

## PARTICIPANT'S GUIDE TO "MEET JAPAN"

Japan Convention Bureau (JCB)

A division of the Japan National Tourism Organization (JNTO)

Japan offers a diverse and unique selection of world-class meeting venues and incentive experiences, with something new and exciting to discover on every visit. Japan's cities are dynamic and sophisticated—an intrinsically Japanese combination of tradition and innovation. A wealth of spectacular natural beauty makes each city a breath-taking backdrop for your meeting. And now, with the development of new transport infrastructure and expansion of flight capacity, Japan is closer than ever.

### I. BACKGROUND

The Meet Japan program is financed by subsidies from **international convention cities**. The participating convention cities span the full geography of Japan, all featuring excellent facilities which meet government standards for suitability to host international meetings. The main purpose of the **Meet Japan** program is to introduce these cities to international association executives.

Our International Convention Cities are equally keen to explore new possibilities for attracting international meetings. JNTO is eager to provide all of its city partners with the best possible exposure for both the **Japan Convention Trade Mart** and **Study Tour**. While we will endeavor to ensure that participants visit the cities for which they have stated a preference, it may not always be possible due to the limited time frame of the arrangement. We sincerely appreciate your understanding in this regard.

**\*\*Note Regarding Visas:** *JNTO cannot arrange visas for Meet Japan participants. If you require a visa to enter Japan, it is your responsibility to secure one as soon as possible prior to the tour. For information about visas: <http://www.jnto.go.jp/eng/arrange/essential/visa.html>*

## II. Requirements

Applicants must meet the following requirements:

1. You are representing an international conference with a high possibility of convening in Japan within 5 years
2. The conference has an attendance of 200 to 1,000 people (30% from outside of Japan)

\*Regarding larger conference with more than 1,000 people, please contact below.

3. The candidate city from Japan has not yet been decided

\*Priority will go to associations with a Japanese member association seriously considering hosting the conference.

## III. PROGRAM SCHEDULE

### Itinerary

Date		Schedule	Cities
Sat.	Feb. 24	Depart from your home country	
Sun.	Feb. 25	Arrive at Narita or Haneda Airport Welcome Reception	Tokyo
Mon.	Feb. 26	Presentation with breakfast Travel from Tokyo to your study tour cities Study tour DAY 1	Tokyo study tour cities
Tue.	Feb. 27	Study tour DAY 2	study tour cities
Wed.	Feb. 28	Study tour DAY 3 Travel from each cities to Tokyo	study tour cities Tokyo
Thur.	Mar. 1	Japan Convention Trade-Mart Farewell Party	Tokyo
Fri.	Mar. 2	Depart from Tokyo	

\*Please note that details of the program are subject to change.

\*Your flights will be booked and ticketed by JNTO. Flight schedules and other details on the program will be advised approximately 3 weeks prior to departure.

**a) Arrival and Registration (Feb. 25<sup>th</sup>)**

Unless otherwise specified, you will be arriving at Narita or Haneda International Airport on **Sunday, February 25<sup>th</sup>**. Upon arrival, and after proceeding through the immigration and customs formalities, please look for a sign that reads: “**MEET JAPAN - JNTO.**” Nearby the sign, you will be greeted by our meeting services staff welcoming you to Japan. The staff will guide you to the coach transporting you to your hotel in Tokyo.

**b) Welcome Reception (February 25<sup>th</sup> evening, Venue: TBA)**

JNTO will organize a casual reception on the evening of February 25<sup>th</sup>. Please join us to meet the other participants from around the world and JNTO staff. JNTO will also invite the Japanese key contacts for your meetings to join.

**c) Presentation with Breakfast**

(February 26<sup>th</sup>, morning before departure, Venue: TBA)

During breakfast, there will be a brief presentation giving an overview of the services offered by Japan’s International Convention Cities, the operations of JNTO, and various highlights of the Meet Japan program.

**d) Study Tours**

(February 26<sup>th</sup> through February 28<sup>th</sup>)

**Tour Assignments:** Tour assignments will be made by JNTO based on information obtained from you and your Japanese counterparts. JNTO will assign participants into small groups and each group will be accompanied by a member of JNTO staff.

**Costs:** All transportation, accommodations, and meals are provided by the host cities.

**Luggage:** In order to alleviate the burden of traveling with heavy luggage by public transportation, JNTO recommends that you divide your luggage into two pieces. One smaller piece of luggage may be used for the study tour, and the other may be left at the hotel in Tokyo.

**Tour Courses:** A detailed itinerary will be provided later.

**Study tour cities:** Participating cities will be provided later. After you submit the Application Form, JNTO will send you data of the cities and ask your interests. The destinations of your study tour will be decided by JNTO, based on the information obtained from you and your Japanese counterparts. It may not turn out as you wish. We ask for your understanding.

