なくせる * 準備不足

準備：リスト、マニュアル⁵

* やることリストで
仕事を明確に



* マニュアル書いて
仕事のシミュレー
ション、人や金の
見積もり



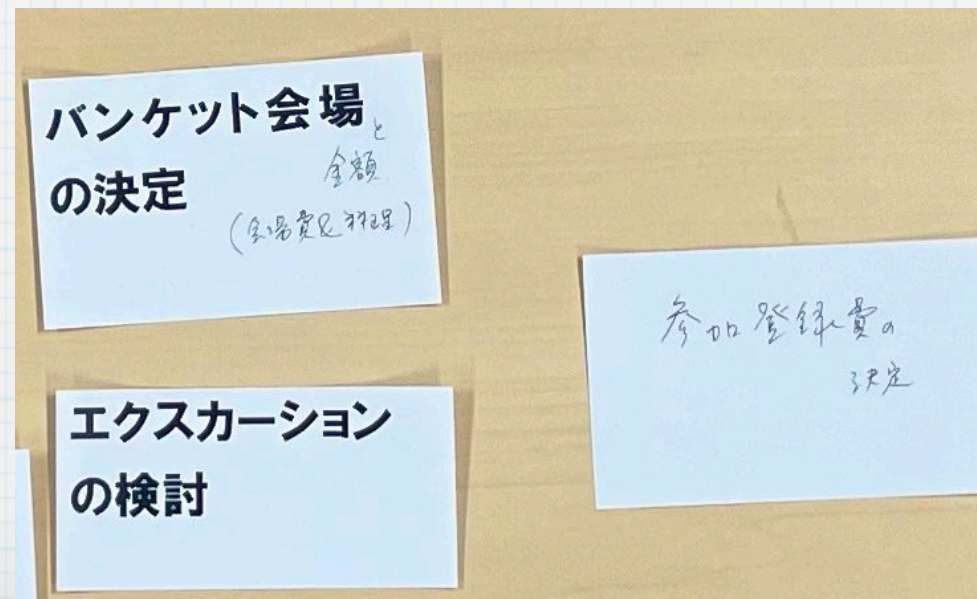
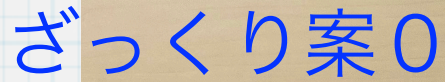
準備：まず概算

- * Order estimation (ざっくり見積もる)
- * 例：コーヒースタンド
 - * 1分/人 \times 1000人 = 1000分 \sim 20時間
 - * 10分で飲めるようにするには100台必要
 - * 10分、10台なら、
 $10分 \times 10台 / 1000人 = 0.1分/人 = 6秒/人$

準備：初めはざっくり適当に

- * 初めから完全なものを求めない
- * ざっくり適当に作ってみる
- * 問題の洗い出し、改良、新たなアイデア
- * 改良版を作ってテスト
- * いいところで最終版に





