

2024



# Tourism Expo Japan 2024

## Visitor Registration Manual

### Media Buyer

Industry Day 【September 26(Thu)-27(Fri)】  
Public Day 【September 28(Sat)-29(Sun)】

Ver. 2  
Uploaded: July 10, 2024

Business Matching System Users Manual will be available from  
“Business Meeting My Page”.  
<Scheduled to be uploaded by July 22 (Mon)>

**Introduction**

Which category do you belong to?	2
What is Business Meeting?	3
The conditions to register as Business Meeting Buyer	4
Flow up to Business Meeting	5
Business Meeting Schedule	6

**Media Buyer Registration 【 Overview 】**

Steps to follow up to the Business Meetings	7 ~ 8
Media Registration   The information you need to enter	9 ~ 12
Business Matching Registration   The information you need to enter	13 ~ 14
<b>【for Hosted Overseas Media only】</b> Guidance for the Business Meeting Media Buyer registration	15

**My Page**

Overview	16
Apply for Press Coverage	17

**For Inquiry**

18

# Introduction | Which Category do you belong to?

This manual is for those who wish to participate as

**MEDIA BUYER**

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

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

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

**VISITOR**

[https://tej2024.jcdbizmatch.jp/Files/Registration\\_Manual\\_en.pdf](https://tej2024.jcdbizmatch.jp/Files/Registration_Manual_en.pdf)

**BUYER**

[https://tej2024.jcdbizmatch.jp/Files/Buyer\\_Registration\\_Manual\\_en.pdf](https://tej2024.jcdbizmatch.jp/Files/Buyer_Registration_Manual_en.pdf)

**MEDIA**

[https://tej2024.jcdbizmatch.jp/Files/Media\\_Registration\\_Manual\\_en.pdf](https://tej2024.jcdbizmatch.jp/Files/Media_Registration_Manual_en.pdf)

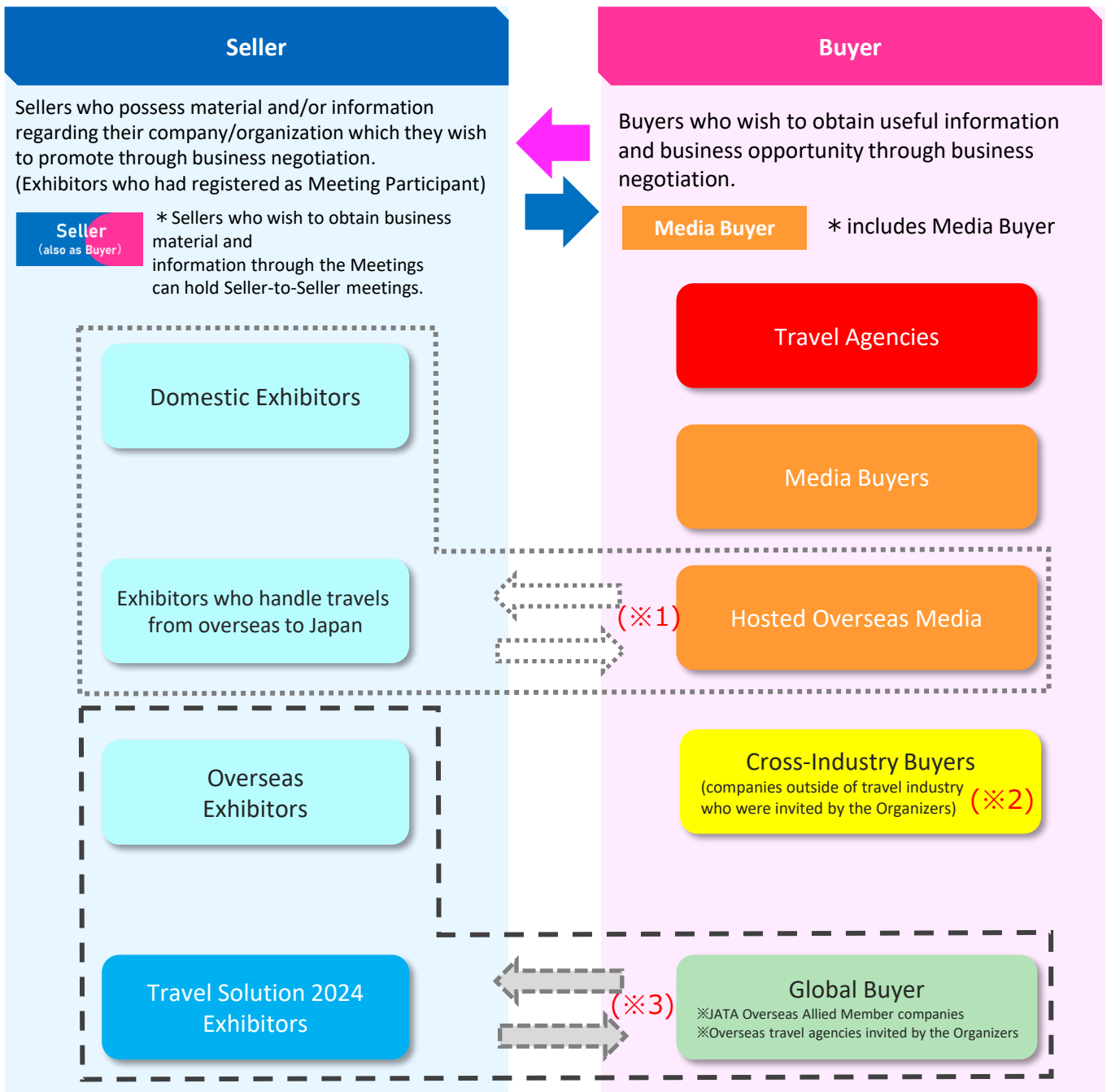
# Introduction | What is Business Meeting?

