

2024



Tourism Expo Japan 2024

Visitor Registration Manual

Buyer

Industry Day [September 26(Thu)-27(Fri)]

Ver. 2
Uploaded: July 10, 2024

**Matching System Users Manual is available from HOME screen of your
“Business Meeting My Page
<scheduled to be uploaded by July 22 (Mon)>**

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Buyer Registration 【 Overview 】

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Introduction | Which Category do you belong to?

This manual is for those who wish to participate as

BUYER

Categories and features	Registration(s) necessary for participation
<p>VISITOR</p> <p>Main purpose is to visit the event. Will NOT participate in Business Meetings (pre-matched meetings).</p>	<p>Visitor Registration</p>
<p>BUYER</p> <p>Main purpose is to do Buyer activities. Will participate in the Business Meetings (pre-matched meetings). ※must fulfill requirements</p>	<p>Buyer Registration</p> <ul style="list-style-type: none"> • Visitor Registration • Business Matching Registration (Buyer)
<p>MEDIA</p> <p>Media worker whose main purpose is to cover the event. Will NOT participate in Business Meetings (pre-matched meetings).</p>	<p>Media Registration</p>
<p>MEDIA BUYER</p> <p>Media worker whose main interest is to do Buyer activities. Will participate in Business Meetings (pre-matched meetings). ※must fulfill requirements</p>	<p>Media Buyer Registration</p> <ul style="list-style-type: none"> • Media Registration • Business Matching Registration (Media Buyer)

For “Buyer” registration (where to start), refer to P.7

NOTE)

If you do not fall under “Buyer” category, please refer to the **manual of the applicable category.**

VISITOR

https://tej2024.jcdbizmatch.jp/Files/Registration_Manual_en.pdf

MEDIA

https://tej2024.jcdbizmatch.jp/Files/Media_Registration_Manual_en.pdf

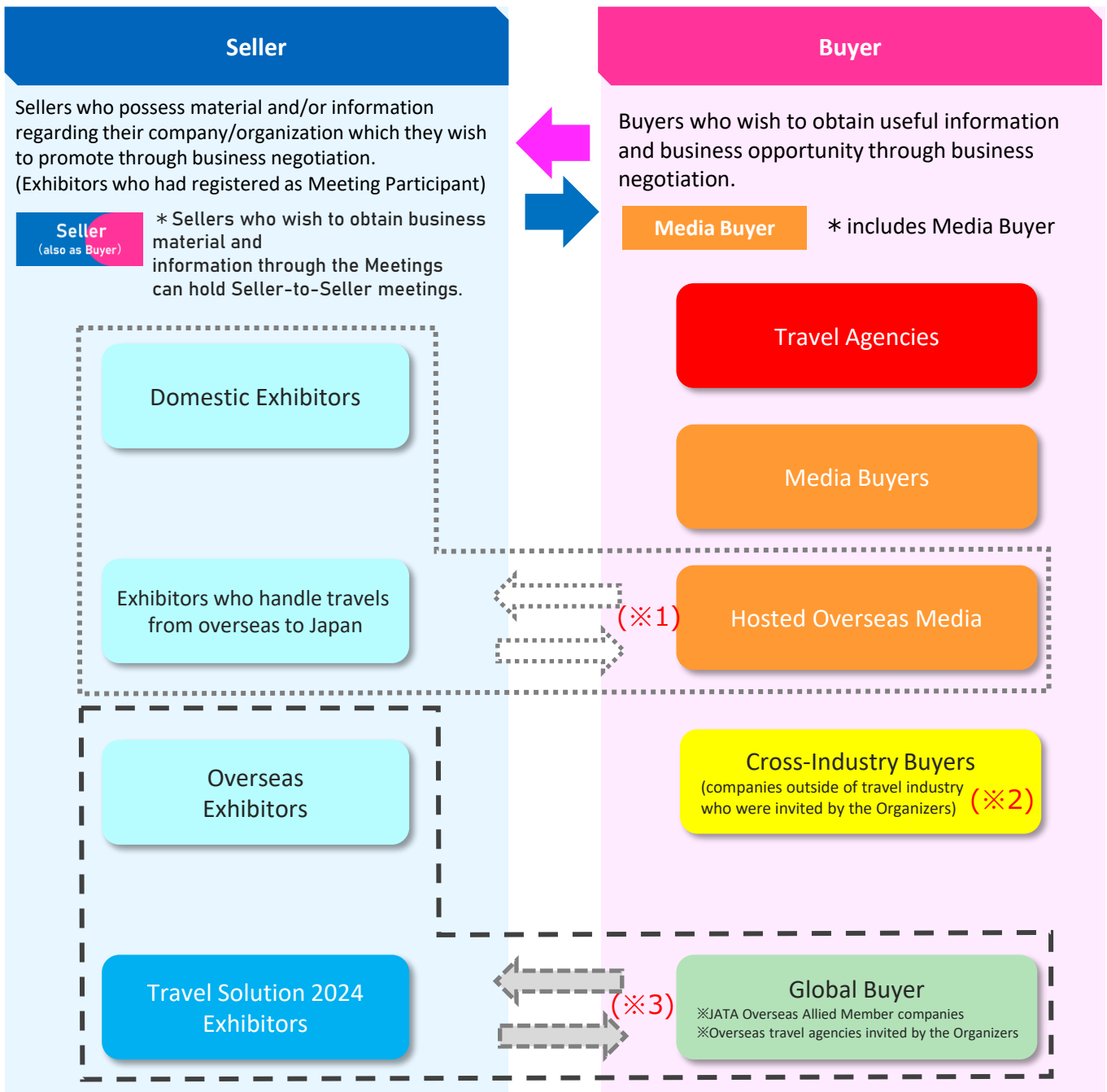
MEDIA BUYER

https://tej2024.jcdbizmatch.jp/Files/MediaBuyer_Registration_Manual_en.pdf

Introduction | What is Business Meeting?