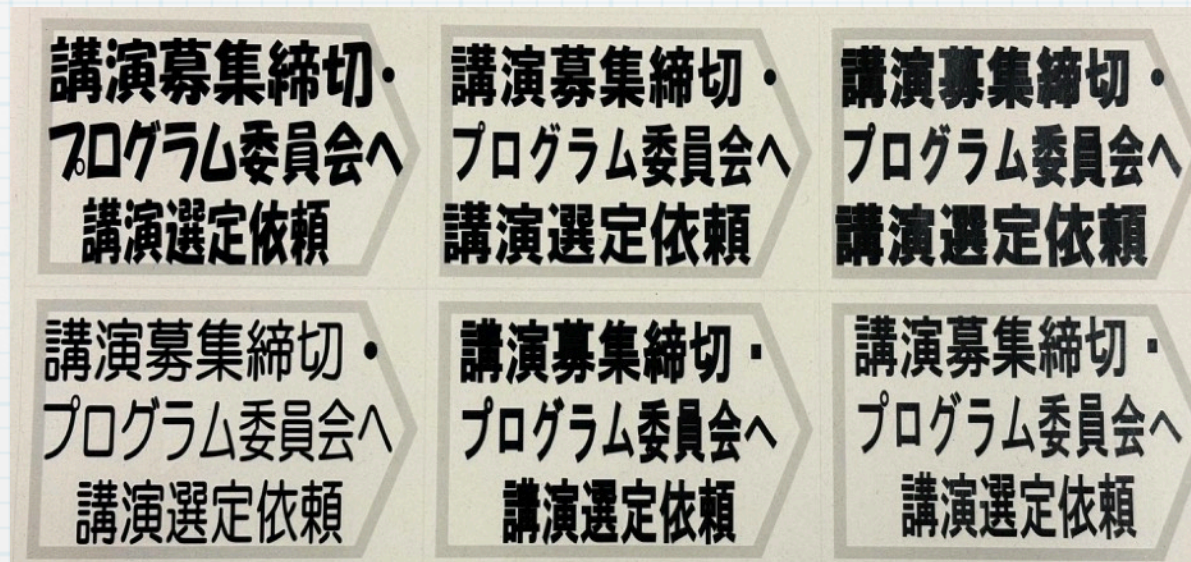
案 1



案 2



テスト

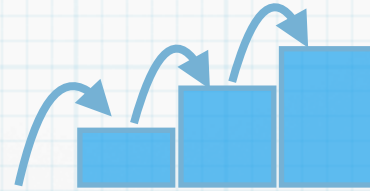


最終版



ざっくり→改良 の利点

- * 各ステップが楽



- * 短時間

- * より良いものができる

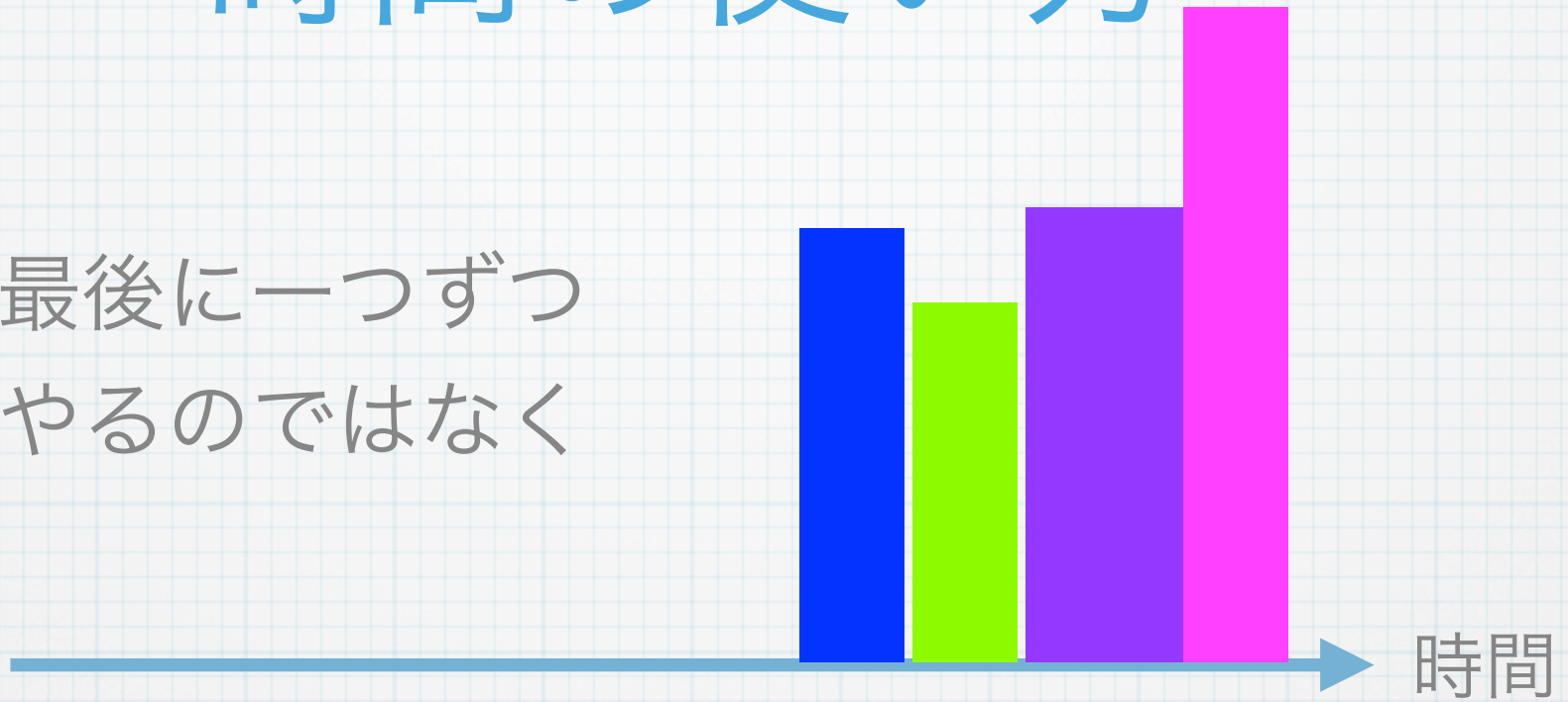
- * 途中で時間切れでもOK (致命的ではない)