**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

**IMPORTANT**

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 <b>8 sessions</b> 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)※3	System Usage Charge (5,000jpy) tax included	<b>Sales activities are prohibited</b>	

※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 organizer 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.

※3 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**

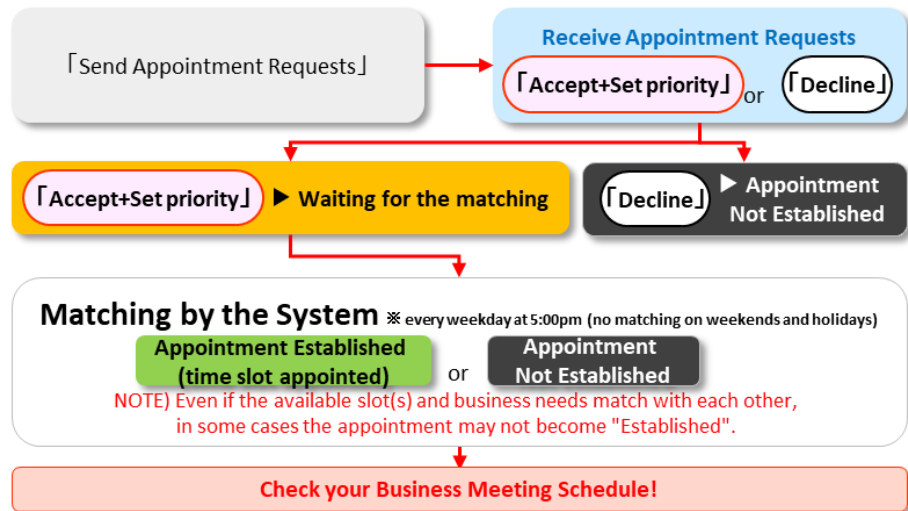
Jul.22(MON)  
10:00am  
~  
Sep.20(FRI)

| 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

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

2<sup>nd</sup> 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 <sup>st</sup> day		Sep.27 (FRI) 2 <sup>nd</sup> 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※1	(12:00 ~ 13:00)	仮)サウジアラビアランチレセプション /TBA)Saudi Aabia 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)サウジアラビアメディアプレゼンテーション/TBA)Saudi Arabia Presentation for Media※3		

## ★INVITATION★

## Programs hosted by India and Saudi Arabia

## 【TBA)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

Details : Lunch reception with Exhibitors of India or Saudi Arabia  
\*There will be a bite to eat during the reception.