Business Meeting is pre-appointed business negotiation event.
All meetings will be appointed through the Matching System.
 Although our Business Meetings prioritize pre-matched appointments, it is possible to have a meeting on the spot without prior appointment.

Business Meeting participants and their correlation



※1 Non-Japanese Media participants who reside in Japan can have meetings only with Domestic Exhibitors and Exhibitors who handle travels from overseas to Japan.

※2 Member companies of The Tokyo Chamber of Commerce and Industry can participate free of charge (sole proprietor not included).

※3 Global Buyers are Buyers from overseas. Business meetings counterparts will be Overseas Exhibitors and Exhibitors of Travel Solution Exhibition only.

Introduction | The conditions to register as Business Meeting Buyer

Only those who fulfill the conditions below will be approved as Business Meeting Buyer

Registrant		Fee	Conditions for Registration	
BUYER	Japan Travel and Tourism Association	free	Requested to hold more than 8 sessions of business meetings	
	The Japan Travel Agents Association(JATA)			
	Japan National Tourism Organization局 (JNTO)			
	All Nippon Travel Agents Association(ANTA)			
	Companies registered in Quality Assurance System for Tour Operators※1			
	Global Buyer ※2			
	Media companies ※3			—
	Hosted Overseas Media 【by Invitation only】 ※3			—
Cross-Industry Buyers (Buyers from companies outside travel industry)※4	System Usage Charge (5,000jpy) tax included	Sales activities are prohibited		

※1 Travel agencies who can conduct meetings related to travels from overseas to Japan are limited to companies who are registered in Quality Assurance System for Tour Operators.

※2 Travel agencies outside Japan invited by the Organizers or JATA Overseas Allied Members travel agencies.

※3 Media companies who handle information regarding travel and/or travel programs (TV, newspaper, magazines, WEB, etc.) selected by the Organizers.

※4 Companies outside travel industry, invited by the Organizers. The Matching System Usage Charge is necessary to attend. However, participants (not including sole proprietors) from companies which belong to Chamber of Commerce and Industry can participate free of charge. There will be a screening before being approved as a Buyer.

【date/time in JST】 as of June 2024

*Schedule below may change due to circumstances

Jun.21(FRI)
1:00 pm

| Start of Buyer Registration
(① Basic Information + ② Business Matching Information)

Deadline for Registration • Editing information : **Sept. 20 (Fri) 4:59 PM**
(NOTE) Cannot edit information past deadline

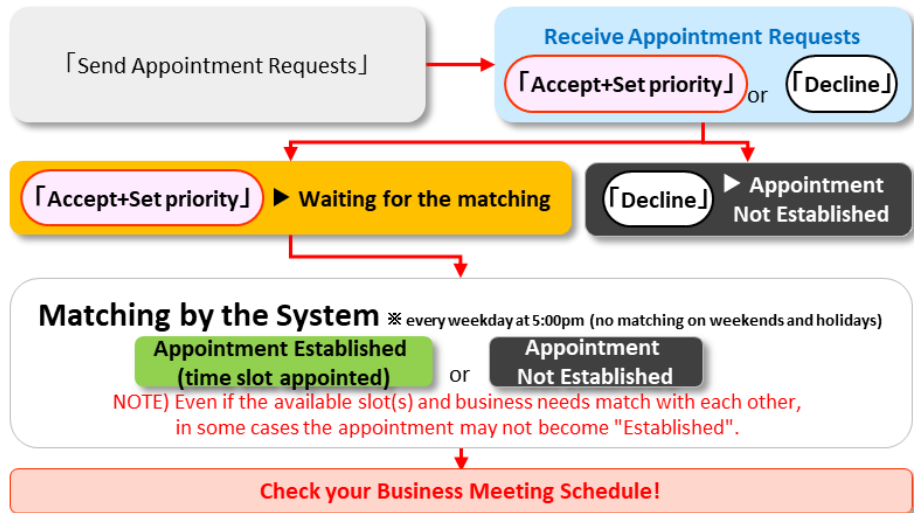
Jul.22(MON)
10:00am
~
Sep.20(FRI)

| Start of sending Appointment Request (10:00am) ~
Matching by the System (every weekday at 5:00PM) ※weekdays only

[= Business Matching System released]

Functions such as message/appointment request sending/receiving are available.

*"Matching System Users Manual" will be available from your My Page (scheduled to be uploaded around July 22)



Sept.20(FRI)
4:59pm

| Deadline for Registration • Editing Information
(NOTE) cannot edit information beyond deadline

Please answer back to the requests you have received (appointment request/change or cancel) by the deadline. 【strictly observe deadline】

Sept.20(FRI)
6:00pm

| Appointment Schedule Finalized (6 PM)

The final appointment matching will take place at 5 PM. After the check by the Secretariat, your Appointment Schedule will be finalized at 6 PM.

※From your My Page, please check your finalized Business Meeting Schedule (Appointment Sheet) beyond 6 PM.

| ID Pass will be available to download

The documents necessary for the Business Meetings and Guidance material can be downloaded from your My Page.

[IMPORTANT] Make sure to print out your "ID Pass" and "Appointment Schedule", and bring them with you on the day of the meeting.

※ID Pass : Please print on only ONE side of A4 size paper/in full color

Sept.26(THU)
~
27(FRI)

| Business Meeting Days

1st day : September 26 (THU) 10:50~17:30 Business Meetings(sessions 1~9)

2nd day : September 27 (FRI) 10:50~17:30 Business Meetings(sessions 10~18)

[NOTICE] Please be sure to report the "Meeting Status" from your My Page after the meetings.

