

A guideline for a second interview survey on the facility operation of the Ariake Arena

1. An overview of the planned interview survey

(1) Interview purpose

The TMG plans to conduct a series of interviews with regard to the facility's basic idea including the purpose, details and scope of the facility operation in preparation for designing the Ariake Arena concession scheme.

(2) Interview period

Interviews to take place on weekdays from Tuesday, 19 September to Friday, 29 September, 2017.
(Max. 60 min. each)

We will designate the date and time within the above period.

(3) Interview place

Meeting rooms in the TMG buildings

(4) Interview process

Each interview will be a closed meeting conducted separately and independently for the protection of proprietary ideas and know-how of an interviewee. Note, however that we will conduct a group interview for group application.

(5) Requirements to be considered for an interview

We assume to conduct the facility operation of the Ariake Arena through the SPC (Special Purpose Company) established by investments from a single juridical person or a group of such persons (such as corporations and associations/foundations) who has the appropriate experience/ability to conduct the facility operation of the Ariake Arena.

For this reason, a juridical person or a group of such persons who has satisfied the following two conditions would be considered for an interview.

Moreover, groups participating in this interview survey in any way will not contribute to providing the group standing when applications for the position of an operator for the Ariake Arena are formally accepted and also will not counteract with the change of group members.

a. Capable of implementing the following necessary operations for the facility operation of the Ariake Arena;

(a) General management and operation

General management, general affairs and accounting etc.

(b) Facility operation

Planning and promoting events including sport event and concerts.

(c) Facility maintenance operations

Maintenance, cleaning, security, and repair etc.

b. A track record of having experience in the facility operation using PFI/PPP types/schemes. (For a group application, please include the juridical person who shall comply with the provision as stated immediately above.)

(6) Interview items

We would like to hear opinions with regard to the details of the basic idea which will be announced at a later date.

2. Applying for an interview

(1) Forms to be submitted:

- a. Application for an Interview (Form 1)
- b. List of Prospective Participants for an Interview (Form 2)
- c. List of members of the group (Form 3) *Only submitted for a group application.

(2) Submitting your application:

Please attach to email and send to the address as provided in 5. below.

* Please write "Submitting materials for an interview (Name of Organization)" for the subject header.

(3) Application deadline

The completed application must reach the TMG no later than Monday, 28 August to Thursday noon on 31 August, 2017.

(4) Inquiries on application

All inquiries on application will be accepted by email only. If you have other questions, please submit through the supporting materials as provided in 3. below.

No telephone inquiry please.

(5) Important notice

All applicants who have satisfied the requirements provided under 1. (5) will be interviewed in principle, provided that all application and supporting materials are completed and submitted properly.

The TMG will consider the requirements of each applicant after receiving the application and provide materials on the facility operation of the Ariake Arena only for those parties who have satisfied the requirements.

3. Submitting all supporting materials for the application

Prepare your supporting materials within a total of 2~3 pages (Form 4) summarizing your opinions/questions regarding the facility operation of the Ariake Arena. Attach them to your email and the representative organization submitting the application documents should submit to the department as provided in 5. below.

Please prepare the supporting materials in Microsoft Word format.

Please write "Submitting materials for an interview (Name of Organization)" for the subject header.

The deadline: All supporting materials must reach the TMG no later than Tuesday noon on 12 September, 2017.

4. Important notice

- (1) The materials and ideas planned to be offered are the idea of the TMG at present, and may be changed hereafter.

- (2) Your participation in this interview session (including opinions expressed) in any way will not contribute to the evaluation of your standing when applications for the position of an operator for the Ariake Arena are formally accepted.
- (3) The TMG will make your opinions expressed and information shared a future reference when it considers various schemes for the operation of the Ariake Arena.
- (4) You will be responsible for any cost incurred from the interview.
- (5) The TMG would possibly ask some or all interview participants, as the case may be, to take further part in an additional interview (including written enquiries).
- (6) Each interview will be a closed meeting conducted separately and independently. However, interview results may be uploaded on the TMG website or on the TMG documents in a summary form, but in any event, all relevant interview participants will be consulted for their approval prior to disclosing any part of the results to the public.

5. Contact information

Venue Development Section 1

Olympic Venues Division

Bureau of Olympic and Paralympic Games Tokyo 2020 Preparation

Tokyo Metropolitan Government

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(when sending, change '(at)' to '@' as the current email address has been modified to prevent spam mails)

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