- * 製品開発や実験などでも、まず簡単な試作、改良

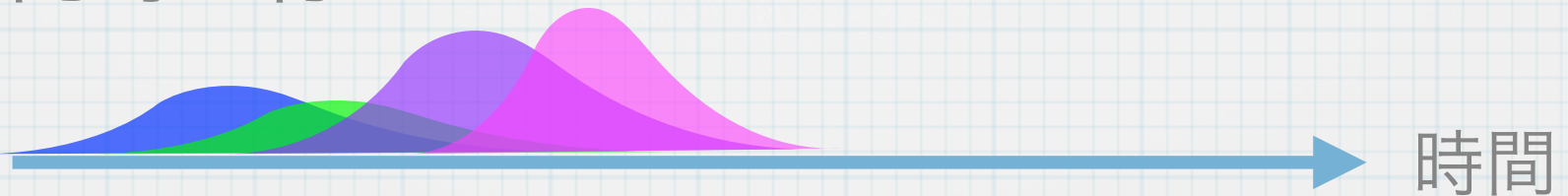


時間の使い方

- * 最後に一つずつやるのではなく

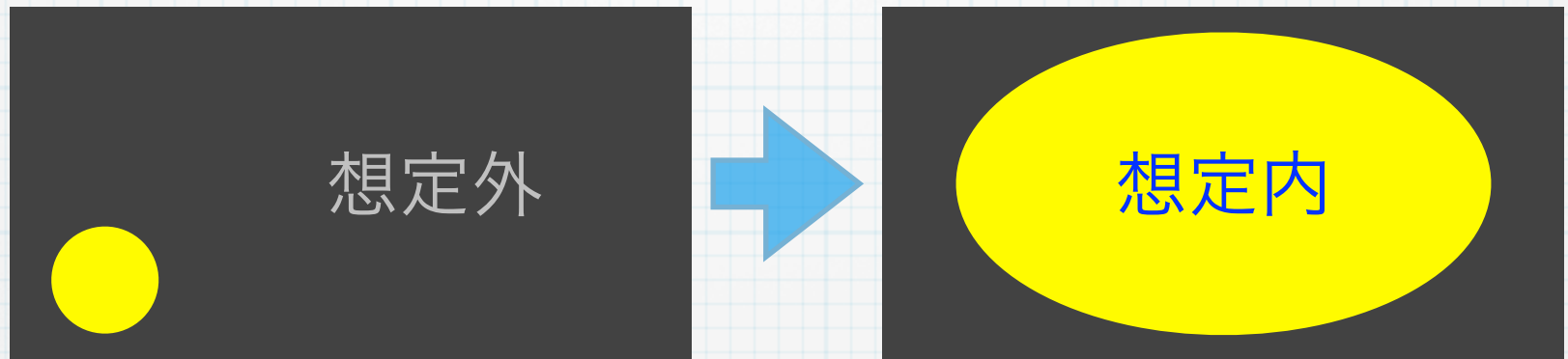


- * 早めに少しずつ同時並行



想定外への対応：何でも屋

- * 会期直前、会期中に起きうる様々な事態をリストアップ＝「想定外」を減らす



- * 事態に備えた**最低限**の準備をしておく
- * 脳内シミュレーション&対応案
- * その時必要な**情報**、
- * **最低限**必要な物のみ揃える