【In JST】 As of June, 2024

※Schedule below may change due to circumstances

Sep.26 (THU) 1 st day		Sep.27 (FRI) 2 nd day	
10:50 ~ 11:10	セッション/Session 1	10:50 ~ 11:10	セッション/Session 10
11:10 ~ 11:30	インターバル/Interval	11:10 ~ 11:30	インターバル/Interval
11:30 ~ 11:50	セッション/Session 2	11:30 ~ 11:50	セッション/Session 11
11:50 ~ 13:10	ランチ休憩/Lunch Time	11:50 ~ 13:10	ランチ休憩/Lunch Time
(12:00 ~ 13:00)	仮)インドランチレセプション /TBA)India Lunch Reception※	(12:00 ~ 13:00)	仮)サウジアラビアランチレセプション /TBA)Saudi Arabia Lunch Reception※
13:10 ~ 13:30	セッション/Session 3	13:10 ~ 13:30	セッション/Session 12
13:30 ~ 13:50	インターバル/Interval	13:30 ~ 13:50	インターバル/Interval
13:50 ~ 14:10	セッション/Session 4	13:50 ~ 14:10	セッション/Session 13
14:10 ~ 14:30	インターバル/Interval	14:10 ~ 14:30	インターバル/Interval
14:30 ~ 14:50	セッション/Session 5	14:30 ~ 14:50	セッション/Session 14
14:50 ~ 15:10	インターバル/Interval	14:50 ~ 15:10	インターバル/Interval
15:10 ~ 15:30	セッション/Session 6	15:10 ~ 15:30	セッション/Session 15
15:30 ~ 15:50	インターバル/Interval	15:30 ~ 15:50	インターバル/Interval
15:50 ~ 16:10	セッション/Session 7	15:50 ~ 16:10	セッション/Session 16
16:10 ~ 16:30	インターバル/Interval	16:10 ~ 16:30	インターバル/Interval
16:30 ~ 16:50	セッション/Session 8	16:30 ~ 16:50	セッション/Session 17
16:50 ~ 17:10	インターバル/Interval	16:50 ~ 17:10	インターバル/Interval
17:10 ~ 17:30	セッション/Session 9	17:10 ~ 17:30	セッション/Session 18
		(17:00 ~ 17:50)	仮)インドオープンセッション /TBA)India Open- Session※

※ Lunch Reception and Open Session are programs for “Buyers handling Overseas travel from Japan”. Please refer to Pg.16 for details.

Registration Steps

If you wish to participate in the Business Meetings, you will need to complete

『 **1** Visitor Registration』 and 『 **2** Business Matching Registration』

1

Visitor Registration

Visitor Registration

June 21 (FRI)
1:00PM JST~

Access to Visitor Registration page

<https://tej2024.jcdbizmatch.jp/en/Registration>

* Before registration, please check the Terms and Conditions of Participation and Policy for handling Personal Information.

* Registration Form is same as that of **VISITOR** registration.

For the question at the bottom of the page “Are you going to participate in the Business Meetings as a Global Buyer?”, select “Yes”.



After filling out Visitor Registration Form, you will receive an automatic email. please click the URL attached to it and activate your account.

*URL is valid for **1 week**.

*If you cannot find the email, please check the spam file of your email account.

Registration Completed

Once the registration is completed, you will be able to login to your My Page.

Login URL : <https://tej2024.jcdbizmatch.jp/en/Login>

Login ID : email address you registered

Password : Set by you

* If you forgot your password, click “Forgot your password?” on the Login screen and follow the steps to reset the password.

2

Business Matching Registration

Business Matching Registration

Register Business Matching Information from either the screen which appears right after completion of Visitor Registration or your My Page.

* If you do not enter Matching Information, you will have no access to Matching System and will not be able to participate in Business Meetings.

* Registration required per person, not per company.

Approval Review

After approval by the Organizer, your Business Matching System will be activated. (within approx. 5 working days)

Buyer Registration Completed

Starting Day of Business Matching System Operation :

July 22 (MON) 10:00am JST~

※”Matching System Users Manual” is scheduled to be uploaded on your My Page around July 22.

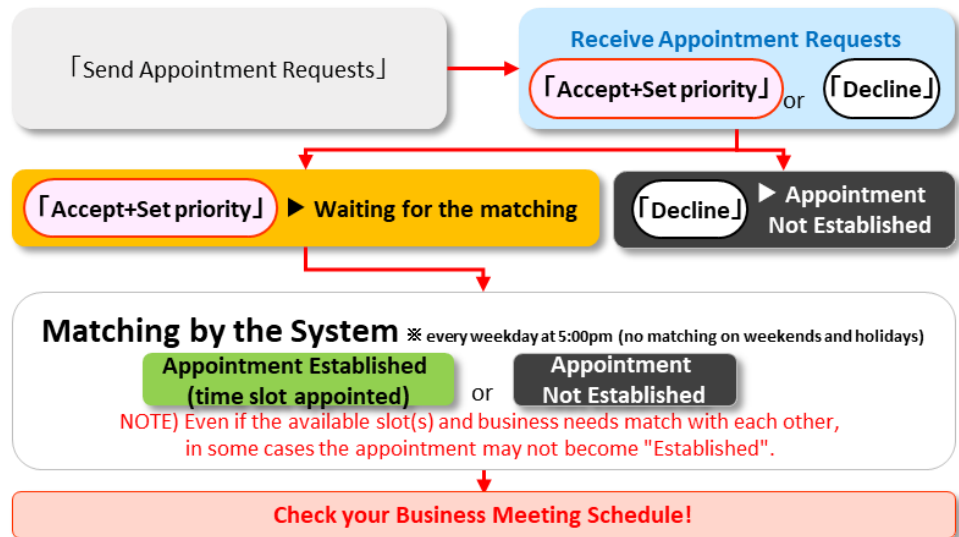
What to do before the Business Meetings

You will be able to send Appointment Requests, Accept/Decline the requests you received, confirm Appointment Schedule, etc., from your My Page.