## 【TBA)Saudi Arabia Presentation for Media(※3)】

Date : Sep. 26(Thu)17:00~17:50 (hosted by Saudi Tourism Authority)

Place : Exhibit booth of Saudi Arabia

Details : Presentation exclusively for Media participants.

Note : Those who wish to participate must set their "Session 9" time slot to "Not Available" in order to keep the slot from having any business meetings established there.

## Registration Steps

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

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

**1**

Media Registration

### Media Registration

June 21 (Fri)  
1:00 PM JST~

#### Access to Media Registration page

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

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

\* Registration Form is same as that of **MEDIA** 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 log in 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)**

### Media 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.



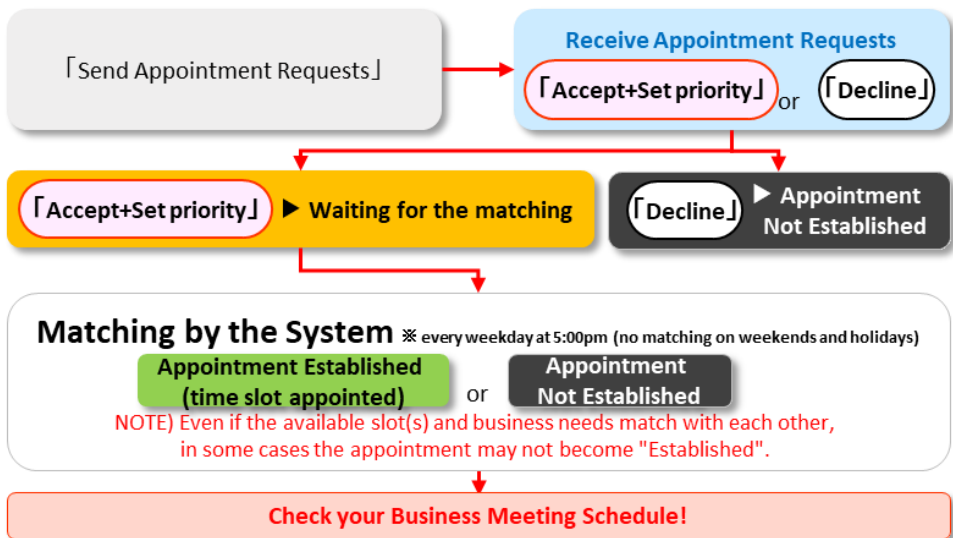
## What to do before the Business Meetings

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

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.



Apply for  
Press Coverage

You can apply for Press Coverage 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 have the ID Pass reissued at the site, so please be careful.

## Days of the event

<Industry Days>  
Check in at  
The reception

<General Public Days>  
Present your  
ID Pass at  
Entrance Gate

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

<General Public Days> Show your ID Pass and have the QR code scanned at the Entrance Gate to enter the venue.

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
- ✓Please stop by at the Media Center!
- ※Check the map for location.

By registering as Media Buyer,  
you can enter the venue on Industry Days **[Sept 26(Thu),27(Fri)]** and  
General Public Days **[Sept 28(Sat)-29(Sun)]**. \* For the purpose of media coverage only

