

From: Karyna Shuliak <[REDACTED]>

To: [REDACTED]

Subject: Re: Introduction - lesson schedule as of Jan 13, 201

Date: Thu, 19 Jan 2017 13:52:00 +0000

Dear Asako,

Thank you very much, it would be my pleasure to join you and Mr. Koga for lunch. It is very kind of you to invite me. I very much look forward to meeting both of you!

Have a good night and a great day ahead!

Karyna

On Jan 19, 2017, at 3:23 AM, [REDACTED] wrote:

Good morning Karyna!

Thank you very much for your kind understanding!
I will have it ready by tomorrow.

Wow – you will be traveling in almost two weeks!
Mr. Koga and I very much look forward to meeting you.

Karyna, I know you want to use Sunday, Feb 5 as a resting day to be ready for your activities starting from Monday but if it is ok with you, Mr. Koga would love to invite you to lunch.
I of course will be joining too. I would assume that we will have lunch at the hotel. I can use that time to walk thru your agenda together and brief.

Please kindly let me know!

Have a great day ahead!

Warmest regards,
Asako

From: Karyna Shuliak [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Thursday, January 19, 2017 2:01 AM
To: Shimizu, Asako (TYOHY)
Subject: Re: Introduction - lesson schedule as of Jan 13, 2017

Dear Asako,

This is great news! I am glad that the meeting went well. Of course, I understand that the translation will take some time, so much rush.
Thank you so much! And have a good night.

Karyna

On Jan 18, 2017, at 6:10 AM, [REDACTED] wrote:

Good morning Karyna!

Lovely to learn that you drink tea at home quite often!
I love green tea~ so refreshing!

Karyna, I had a very nice meeting today and they had put a very nice program together for you.
I hope it is ok that I would come back to you with the program as it was written in Japan and needs a translation.

Please rest assured that program looks fantastic and you would bring so much back home!

In the meantime, if there is anything else that you would like ask/add etc... please do feel free to let me know.

Have a wonderful day ahead!

Warmest regards,
Asako

From: Karyna Shuliak [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Wednesday, January 18, 2017 12:46 PM
To: Shimizu, Asako (TYOHY)
Subject: Re: Introduction - lesson schedule as of Jan 13, 2017

Yes, I do drink tea at home quite often...

On Jan 17, 2017, at 9:09 PM, [REDACTED] wrote:

Lovely!! 😊

Do you drink green tea at home too?

Speak to you soon~

Asako

From: Karyna Shuliak [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Wednesday, January 18, 2017 10:04 AM
To: Shimizu, Asako (TYOHY)
Subject: Re: Introduction - lesson schedule as of Jan 13, 2017

Dear Asako,

Thank you for checking about the beverages. Only no coffee. The green tea I love!!

Thank you and have a great day!
Karyna

On Jan 17, 2017, at 7:32 PM, [REDACTED] wrote:

Dear Karyna,

Thank you very much for letting me know about no alcohol/coffee.

Is not that you do not take caffeinated beverages as green tea has lots caffeine in it.

If there is anything else that I should be aware, please do let me know at any time.

I very much look forward to my meeting with the manner lesson team members.

Have a good night!

Warmest regards,
Asako

From: Karyna Shuliak [mailto: [REDACTED]]
Sent: Tuesday, January 17, 2017 9:37 PM
To: Shimizu, Asako (TYOHY)
Subject: Re: Introduction - lesson schedule as of Jan 13, 2017

Dear Asako,

Thank you very much!

I am sorry, one thing I forgot to mention is that I do not drink alcohol or coffee.

Thanks a lot, look forward to hear back from you after the meeting.

Have a good night!

Karyna

On Jan 17, 2017, at 3:45 AM, [REDACTED] wrote:

Dear Karyna,

It is wonderful that you have no restrictions/allergies; enjoying food is one best part of Japan excursions!!

I will be in touch back with you tomorrow after my meeting.

Have a great day!

Warmest regards,
Asako

From: Karyna Shuliak [mailto: [REDACTED]]
Sent: Tuesday, January 17, 2017 3:39 AM
To: Shimizu, Asako (TYOHY)
Cc: [REDACTED]
Subject: Re: Introduction - lesson schedule as of Jan 13, 2017

Dear Asako,

Thank you very much for letting me know, will be waiting to hear more about your meeting.
Thank you for asking about the food restrictions, to my knowledge I do not have any food allergies, so there shouldn't be a problem with that.
Look forward to hear more from you!

Warm regards,
Karyna

On Jan 16, 2017, at 4:07 AM, [REDACTED] wrote:

Dear Karyna,

I hope you had a wonderful weekend!

I will have a meeting with the Japanese manner school on this coming Wednesday.
I very much look forward to learning more in details and share with you.

Karyna, do you have any food allergies or dietary restrictions?
During the lesson, they would like to serve WAGASHI; Japanese sweets and they want to be careful what to serve.

If you have anything that you would like me to ask the school, please feel free to let me know.

Have a wonderful week ahead!

Warmest regards,
Asako

From: Karyna Shuliak [mailto:[REDACTED]]
Sent: Saturday, January 14, 2017 2:51 AM
To: Shimizu, Asako (TYOHY)
Cc: [REDACTED]
Subject: Re: Introduction - lesson schedule as of Jan 13, 2017

Dear Asako,
Thank you so much for the update, I am so happy that it worked out with the Japanese manner lessons reservations!

I wish you and Romy a wonderful weekend as well!

Warm regards,
Karyna

On Jan 13, 2017, at 3:48 AM, [REDACTED] wrote:

Dear Karyna,

Konnichiwa from Tokyo!

Attached is updated schedule as of today for your quick review.
I have confirmed all of your manner lessons (location is also in Roppongi) at 14:00 for 1.5hrs + 30 minutes just in case.

Dear Hiromi san,

Please feel free to use the attached template and add your arrangements.

Should you have any questions, please let me know at any time.

Happy Friday to you Karyna and wishing you and Hiromi san a great weekend!!

Kindest regards,
Asako

Asako Shimizu

Administrative Assistant to Senior Vice President
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T: [REDACTED] F: [REDACTED] E: [REDACTED]

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THINK BEFORE YOU PRINT: Please consider the environment before printing this email.

Follow us on: [<image002.png><image003.png><image004.png>](#)

From: Shimizu, Asako (TYOHY)
Sent: Friday, January 13, 2017 10:50 AM
To: 'Karyna Shuliak'
Subject: RE: Introduction - lesson schedule as of Jan 12, 2017

Dear Karyna,

You are very welcome and it is my great pleasure.

Have a good night!

Asako

From: Karyna Shuliak [[mailto:\[REDACTED\]](mailto:[REDACTED])]
Sent: Friday, January 13, 2017 8:22 AM
To: Shimizu, Asako (TYOHY)
Cc: [REDACTED]
Subject: Re: Introduction - lesson schedule as of Jan 12, 2017

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

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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 talking 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

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

From: Karyna Shuliak [mailto:]
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

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