Start of Matching System operation : July 22 (MON) 10:00am JST

※ "Matching System Users Manual" is scheduled to be uploaded on your My Page around July 22.

Matching
July 22 (MON)
10:00am JST
~
Sept 20 (FRI)



Apply for
Forums and
Seminars

You can apply for Forums and Seminars from your My Page.

NOTE) Be careful not to apply for seminars which may overlap with your Business Meeting Schedule!

Print out ID Pass

Sept 20 (FRI)
6:00 PM JST ~

Print out your ID Pass from your My Page **[A4 size] [full color]**



Make sure that the QR code is printed legibly (without blurs or smudges)

※If printed in different size or in black and white, you will need to reissue the ID Pass at site, so please be careful.

Days of the event <Industry Days : Sept. 26 (THU)・27(FRI)>

Check in
at the
Reception
Desk

You will need to check in at the Reception on your first entrance to the venue on both days of your visit.

Regarding [ID Pass]

- ✓Present it at the Reception.
- ✓Fold it in four, and put it in the Pass Case offered in the venue and wear it at all times.
- ✓We will read the QR code on your pass at your first entry to the venue on both days.
- ✓If you are visiting on both days, be careful not to submit the ID Pass when you are leaving the venue on the first day!
Do not forget to bring it on your second day.

1 Visitor Registration | The information you need to enter

IMPORTANT

If you participated in the Meetings in 2023, you can reflect the data of the information you entered then

Click here to enter 2023's data into the fields



If you forgot the ID and/or the Password you used in 2023, please register as a new user.

Notification

Please input your 2023's Visitor Login ID and Password.

Login ID (E-mail)	
Password	

If you forget your 2023's ID and/or password, you can not reissue or confirm them, so please register a new account.

Close
Click here to enter 2023's data into the fields

Information① | Your Company/Organization's Basic Information(1/2)

Company Name * (in English)	
Company Name (in Japanese)	
Company Name (in Katakana)	
URL	
Location of your company *	-----
Postal Code *	
Only numeric or alphanumeric. e.g. 1234444 Please do not enter hyphen.	
Address (in English)	
State / City *	e.g. Tokyo,
Company Address ① *	e.g. Chiyoda-ku,
Company Address ② *	e.g. 1-2-3 Ryoko-machi,
Company Address ③	e.g. Tourism Bldg. 3F,
Address (in Japanese)	
State / City	e.g. 東京都
Company Address ①	e.g. 千代田区
Company Address ②	e.g. 旅行町1-2-3
Company Address ③	e.g. ツーリズムビル3F
TEL *	e.g. +81-3-5657-0758
FAX	

Corporate entity such as Co. or Inc. is **not necessary**

DO NOT leave blank!

e.g.,) [https://www....](https://www.)
 *DO NOT omit <https://>
 If your company does not have URL, please contact the Business Meeting Secretariat.
 <Business Meeting Secretariat : bizmtg@bsec.jp>

Enter the country/region of YOUR current office, not the address of the Head Office.

Information ① | Your Company/Organization's Basic Information(2/2)

Your company's association(s) *
(You may make more than one selection)

Japan Association of Travel Agents (Overseas Allied Members)
 Japan National Tourism Organization
 The Tokyo Chamber of Commerce and Industry
 Japan Travel and Tourism Association Members
 All Nippon Travel Agents Association
 N/A

(Member ID No.) e.g. C0123456

*Please select "N/A" only if you are the JAPANESE company OFFICIALLY INVITED BY THE ORGANIZER. The Business Meeting Matching System Usage Fee (5,000 JPY in advance/credit card only/NON-REFUNDABLE) will be required for registration.

Quality Assurance System for Tour Operators

Registered
*If you have not registered, you are not permitted to have business meetings of Inbound Tourism. [http://en.tour-quality.jp/]

Business Type *
(You may make more than one selection)

Travel Company [1st Category / 2nd. Category / 3rd. Category / Representative of Travel Company / Local selling Agent / Land Operator]
 Please enter your Registration Number/JATA Number.

Tour Operator
 Tour Guide, Tour Conductor, Guide-Interpreter

Transportation

Airline
 Motor Coach
 Taxi
 Train
 Ship, Ferry
 Other
 (English)
 (Japanese)

Transportation Facility

Airport
 Bus Terminal
 Other
 (English)
 (Japanese)
 Station
 Port

Car Rental, Sharing Economy
 Cruise

Accommodation

Hotel
 Guest House, Pension
 Other
 (English)
 (Japanese)
 Ryokan
 Vacation Rental

Theme Park, Leisure Facility
 Marketing Services, Consulting
 Financial Service
 Local Government
 Regional Development
 Medical & Welfare
 Barber, Beauty Salon
 Construction Industry
 Real Estate Industries
 Other
 (English)
 (Japanese)

Information and Communication, IT
 Insurance
 Government
 Tourism-Related Organization
 Education, Research Institute
 Maker
 Wholesale & Retail
 Agricultural Forestry and Fishers Industries
 Hospitality Industries
 (English)
 (Japanese)

Important notice for Buyers

Buyers who can register for Business Meetings free of charge are member companies of one of the following: **JATA/Japan Travel and Tourism Association/JNTO/ANTA**

If you select "N/A" and register as a Buyer, you will need to pay the Matching System Usage Charge (5,000JPY/incl. tax) in advance by credit card.