# 1 Media Registration | The information you need to enter

**IMPORTANT**

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

Company Name * (in English)		<input type="text"/>	<b>Corporate entity such as Co. or Inc. is <b>not</b> necessary</b>
		<small>*Please enter "freelancer" if you are a freelancer</small>	
Company Name (in Japanese)		<input type="text"/>	
Company Name (in Katakana)		<input type="text"/>	
URL		<input type="text"/>	 <b>DO NOT LRAVE BLANK!</b> e.g.,) https://www... *do NOT omit https:// If your company does not have URL, please contact the Business Meeting Secretariat. <Business Meeting Secretariat : <a href="mailto:bizmtg@bsec.jp">bizmtg@bsec.jp</a> >
Location of your company *		<input type="text"/>	
Postal Code *		<input type="text"/>	
		<small>Only numeric or alphanumeric. e.g. 1234444 Please do not enter hyphen</small>	
Address (in English)	State / City *	<input type="text"/>	<b>Enter the country/region of YOUR current office, not the address of the Head Office.</b>
		<small>e.g. Tokyo,</small>	
	Company Address ① *	<input type="text"/>	
		<small>e.g. Chiyoda-ku,</small>	
	Company Address ② *	<input type="text"/>	
		<small>e.g. 1-2-3 Ryoko-machi,</small>	
	Company Address ③	<input type="text"/>	
		<small>e.g. Tourism Bldg. 3F,</small>	
Address (in Japanese)	State / City	<input type="text"/>	
		<small>e.g. 東京都</small>	
	Company Address ①	<input type="text"/>	
		<small>e.g. 千代田区</small>	
	Company Address ②	<input type="text"/>	
		<small>e.g. 旅行町1-2-3</small>	
	Company Address ③	<input type="text"/>	
		<small>e.g. ツーリズムビル3F</small>	
TEL *		<input type="text"/>	
		<small>e.g. 03-5657-0758</small>	
FAX		<input type="text"/>	

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

### Business Type \*

(You may make more than one selection)

You must fill in the name of the medium for each item you chose.

※Filling in the name of the media on selected item is required

<input type="checkbox"/> TV (English) <input type="text"/> (Japanese) <input type="text"/>	<input type="checkbox"/> Radio (English) <input type="text"/> (Japanese) <input type="text"/>
<input type="checkbox"/> Newspaper (English) <input type="text"/> (Japanese) <input type="text"/>	<input type="checkbox"/> Industry Newspaper (English) <input type="text"/> (Japanese) <input type="text"/>
<input type="checkbox"/> Leisure, Sport Newspaper (English) <input type="text"/> (Japanese) <input type="text"/>	<input type="checkbox"/> Magazine (English) <input type="text"/> (Japanese) <input type="text"/>
<input type="checkbox"/> Travel Magazine (English) <input type="text"/> (Japanese) <input type="text"/>	<input type="checkbox"/> Industry Magazine (English) <input type="text"/> (Japanese) <input type="text"/>
<input type="checkbox"/> Travel Guide Book (English) <input type="text"/> (Japanese) <input type="text"/>	<input type="checkbox"/> Web News *Please enter the name of the media or account URL (English) <input type="text"/> (Japanese) <input type="text"/>
<input type="checkbox"/> SNS *Please enter the name of the media or account URL (English) <input type="text"/> (Japanese) <input type="text"/>	<input type="checkbox"/> Other *Please enter the name of the media or account URL (English) <input type="text"/> (Japanese) <input type="text"/>

### Date you are going to visit this event \*

(You may make more than one selection)

Sep. 26 (Thu)  
 Sep. 27 (Fri)  
 Sep. 28 (Sat)  
 Sep. 29 (Sun)

### Plans for your media coverage \*

※Filling in the name of the media and on selected item is required

If you answered "YES", you must fill out the name of medium and release date.

<input type="radio"/> Plan about this exhibition Media Name (English) <input type="text"/> Media Name (Japanese) <input type="text"/> Publication Date <input type="text"/>	<input type="radio"/> Plan about script & information of exhibitors Media Name (English) <input type="text"/> Media Name (Japanese) <input type="text"/> Publication Date <input type="text"/>	<input type="radio"/> Undecided
--	---	---------------------------------

### Photograph or Film \*

(You may make more than one selection)

Photograph  
 N/A (None of the Above)  
 Film

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

Register the information of the person who will be attending the event.  
Each participant needs their own registration.