参加者対応

- * 参加者からの問い合わせやトラブル対応
- * 参加者数に比例。1%でも1000人なら10件
- * 宿泊は扱わない。旅行業者に任せる
- * 問い合わせが来ないように、十分な情報を与えておく（交通機関の使い方、会場への道など）
- * 参加者に親切
- * 実行委員の負担減

例 : Bulletin

<https://conference-indico.kek.jp/event/169/>

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3.2 Currency

The currency in Japan is Yen. Recently, 1 US \$ \sim 1 EUR \sim 135–140 Yen. You get better exchange rates (in both ways) in Japan than in foreign countries. (You can check it by comparing the difference between selling and buying rates.)

3.3 Tipping

Tipping is uncommon in Japan. There is no need to leave tips at restaurants, bars, coffee shops, to taxi drivers, or on the bed side. Just pay the amount presented to you.

3.4 AC power

The AC power in Japan carries 100 V at 60 Hz in the western part of Japan including Osaka. The AC outlets (Fig. 1) accept two 6-mm-wide and 17-mm-long parallel blades separated by 12 mm, the same pair of blades as in the US. Bring your favorite AC plug adapter. Most of the AC outlets do not have a hole for the third pin for ground, so you may need a 3-pin \rightarrow 2-pin adapter as shown in Fig. 2.



Figure 1: Common AC outlets in Japan.



Figure 2: 3-pin to 2-pin adapter.

交通機関の使い方

3.6 Using Trains, Subways, and Monorails

At train/subway/monorail stations, platforms and the outside area are separated by gates. A ticket or an IC card is required to pass through the gates; at the origin when you enter the platform area, and at the destination when you leave the platform area.

3.7 Get ICOCA IC card

For moving around Osaka area, we highly recommend you to use “ICOCA” IC card shown in Fig. 4. You only have to touch a sensor at the station gates with the card. You can buy an ICOCA IC card from ticket vending machines in most stations of many railway companies, including JR, Nankai, Osaka Metro, Kita-Osaka Kyuko, Osaka Monorail, and Hankyu. The card costs 3000 Yen including 500 Yen of deposit fee. You can charge the card at ticket vending machines in units of 1000 Yen. You can use the card for busses, and train companies across Japan, and for purchases at convenient stores. At the end of your stay, you can get back the remaining amount – 220 Yen handling charge + 500 Yen deposit by returning the card to ticket counters at major stations (it should belong to the same company as the one you purchased the card, though), or buy something at convenience stores, or keep it for your next visit.



Figure 4: ICOCA IC card

3.8 Still want to buy a ticket everytime?

If you do not use ICOCA IC card, you have to purchase a ticket every time you enter the platform area. Find your destination on the map displayed above vending machines to find the amount, and purchase a ticket for that amount. Vending machines accept 1000 Yen notes, and some accept 10000 Yen notes.

トイレの使い方

3.10 Bathroom and bidet seat

Toilet seats in most hotels and even many public bathrooms are equipped with a small shower to wash bottom after wiping. Use toilet paper to wipe off remaining water. Just drain toilet papers.

5.1 Conference Venue

The conference will be held at Nambu Hall (marked in the next map) in Osaka University Toyonaka Campus. Note that there are three campuses, Toyonaka, Suita, and Minoh. Should you take a taxi, make sure that you are going to the TO-YO-NA-KA Campus.

5.2 Access to the Conference Venue

5.2.1 From Umeda, Shin-Osaka, Esaka on Osaka Metro Midosuji Line

1. Take **Osaka Metro Midosuji Line** (red line) (which changes to **Kita Osaka Kyuko Line** from Esaka) bound for Senri-Chuo (千里中央).
2. At Senri-Chuo, **before** walking upstairs, walk **on the platform** all the way to the **South Exit/Gate**, and then take an escalator up to the gate.
3. Follow the signs for Osaka Monorail (大阪モノレール) and walk up 2 stories, walk south straight for 140 m to the Osaka Monorail Senri-Chuo station. (There is McDonald's on the way.)