Tokyo Chamber of Commerce and Industry Member companies can register free of charge (sole proprietors are not included).
 ※In any of the cases, the Organizers will review the content you entered and check if you are eligible to participate as a Buyer.

The Secretariat will check to see if your company is a valid member of the organization you selected. Please do not check the box of the organization your company is not a valid member of.

Buyers who can participate in meetings regarding travels to Japan from overseas is limited to companies listed in "Quality Assurance System for Tour Operators".

https://tour-quality.com/list_ja.html

[If you selected Travel company]

* If you selected 『Travel company』, fill out the **Registration Number** assigned from the Ministry of Tourism or from Governor of the Prefecture your company is registered under.

*Error message will appear if you try to continue without entering information.

If you select an item with a description field, you must enter text.

Information② | Information of the Actual Participant (1/2)

Register the information of the person who will be visiting the venue.
Each participant needs their own registration.

Title *	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Do not answer
Family Name * (in English)	<input type="text"/> <small>e.g. Ryoko</small>
First Name * (in English)	<input type="text"/> <small>e.g. Taro</small>
Family Name (in Japanese)	<input type="text"/> <small>e.g. 旅行</small>
First Name (in Japanese)	<input type="text"/> <small>e.g. 太郎</small>
Department * (in English)	<input type="text"/>
Department (in Japanese)	<input type="text"/>
Position *	<input type="radio"/> Executive <input type="radio"/> Management <input type="radio"/> Regular Employee <input type="radio"/> Other <small>(English) <input type="text"/></small> <small>(Japanese) <input type="text"/></small>
E-mail *	<input type="text"/>
Repeat e-mail address * (for confirmation)	<input type="text"/>
Preferred language	<input type="radio"/> Japanese <input checked="" type="radio"/> English <small>(For receiving information from the Promotion Office)</small>
CC. E-mail	<input type="text"/> <small>*Multiple emails can be entered, separated by a comma [,]. *Email for the activation for your account will not be delivered to CC Email address.</small>
Password *	<input type="text"/> Passwords must: - Contain no fewer than 6, and no more than 12 characters (single-byte alphanumeric characters only) - Contain at least one letter and one number Example: Tourism2024
Repeat password * (for confirmation)	<input type="text"/>
Emergency Contact Number [Mobile Phone]	<input type="text"/> <small>e.g. 080-0000-0000</small>

This will be the login ID for your My Page. Also, all emails from the Secretariat will be sent to this address.

Please be sure to fill in a valid email address.

All Buyers must fill in this information!

Fill out the number which is valid for communicating in urgent situations.
The Secretariat may need to get in touch with you during the event.

Information② | Information of the Actual Participant (2/2)

Register the information of the person who will be visiting the venue.
Each participant needs their own registration.

If you select any item(s) with description field, **you must enter text.**

Business Outline * (You may make more than one selection)	<input type="checkbox"/> Overall Business <input type="checkbox"/> PR, Advertising <input type="checkbox"/> Planning, Purchasing <input type="checkbox"/> IT, System <input type="checkbox"/> Accounting	<input type="checkbox"/> Corporate Planning <input type="checkbox"/> Sales <input type="checkbox"/> Marketing <input type="checkbox"/> General Affairs <input type="checkbox"/> Other (English) <input type="text"/> (Japanese) <input type="text"/>
Date you are going to visit this event * (You may make more than one selection)	<input type="checkbox"/> Sep. 26 (Thu) <input type="checkbox"/> Sep. 27 (Fri)	
Purpose of Visit * (You may make more than one selection)	<input type="checkbox"/> Participating Business Meeting <input type="checkbox"/> Marketing Research, Trend Survey <input type="checkbox"/> Participating Seminar	<input type="checkbox"/> Inspection for Purchasing and Contract <input type="checkbox"/> Business Networking <input type="checkbox"/> Other (English) <input type="text"/> (Japanese) <input type="text"/>
How did you know this event first? * (You may make more than one selection)	<input type="checkbox"/> Official Website <input type="checkbox"/> Newspaper Name of paper: <input type="text"/> <input type="checkbox"/> Magazines Name of Magazine: <input type="text"/> <input type="checkbox"/> TV, Radio Title of Show: <input type="text"/> <input type="checkbox"/> Flyer(s) <input type="checkbox"/> Internal Publication of Your Company <input type="checkbox"/> Announcement from Organizers	
Are you planning to attend the Travel Solution Exhibition 2024? *	<input type="radio"/> Yes <input type="radio"/> Undecided <small>*Your registered information may be provided to the organizer</small> <small>*Only for purpose of survey. Checking 'Yes' will NOT automatically register you.</small>	
Are you going to participate in the Business Meetings? *		
<input type="radio"/> Yes <input type="radio"/> No(=Visitor)		

Confirm

If you cannot click on the "Confirm" button, please read t

If you select "Yes", the "Terms and Conditions of Business Meeting" will appear. Please read thoroughly before proceeding to next step.
If you will not be attending the pre-matched Business Meetings, or you are accompanying a Business Meeting Buyer (interpreter, etc.) select **"NO"**.

★ To all Global Buyers (including Hosted Overseas Buyers) ★

Buyers from outside Japan who belong to JATA Overseas Allied Member travel agencies or who were invited by the Organizers should complete their Buyer registration, keeping in mind the points listed below.

Please register the information required for business matching.

All items marked by "*" are mandatory field.

Please check if you are a Global Buyer *	<input type="radio"/> Yes <input type="radio"/> No *Global Buyer: Travel agencies outside Japan invited by the organizer or JATA Overseas Allied Members travel agencies https://www.jata-net.or.jp/english/membership/index-o.htm .
You can upload Your Profile Image.	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="ファイルを選択"/> 選択されていません </div> (e.g. Photograph of your face, Company's logo, buildings, or regional landscape) *Please upload data with "jpeg", "jpg", "png" for image. (Up to 3MB)
Business negotiation categories which you expect *	*Please check the business category(ies) you are eligible to hold meetings about. *If you are not registered in Quality Assurance System, you cannot have business meetings regarding Inbound Tourism. [http://en.tour-quality.jp/]

1.Regarding Registration

Refer to the Registration Manual and complete both "1 Visitor Registration" and "2 Business Matching Registration".