Family Name * (in English)	<input type="text"/> e.g. Ryoko
First Name * (in English)	<input type="text"/> e.g. Taro
Title *	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Do not answer
Family Name (in Japanese)	<input type="text"/> e.g. 旅行
First Name (in Japanese)	<input type="text"/> e.g. 太郎
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 (English) <input type="text"/> (Japanese) <input type="text"/>
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 (For receiving information from the Promotion Office)
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</small>
Password *	<input type="text"/> <b>Passwords must:</b> - Contain no fewer than 6, and no more than 12 characters (single-byte) - 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"/> e.g. 080-0000-0000

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 Media 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 attending the event.  
Each participant needs their own registration.

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

<b>Job Category *</b> (You may make more than one selection)	<input type="checkbox"/> Journalist <input type="checkbox"/> Writer Media name published in the past (English) <input type="text"/> Media name published in the past (Japanese) <input type="text"/> Publication Date <input type="text"/> <input type="checkbox"/> Editor <input type="checkbox"/> Photographer <input type="checkbox"/> Producer <input type="checkbox"/> Director <input type="checkbox"/> Production <input type="checkbox"/> Sales/Marketing <input type="checkbox"/> Influencer URL <input type="text"/> <input type="checkbox"/> Other (English) <input type="text"/> (Japanese) <input type="text"/>
<b>Purpose of Visit *</b> (You may make more than one selection)	<input type="checkbox"/> Interview <input type="checkbox"/> Business Meeting <input type="checkbox"/> Gathering Information <input type="checkbox"/> Other (English) <input type="text"/> (Japanese) <input type="text"/>
<b>How did you find out about this event first? *</b> (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 <input type="checkbox"/> SNS <input type="checkbox"/> Poster(s) <input type="checkbox"/> Information from Your Colleagues or Friends <input type="checkbox"/> Other <input type="text"/>
<b>Are you planning to attend the Travel Solution Exhibition 2024? *</b>	<input type="radio"/> Yes <input type="radio"/> Undecided *Your registered information may be provided to the organizer *Only for purpose of survey. Checking 'Yes' will NOT automatically register you.
<b>Are you going to participate in the Business Meetings? *</b>	*Participants of Business Meeting are required to be Media workers who are engaging in Editing, Production, Planning and research. <input type="radio"/> Yes <input type="radio"/> No

Confirm

If you cannot click on the "Confirm" button, please read the notice at the top of the page.

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".

## All Business Meeting participants need to register both 『1 MEDIA Registration』 and 『2 Business Matching Registration』

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

\* Registration per person, not per company.

### Information① | Information necessary for the meetings(1/1)

All items marked by "\*" are mandatory field.

Please check if you are a Hosted Overseas Media who are invited by Organizer \*

Yes  No

\*Hosted Overseas Media : non-Japan  
 \*"Yes" is limited to Hosted Overseas Media  
 \*The business meeting appointment to 13 are closed from the beginning  
 \*Hosted Overseas Media can have no meetings in Japan.

If you are NOT a Hosted Overseas Media (non-Japanese Media who reside in Japan, invited from Organizers), select "NO".

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

You can upload Your Profile Image.

ファイルを選択 選択されていません

(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 \*  
 (You may make more than one selection)

\*Please check the business category(ies) you are eligible to hold meetings about.

Outbound Travel from Japan

Japanese Domestic Travel

Inbound Travel to Japan

Tourism-Related Solution Business

Expertise / Professional Fields \*  
 (in English)

Up to 100 characters e.g. Planning and producing of Web magazine.

Expertise / Professional Fields  
 (in Japanese)

Up to 50 characters e.g. ウェブマガジンの企画・制作

PR Messages  
 (in English) \*

※Please enter the information of your company's general profile, nature of business and type of tour products which your company deals with.

Up to 400 characters Character Count: 0

PR Messages  
 (in Japanese)

Up to 200 characters Character Count: 0

Specific Language(s) during the Business Meetings \*  
 (You may make more than one selection)

Japanese

English

Other

(English)

(Japanese)

You can attach a photo on your "Profile" (maximum 3MB/jpeg/jpg/png).

