

From: Karyna Shuliak <[REDACTED]>

To: [REDACTED]

Cc: [REDACTED]

Subject: Re: Introduction - lesson schedule as of Jan 12, 2017

Date: Thu, 12 Jan 2017 23:22:29 +0000

Dear Asako,

Thank you very much for the schedule! It all sounds so exciting, very much looking forward to it...

Best,

Karyna

On Jan 12, 2017, at 4:40 AM, [REDACTED] wrote:

Dear Karyna,

I have missed one flower lesson to add (on Feb 16th) and have revised your schedule as attached.

Thank you Hiromi san for your kind attention and letting me know.

Kindest regards,
Asako

From: Shimizu, Asako (TYOHY)

Sent: Thursday, January 12, 2017 6:02 PM

To: 'Romy Yamada'; [REDACTED]

Subject: RE: Introduction - lesson schedule as of Jan 12, 2017

Dear Hiromi san,

It was a great pleasure speaking with you earlier and thank you very much for your speedy replies/actions. I trust we make a great team!

Dear Karyna,

Thank you once again for letting us in touch. We are connected and have walked thru our plans.

Please kindly find attached what we have booked for now. Basically, I am now focusing on the Japanese manner lessons.

A few things;

- 1) I hope you feel comfortable taking the flower lesson and Japanese manner lesson on the same day. I just received the instructor's schedule today and most of her available time slots are on the same day as the flower. Location wise, you shall not have much trip to make; both will be in Roppongi (where Grand Hyatt Tokyo is located).
- 2) On Feb 22/23, do you prefer to have the manner lesson in the morning at 1030am or at 13:30

3) If you are still interested in learning calligraphy, Romy would be able to arrange one experience course for you.

Thank you very much in advance for your kind review and I look forward to learning of your thoughts.

If there is anything else that you would like me/or us to coordinate, please do let us know at any time.

Warmest regards,

Asako

Asako Shimizu

Administrative Assistant to Senior Vice President
Japan and Micronesia

Hyatt (Japan) Co., Ltd.

5-3 No. 7 Akiyama Bldg. 5-3 Kojimachi,
Chiyoda-ku, Tokyo 102-0083

T: [REDACTED] E: [REDACTED]

www.hyatt.com

<image001.png>

From: Romy Yamada [[mailto:\[REDACTED\]](mailto:[REDACTED])]

Sent: Thursday, January 12, 2017 1:05 PM

To: Shimizu, Asako (TYOHY)

Cc: [REDACTED]

Subject: Re: Introduction

Dear Karyna,

Thank you very much for the introduction! I will liaise with Asako San directly and we can finalize the other plans.

Dear Asako San,

It is my pleasure to meet you through email. I tried calling your office number but I believe you are out of the office. I was unable to get a cell number from the reception if you can pass me details, I will try to call you whenever I can. Sorry I am outside all day today for meetings.

I will also drop you a separate note about Karyna's schedule. I look forward to taking to you soon. Thank you.

Regards,

山田ひろみ

Romy Yamada

TOKI | Experience Curator

Mobile: (+ [REDACTED]) | Email: [REDACTED]

Web: toki.tokyo | Instagram: [toki.tokyo](https://www.instagram.com/toki.tokyo)

2017/01/12 12:10、<[REDACTED]> <[REDACTED]> のメッセージ:

Dear Karyna,

Thank you very much for your kind introduction to Romy.
It is greatly appreciated.

Romy, it is a great pleasure to e-greet you.

It is amazing to learn how much of special cultural experiences your company has to offer!

My main focus this week is to consult with a Japanese manner lesson school to finalize Karyna`s program which probably would take up half day x 2 times a week x 3 weeks.
Once these scheduling is finalized, I am planning to move on to identifying a good school/instructor for flower arrangements, tea ceremony and calligraphy.

I would highly appreciate it if you could kindly let me know of your arrangements in details so we won`t overlap.

I very much look forward to hearing from you.

Karyna, I am very fortunate to have this opportunity to take part in this coordination.
It is wonderful to learn that our country has so much to offer!

Will continue to stay close in touch with you.

Warmest regards,
Asako

Asako Shimizu
Administrative Assistant to Senior Vice President
Japan and Micronesia

Hyatt (Japan) Co., Ltd.
5-3 No. 7 Akiyama Bldg. 5-3 Kojimachi,
Chiyoda-ku, Tokyo 102-0083

T: [REDACTED] E: [REDACTED]

www.hyatt.com

-----Original Message-----

From: Karyna Shuliak [mailto:[REDACTED]]
Sent: Thursday, January 12, 2017 11:54 AM
To: Shimizu, Asako (TYOHY); Romy Yamada
Subject: Introduction

Dear Asako and Romy,

I have told both of you about each other earlier today and would like to introduce you to one another with this email.

Asako is part of the team at the Grand Hyatt Tokyo hotel and is helping to organize various cultural lessons for my trip.
Romy is the experience curator at TOKI, and has also been organizing classes and cultural experiences during my stay in Tokyo.

Please allow me to take a moment and thank both of you again for your incredible work and to say how extremely grateful I am for this opportunity!
I understand, that many of the arrangements that you are working on are very unique, and might be available only at a certain time, if at all. Therefore, I thought that it might be best for both of you to coordinate with each other regarding the dates for the reservations, just to be sure that they do not interfere.

I appreciate, that both of you have agreed to coordinate on that, and if there are any questions along the way, please let me know...

Thank you both very much and I hope you have a wonderful day!

Karyna

The information contained in this communication is confidential and intended only for the use of the recipient named above, and may be legally privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please resend it to the sender and delete the original message and copy of it from your computer system. Opinions, conclusions and other information in this message that do not relate to our official business should be understood as neither given nor endorsed by the company.

The information contained in this communication is confidential and intended only for the use of the recipient named above, and may be legally privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please resend it to the sender and delete the original message and copy of it from your computer system. Opinions, conclusions and other information in this message that do not relate to our official business should be understood as neither given nor endorsed by the company. <Lesson schedule for Ms. Karyna Shulial_Feb 2017.xlsx>