When you register Company Name, register "Your Company Name + Country Name".

2 Business Matching Registration

For the question "Are you a Global Buyer?", select "YES".

2.Regarding your Meeting counterparts

•Counterparts :

Tourism EXPO Japan 2024 Sellers from overseas and Sellers of Travel Solution Exhibition 2024

3.Style of Meeting

• Buyers are to visit Sellers' exhibit booths for face-to-face meetings

You must be present at the TEJ site in Japan to attend the pre-matched meetings.

4.Regarding Subsidy for Hosted Overseas Buyers

The Hosted Overseas Buyers are to conduct at least 12 meetings to receive the subsidy. Make sure to keep more than 12 time slots open in order to acquire enough appointments to fulfill requirement. For more details about subsidy and how to receive it, please contact below.

Tourism EXPO Japan Promotion Office

event@t-expo.jp

2 Register Business Matching | The information you need to enter

IMPORTANT

Information① | Information regarding meeting partners you wish to meet(1/1)

Countries or regions of Service / Product / Information - which you are searching for * (You may make more than one selection)	<input type="checkbox"/> Japan <input type="checkbox"/> Asia(Except for Japan) <input type="checkbox"/> Middle East <input type="checkbox"/> North and Central America <input type="checkbox"/> South America <input type="checkbox"/> Micronesia and Oceania <input type="checkbox"/> Europe <input type="checkbox"/> Africa
Service / Product / Information you would like to obtain * (You may make more than one selection)	<input type="checkbox"/> Tourism Information <input type="checkbox"/> Accommodation <input type="checkbox"/> Transportation, Transit <input type="checkbox"/> Theme Park, Leisure, Industrial Tourism, Government <input type="checkbox"/> MICE <input type="checkbox"/> Overseas Education <input type="checkbox"/> Long-Stay <input type="checkbox"/> Medical, Beauty <input type="checkbox"/> Shopping <input type="checkbox"/> Bridal <input type="checkbox"/> Food and Beverage, Gourmet <input type="checkbox"/> Travel Company <input type="checkbox"/> Computers, IT <input type="checkbox"/> Travel Magazine, Media <input type="checkbox"/> Merchandise <input type="checkbox"/> Education, Research, HRD(Human Resource Development) <input type="checkbox"/> Tourism-Related Solution Business <input type="checkbox"/> Other
Details and specific demand concerning the above Service / Product /Information (in English)	<input type="text"/> Up to 400 characters Character Count: 0
Details and specific demand concerning the above Service / Product /Information (in Japanese)	<input type="text"/> Up to 200 characters Character Count: 0
Expected result from the Business Meeting * (You may make more than one selection)	*If you are not registered in Quality Assurance System, you cannot <input type="checkbox"/> Inbound Tourism. [http://en.tour-quality.jp/] <input type="checkbox"/> Consideration of Tourism Products <input type="checkbox"/> Purchase of Tourism Products <input type="checkbox"/> Gathering Information <input type="checkbox"/> Other
How to hold the business meetings *	<input type="checkbox"/> Have meetings at the venue
Availability *	<p>Please choose the dates and times when you are available for meetings.</p> <p>Please set your own lunch break as needed.</p> <p>Click here to enter further details</p>
Receive Instant Notifications	<input checked="" type="checkbox"/> Appointment established <input checked="" type="checkbox"/> Appointment Requests Received <input checked="" type="checkbox"/> Waiting for Matching <input checked="" type="checkbox"/> New messages <input checked="" type="checkbox"/> Declined appointment requests <input checked="" type="checkbox"/> Cancellation requests <input checked="" type="checkbox"/> Withdrawn cancellation requests <input checked="" type="checkbox"/> Accepted cancellation requests <input checked="" type="checkbox"/> Appointment Schedule Changes <input checked="" type="checkbox"/> Appointment Place Changes <input checked="" type="checkbox"/> Daily Report
Ranking System	<input checked="" type="checkbox"/> The Matching System has the system of showing the ranking of the number of received requests / appointment requests sent. If you wish to decline the entry for the ranking system, please uncheck the checkbox.

Set the availability on your time slots by selecting available/not available. When setting your schedule, please keep in mind your Seminar auditing schedules and breaks.

Note) The initial setting on all time slots is 「available ()」

Please try to hold at least 8 sessions within 2 days of the event.

...available ...not available

Availability

Please choose the dates and times when you are available for meetings.
Please set your own lunch break as needed. By default, you are set to be available for meetings at any time.
Please remove the check marks from any time slots when you are unavailable for meetings.