(e.g) photo of the meeting participant/company logo/image photo)

※ Images will play an important role as eyecatcher for the Business Meeting participants searching for counterparts. We highly recommend you to use the function.

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

All items marked by "\*" are mandatory field.

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, Entertainment <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)	<input type="checkbox"/> Gathering Information, Business Networking <input type="checkbox"/> Other (Japanese) <input type="text"/> (English) <input type="text"/>
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 breaks needed.</p> <p><a href="#">Click here to enter further details</a></p>
Receive Instant Notifications	<input checked="" type="checkbox"/> Appointment established <input checked="" type="checkbox"/> Appointment Requests Received <input checked="" type="checkbox"/> New messages <input checked="" type="checkbox"/> Declined appointment requests <input checked="" type="checkbox"/> Withdrawn cancellation requests <input checked="" type="checkbox"/> Accepted cancellations <input checked="" type="checkbox"/> Appointment Schedule Changes <input checked="" type="checkbox"/> Appointment Place Changes
Ranking System	<input checked="" type="checkbox"/> The Matching System has the system of showing the ranking of appointment requests sent. If you wish to decline the entry for the ranking system, please

Set the availability on your time slots by selecting available/not available. When setting your schedule, please keep in mind your Press Coverage 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"/>
TBA India Lunch Reception*1 12:00-13:00		TBA Saudi Arabia Lunch Reception*2 12:00-13:00	
13:10-13:30 Session 3	<input type="checkbox"/>	13:10-13:30 Session 12	<input checked="" type="checkbox"/>
13:50-14:10 Session 4	<input type="checkbox"/>	13:50-14:10 Session 13	<input checked="" type="checkbox"/>
14:30-14:50 Session 5	<input checked="" type="checkbox"/>	14:30-14:50 Session 14	<input checked="" type="checkbox"/>
15:10-15:30 Session 6	<input checked="" 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 type="checkbox"/>	17:10-17:30 Session 18	<input checked="" type="checkbox"/>
TBA Saudi Arabia [Media only] Presentation*3 17:00-17:50			

**★ Programs hosted by 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) [Saudi Arabia Presentation for Media\*3]**

DATE : Sep. 26(Thu)17:00~17:50 (hosted by Saudi Tourism Authority)  
 PLACE : Exhibit booth of Saudi Arabia  
 CONTENTS : Presentation exclusively for Media participants.

**! NOTE !**  
 Those who wish to participate must set their "Session 9" time slot to "Not Available" in order to keep the slot from having any business meetings established there.

### Saudi Arabia Presentation for Media

Date : Sept 26 (Thu) 17:00~17:50

Place : Exhibit booth of Saudi Arabia

Details : Presentation exclusively for Media participants.

(Note) Those who wish to participate must set their "Session 9" time slot to "Not Available" in order to keep the slot from having any business meetings established there.

# 【 Hosted Overseas Media】 Non-Japanese Media participants who reside in Japan

## Information regarding Media Buyer registration

to all Hosted Overseas Media Buyers invited by organizers  
please check the notes below and complete your Media Buyer registration

### 1.Registration

Follow the steps on the Registration Manual and complete both  
「**1** Media Registration」+「**2** Business Matching Registration」.

For the question in **2** Business Matching Registration 「Please check if you are a Hosted Overseas Media who are invited by Organizers」, check “yes”.

Home
Edit Profile ▾
Apply for Press Coverage

事前 / pre reg.

## Edit : Business Matching Information Registration

\*Deadline for Registration and/or Editing Information: Sep. 20(Fri) 16:59 JST

You must supply us with additional information in order to use the Business Matching System and participate in the Business Meeting.

One account per person. \*NOT per company  
Registration includes:  
- Access to the Business Matching System: July 22(Mon) 10:00 JST \*Tentative

Please fill out the necessary information below, and click the "confirm" button at the bottom of the page.  
After organizers' approval of your registration, you will be able to login to your "My page" of the Business Matching System.

### Please register the information required for business matching.

All items marked by "\*" are mandatory field.