4. Follow the instructions in the Section [5.2.2](#)

5.2.2 From Senri-Chuo

1. Enter the gate at **Osaka Monorail** Senri-Chuo station. From Platform 2, take a monorail bound for Osaka Airport.
2. Get off at the second stop, Shibahara Handai-mae (#13).
3. Follow the instructions in Section [5.2.5](#).

駅から会場まで

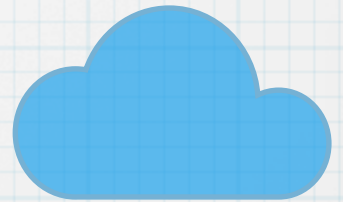
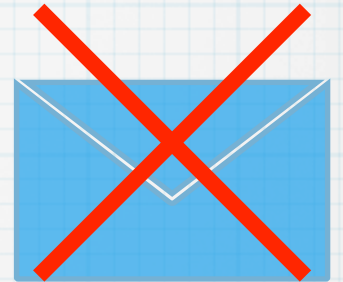
* ポスターに矢印を乗せたものをラミネート





直前の実行委員間の連絡

- * Emailでの質問や検索は時間の無駄
- * 最新情報を共通のスペースに (Google Drive, OneDriveなど)



FileMakerデータベース

- * 参加者数が>200になるとこの方が楽
- * 必要な情報だけ並べて、名簿、名札、領収書、ビザの書類など自由に作れる
- * 情報の項目を後から自由に追加できる
- * 秘書の人も使ってきた
- * クラウドなので、どこからでも使える

まとめ

- * 仕事のリストとマニュアル
- * 初めはざっくり、その後改良
- * 想定外を減らし、備える
- * 十分な情報提供と情報共有



- * 早めに高品質の準備
- * 直前はゆったり

10 Survival Japanese

10.1 Useful Expressions (These are all you need to know!)

Thank you. **Arigato** [ah-ri-gah-toe]

Thanks. **Doumo** [Dough-moh]

Usually, this is good enough to thank waiter/waitress and shop attendants. This literally means “very much”, a part of Doumo Arigato for “Thank you very much”.

Excuse me. **Sumimasen** [Sue-me-mah-sen]

Just as in English, you can use this to draw attention or to apologize somebody.

Hello. **Kon-nichiwa** [Kon-nichi-wa]

Toilet **Toilet** [toy-le]

Pronouncing toilet in English is good enough.

Where is ... ? **... wa doko desuka?** [... wa dough-ko des-ka?]

Example: Toilet wa doko desuka?

beer **[bee-ru]**

..., please **..., onegai shimasu** [Oh-nay-guy she-mass]

This is a very useful and polite expression. For example, if you want to buy something at a shop, just point to it and say “Onegai Shimasu.” If you want to go to XXX Hotel by taxi, just say “XXX Hotel, onegai shimasu.” If you want beer, just say “Bee-ru, onegai shimasu.”

10.2 Numbers in Kanji (Chinese characters)

Sometimes, menus are written vertically, and in that case, the price may be written vertically in Kanji.

○	一	二	三	四	五	六	七	八	九	円
0	1	2	3	4	5	6	7	8	9	Yen

Example: 八 = 850 Yen
 五
 〇
 円

10.3 Signs in Kanji

非常口	Emergency Exit
出口	Exit
トイレ、洗面所	Restroom
地下鉄	Subway
モノレール	Monorail
不織布 マスク	nonwoven fabric mask

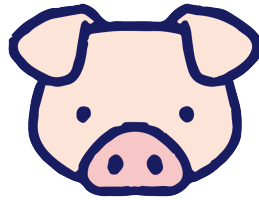
10.4 Special Diet

Just point to a line below.

I am a vegetarian. 私は菜食主義者です。

Does this contain meat? これに肉は入ってますか。

beef / pork / chicken 牛肉 / 豚肉 / 鶏肉



Does this contain fish? これに魚は入ってますか。

Does this contain egg? これに卵は入ってますか。

Does this contain milk? これにミルクは入ってますか。