Schedule	Sep. 26 (Thu.)	Schedule	Sep. 27 (Fri.)
10:50-11:10 Session 1	<input checked="" type="checkbox"/>	10:50-11:10 Session 10	<input checked="" type="checkbox"/>
11:30-11:50 Session 2	<input checked="" type="checkbox"/>	11:30-11:50 Session 11	<input checked="" type="checkbox"/>
12:00-13:00 TBA India Lunch Reception*1		12:00-13:00 TBA Saudi Arabia Lunch Reception*2	
13:10-13:30 Session 3	<input checked="" type="checkbox"/>	13:10-13:30 Session 12	<input checked="" type="checkbox"/>
13:50-14:10 Session 4	<input checked="" type="checkbox"/>	13:50-14:10 Session 13	<input checked="" type="checkbox"/>
14:30-14:50 Session 5	<input type="checkbox"/>	14:30-14:50 Session 14	<input checked="" type="checkbox"/>
15:10-15:30 Session 6	<input type="checkbox"/>	15:10-15:30 Session 15	<input checked="" type="checkbox"/>
15:50-16:10 Session 7	<input checked="" type="checkbox"/>	15:50-16:10 Session 16	<input checked="" type="checkbox"/>
16:30-16:50 Session 8	<input checked="" type="checkbox"/>	16:30-16:50 Session 17	<input checked="" type="checkbox"/>
17:10-17:30 Session 9	<input checked="" type="checkbox"/>	17:10-17:30 Session 18	<input type="checkbox"/>
		17:00-17:50 TBA India Open Session*3	

*** For Buyers handling Overseas travel from Japan who wish to have Business Meeting with India and Saudi Arabia ***
TBA [India/Saudi Arabia Lunch Reception(*1 *2)]
 DATE : Sep. 26(Thu)12:00~13:00 India (hosted by Ministry of Tourism, Government of India)
 Sep. 27(Fri)12:00~13:00 Saudi Arabia (hosted by Saudi Tourism Authority)
 PLACE : B Stage Area
 CONTENTS : Lunch reception with Exhibitors of India or Saudi Arabia
 *There will be a bite to eat during the reception.

TBA [India Open-Session(*3)]
 DATE : Sep. 27(Fri)17:00~17:50 (hosted by Ministry of Tourism, Government of India)
 PLACE : India exhibition area
 CONTENTS : It is the Business Meetings not by appointment only but open session style.

! NOTE !
 Session 18 will be temporary held (=set as not available automatically) if you select "Asia(Except for Japan)" or South /Central/South East Asia Countries including "India" on the item "Countries or regions of Service / Product / Information - which you are searching for" in Business Matching Information.

OK

Confirm Changes

【 For Buyers handling Overseas travel from Japan only 】 Business Meetings • Networking Programs

Introducing Business Meetings and Networking Programs just for the Buyers handling Overseas travel from Japan

TBA)Lunch Reception with Indian Exhibitors※1

hosted by Ministry of Tourism, Government of India

Networking event with exhibitors from India.

Light meals provided.

• Date : Sept 26(Thu) 12:00~13:00

• Place : B stage area

TBA)Saudi Arabian Exhibitors※2

hosted by Saudi Tourism Authority

Networking event with exhibitors from Saudi Arabia.

Light meals provided.

• Date : Sept 27 (Fri) 12:00~13:00

• Place : B stage area

TBA)India Open-Session※3

hosted by Ministry of Tourism, Government of India

Open-session style business meetings with Indian exhibitors (available without prior reservations).

• Date : Sept 27 (Fri) 5:00~5:50 PM

• Place : Exhibit booth of India

Sep.26 (THU) 1 st day	Sep.27 (FRI) 2 nd day
10:50 ~ 11:10 セッション/Session 1	10:50 ~ 11:10 セッション/Session 10
11:10 ~ 11:30 インターバル/Interval	11:10 ~ 11:30 インターバル/Interval
11:30 ~ 11:50 セッション/Session 2	11:30 ~ 11:50 セッション/Session 11
11:50 ~ 13:10 ランチ休憩/Lunch Time (12:00 ~ 13:00) 仮)インドランチレセプション/TBA)India Lunch Reception※1	11:50 ~ 13:10 ランチ休憩/Lunch Time (12:00 ~ 13:00) 仮)サウジアラビアランチレセプション/TBA)Saudi Arabia Lunch Reception※2
13:10 ~ 13:30 セッション/Session 3	13:10 ~ 13:30 セッション/Session 12
13:30 ~ 13:50 インターバル/Interval	13:30 ~ 13:50 インターバル/Interval
13:50 ~ 14:10 セッション/Session 4	13:50 ~ 14:10 セッション/Session 13
14:10 ~ 14:30 インターバル/Interval	14:10 ~ 14:30 インターバル/Interval
14:30 ~ 14:50 セッション/Session 5	14:30 ~ 14:50 セッション/Session 14
14:50 ~ 15:10 インターバル/Interval	14:50 ~ 15:10 インターバル/Interval
15:10 ~ 15:30 セッション/Session 6	15:10 ~ 15:30 セッション/Session 15
15:30 ~ 15:50 インターバル/Interval	15:30 ~ 15:50 インターバル/Interval
15:50 ~ 16:10 セッション/Session 7	15:50 ~ 16:10 セッション/Session 16
16:10 ~ 16:30 インターバル/Interval	16:10 ~ 16:30 インターバル/Interval
16:30 ~ 16:50 セッション/Session 8	16:30 ~ 16:50 セッション/Session 17
16:50 ~ 17:10 インターバル/Interval	16:50 ~ 17:10 インターバル/Interval
17:10 ~ 17:30 セッション/Session 9	17:10 ~ 17:30 セッション/Session 18 (17:00 ~ 17:50) 仮)インドオープンセッション/TBA)India Open-Session※3

If you are a Buyer handling Overseas travel from Japan and has selected “All Asia(Except for Japan)” or **South/Central/South-East Asia** countries including “**India**” for “Countries or regions of Service / Product / Information - which you are searching for”, we will reserve your time slot #18 (=no other matching will be possible) from the initial setting. ※1
Please take your time to attend “Open-session meeting with India”.

Countries or regions of Service / Product / Information - which you are searching for *
(You may make more than one selection)

- Japan
- Asia(Except for Japan)
- Middle East
- North and Central America
- South America
- Micronesia and Oceania
- Europe
- Africa

...available ...not available

Availability

Please choose the dates and times when you are available for meetings.
Please set your own lunch break as needed. By default, you are set to be available for meetings at any time.
Please remove the check marks from any time slots when you are unavailable for meetings.