**e) Japan Convention Trade-Mart** (March 1<sup>st</sup>, afternoon, Venue: TBA)

- i) This is a vital part of the “**MEET JAPAN**” program, as it allows you to gather extensive information from each of the local convention bureaus who participate in the Meet Japan program, including cities you have not visited.
  - ii) Pre-scheduled appointments with these convention bureaus will be set by JNTO, based on information obtained from you and your Japanese counterparts.
  - iii) Each appointment will last 15 to 20 minutes, and there will be a break between appointments. For the sake of efficiency, we’d like you to submit your bid guidelines or fact sheet before the program so that the convention bureaus can prepare their own proposals specifically for your conference.
- IV) We highly recommend that you invite your Japanese counterpart to participate in the trade-mart with you.

**Participating cities:** Participating cities will be provided later.

**f) Farewell Party** (March 1<sup>st</sup>, evening, Venue: TBA, Business attire required)

Our official program ends with the Farewell Party on March 1<sup>st</sup>. This exciting dinner will be co-hosted by **Mr. Ryoichi Matsuyama**, President of the Japan National Tourism Organization. Representatives of the convention bureaus of the designated International Convention Cities, members from the participant’s Japanese counterpart association or organization will also be invited to the dinner.

**g) Departure** (March 2<sup>nd</sup>)

Breakfast at the hotels and transportation service from the hotel to the airport will be provided.

#### IV. INFORMATION ON ATTIRE

We suggest smart casual clothing for participating in activities throughout the program, except during the Trade-Mart and Farewell Party events when business attire is required. During the study tour, you will be walking some time, so it's better to bring comfortable walking shoes along with some rain-gear. In addition to that, some places you are visiting may ask guests to take off shoes as is customary in Japanese style housing.

For your reference, the average daytime temperature and advice on clothing are listed on the JNTO website.

<http://www.into.go.jp/eng/arrange/essential/climate.html>

#### V. ADDITIONAL INFORMATION

- a) Exchanging business cards is an essential first step in establishing most business relationships in Japan. Please make sure to bring a plentiful supply of business cards (about 100).
- b) We will book non-smoking seats on trains, and non-smoking hotel rooms wherever available. If you prefer a smoking room, please indicate your request when submitting your questionnaire.
- c) JNTO will provide a portable Wi-Fi router for each participant during your stay in Japan. It will be ready for use when you arrive at hotel.
- d) Please indicate any dietary restrictions when submitting your application.
- e) **Program includes:** Economy class round-trip airfare, domestic transportation between program events, accommodations (five nights), and meals during the program in Japan.
- f) **Program does not include:** Transportation to and from your home airport, local transportation not specified in your country, items of a personal nature, incidental charges (i.e. telephone calls, optional hotel charges, and excess baggage charges, etc.) and processing fee for visa.

#### VI. Conditions and Attentions

1. Once the airline tickets are issued, no changes or adjustments can be made to the flight itinerary. If you require changes or cancellation after ticketing, JNTO may charge you the handling/cancellation fee.
2. Please understand that press or JNTO staff may use pictures or video taken during the Meet Japan program for future promotional use.

3. After receiving applications for Meet Japan, JNTO will consider the suitability of your application to the program, and announce the decision regarding your acceptance to the program in December.

#### **VII. APPLICATION DEADLINE**

December 1<sup>st</sup>, 2017

#### **VIII. CONTACT PERSONS**

1. For residents of France and Belgium:

Mr. Aurelien Bandini, Convention Manager  
Japan Convention Bureau  
Japan National Tourism Organization, Paris Office  
Email: [bandini@tourisme-japon.fr](mailto:bandini@tourisme-japon.fr)  
Phone: +33-1-4296-2960

2. For residents of other regions in Europe:

Ms. Margaret Mann, Convention Manager  
Japan Convention Bureau  
Japan National Tourism Organization, London Office  
Email: [margaret@jnto.co.uk](mailto:margaret@jnto.co.uk)  
Phone: +44-20-7398-5670

3. For residents of Asia Pacific Region:

Ms. Susan Maria ONG, MICE Director Asia Pacific  
Japan Convention Bureau  
Japan National Tourism Organization, Singapore Office  
Email: [susan\\_ong@jnto.org.sg](mailto:susan_ong@jnto.org.sg)  
Phone: +65-6223-8205

4. For residents of Korea:

Mr. Im Young Hong, Convention Manager  
Japan Convention Bureau  
Japan National Tourism Organization, Seoul Office  
E-mail. [im@jnto.or.kr](mailto:im@jnto.or.kr)  
Phone. +82-2-777-8601

5. For residents of the other regions:

**Japan Convention Bureau**  
**Japan National Tourism Organization Head Office**  
Email: [meetjpn@jnto.go.jp](mailto:meetjpn@jnto.go.jp)  
Phone: +81-3-6691-4852