Schedule	Sep. 26 (Thu.)	Schedule	Sep. 27 (Fri.)
10:50-11:10 Session 1	<input checked="" type="checkbox"/>	10:50-11:10 Session 10	<input checked="" type="checkbox"/>
11:30-11:50 Session 2	<input checked="" type="checkbox"/>	11:30-11:50 Session 11	<input checked="" type="checkbox"/>
12:00-13:00 TBA) India Lunch Reception*1		12:00-13:00 TBA) Saudi Arabia Lunch Reception*2	
13:10-13:30 Session 3	<input checked="" type="checkbox"/>	13:10-13:30 Session 12	<input checked="" type="checkbox"/>
13:50-14:10 Session 4	<input checked="" type="checkbox"/>	13:50-14:10 Session 13	<input checked="" type="checkbox"/>
14:30-14:50 Session 5	<input type="checkbox"/>	14:30-14:50 Session 14	<input checked="" type="checkbox"/>
15:10-15:30 Session 6	<input type="checkbox"/>	15:10-15:30 Session 15	<input checked="" type="checkbox"/>
15:50-16:10 Session 7	<input checked="" type="checkbox"/>	15:50-16:10 Session 16	<input checked="" type="checkbox"/>
16:30-16:50 Session 8	<input checked="" type="checkbox"/>	16:30-16:50 Session 17	<input checked="" type="checkbox"/>
17:10-17:30 Session 9	<input checked="" type="checkbox"/>	17:10-17:30 Session 18	<input type="checkbox"/>
		17:00-17:50 TBA) India Open Session*3	

※1 2 From Business Matching registration’s “Availability” section, you can change the availability of time slots.

Login URL : <https://tej2024.icdbizmatch.jp/en/Login>
 Login ID : email address you registered
 Password : set by you

What you can do on your My Page

The screenshot shows the 'My Page' interface with a navigation bar at the top containing: Home, Search/Apply for Appointments (A), Message Box (B), Edit Profile (C), Business Meeting Schedule (Your Appointment Sheet) (D), and Forum & Seminar (F). The main content area includes a 'Welcome' section with a summary of key dates, a 'Search for Matching Members*' search box (A), a 'Message Box' (B), 'Edit Business Matching Information' (C), 'Edit Basic Profile' (C), 'Apply for Forum & Seminar programs' (F), and 'Download documents Required on the day of event' (G). On the right, there are sections for 'Matching System User Manual (In Preparation)', 'Frequently Asked Questions (Q & A)', 'Notices', and 'Your appointment status' (E). At the bottom right, logos for the Japan Travel and Tourism Association (JTTA), Japan Travel Industry Association (JATA), and JNTO (Japan National Tourism Organization) are displayed.

A Search for counterparts and send Appointment Request

B Check Appointment Requests sent/received

C Edit information you registered (Basic Profile • Matching Information)

D Check/Print Out Established Business Meeting Schedule (Appointment Sheet)

E Check the current status of Appointment Requests

F Apply for Forums and Seminars

G Download/Print out necessary documents and material for the Business Meetings
 ※From September 20 (Fri) 6 PM

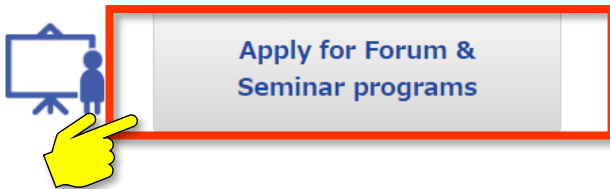
You can apply for Forums and Seminars from your Business Meeting My Page



If your Business Meeting appointment and seminar schedule overlap, you must prioritize Business Meeting appointment and adjust your schedule.

1

On the HOME screen of your My Page, click the "Apply for Forum & Seminar programs" button



2

Click the program you wish to apply for, and then scroll down to the bottom of the page to the "Confirm" button.

Apply for Forum & Seminar Programs

Please select the programs you wish to attend, and click the **Confirm** button at the bottom of the page.
Please view this page on the event website for the full details of the program.

You can confirm the programs you have

Sep. 26 (Thu)

You can check the record of the seminars you have applied for when you click this "registration record".

	1F East 4	1F East 5	2F East 1(2)	2F East 1(3)
9:00 - 9:15	[Seminar] Travel Seminar <input checked="" type="checkbox"/> Apply for Seminar			
9:15 - 9:30				
9:30 - 9:45				
9:45 - 10:00				



3

Check content of your application, and if there are no mistakes, click "Confirm"

Confirmation: Apply for Forum & Seminar Programs

Please check the information you have registered and click the "Confirm" button below.

*Please be careful not to register for seminars which will be held at the same time with the established appointment of Business Meetings.

Title	Travel Seminar	Type	[Seminar]
Code	1-1-01	Venue	1F East 4
Date & Time	2024/09/26 09:00 ~ 10:00		

NOTE) Be careful not to apply for seminars which may overlap with your Business Meeting Schedule

For inquiry regarding Business Meeting

Tourism EXPO Japan Business Meeting Secretariat
TEL: +81-3-6737-9389
Email: bizmtg@bsec.jp
Office Hours: Weekdays **10:00AM~5:00PM JST**

Forums and Seminars

Forums and Seminars Promotion Office
TEL: +81-3-5510-2004
Email: forum@t-expo.jp
Office Hours:
Weekdays 9:30AM~5:30PM JST

For general inquiries regarding Tourism EXPO Japan

Tourism EXPO Japan Promotion Office
TEL: +81-3-5510-2004
Email: event@t-expo.jp
Office Hours:
Weekdays 9:30AM~5:30PM JST

※Office hours differ according to the office, so please be careful.