Please check if you are a Hosted Overseas Media who are invited by Organizer \*

Yes  No

\*Hosted Overseas Media : non-Japanese Media participants

\*"Yes" is limited to Hosted Overseas Media Invited by organizer ONLY.

\*The business meeting appointments for Hosted Overseas Media will be available for sessions 14 to 18. (Sessions 1 to 13 are closed from the beginning)

\*Hosted Overseas Media can have meetings only with Domestic Sellers and Sellers handling travel from overseas to Japan.

**2 Business Matching Registration**  
You must choose “YES”.

You can upload Your Profile Image.

選択されていません

(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

### 2. Meeting place and who you can have meetings with

#### ● Who you can have meetings with

Domestic Sellers and Sellers handling trips from overseas to Japan, who are participating in the Business Meetings.

#### ● Meeting Place

At Media Center in East 1 Hall

※Sellers who were matched with you through the Business Matching System will visit your meeting desk.



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 the following callouts:

- A**: Search for Matching Members\* (Search Company/Keyword)
- B**: Message Box
- C**: Edit Business Matching Information
- C**: Edit Basic Profile
- F**: Apply for Press Coverage
- G**: Download documents Required on the day of event

Navigation tabs at the top include: Search/Apply for Appointments, Message Box, Edit Profile, Business Meeting Schedule (Your Appointment Sheet), and Apply for Press Coverage.

Key sections on the page include: Welcome, Matching System User Manual (In Preparation), Frequently Asked Questions (Q & A), Notices, and Your appointment status (Favorites, Recommendations, New messages, Established Appointments, Tentatively-Established Appointments, Appointments applied for, Received appointments, Not-Established list).

Logos for partner organizations are displayed: 公益社団法人 日本観光振興協会 (JATA), 一般社団法人 日本旅行業協会 (JATA), and JNTO 日本政府観光局.

**A** Search for counterparts and send Appointment Request

**B** Check Appointment Requests sent/received

**C** Edit Registered Information (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 Press Coverage

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

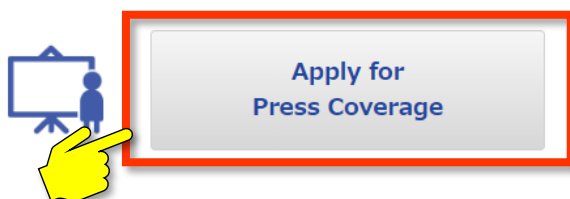
You can apply for Press Coverage from your Business Meeting My Page



If your Business Meeting appointment and Press Coverage schedule overlaps, you must prioritize Business Meeting appointment and adjust your schedule.

1

On the HOME screen of your My Page, click the "Apply for Press Coverage" button.



2

Check the program you wish to cover, and then scroll down to the bottom of the page to "confirm" button.

Please input Keywords.

## Apply for Press Coverage

Please select the programs you wish to coverage, 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 applied for.

Sep. 26 (Thu) **Sep. 27 (Fri)**

Seminar Venue at East Exhibition Hall **A Stage** Conference Tower

Sep. 26 (Thu)

You can check the record of the press coverage you have applied for when you click this "application record".

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

3

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

## Confirmation: Apply for Press Coverage

Your changes have not yet been finalized.

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

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 press coverage which may overlap with your Business Meeting Schedule**

## Press

Tourism EXPO Japan Press

TEL: +81-3-6205-7027

Email: [press@t-expo.jp](mailto:press@t-expo.jp)

Office Hours: Weekdays **10:00AM~5:00PM JST**

## For inquiry regarding Business Meeting

Tourism EXPO Japan Business Meeting Secretariat

TEL: +81-3-6737-9389

Email: [bizmtg@bsec.jp](mailto: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](mailto:forum@t-expo.jp)

Office Hours:

Weekdays 9:30AM~5:30PM JST

## For general inquiry regarding Tourism EXPO Japan

Tourism EXPO Japan Promotion Office

TEL: +81-3-5510-2004

Email: [event@t-expo.jp](mailto:event@t-expo.jp)

Office Hours:

Weekdays 9:30AM~5:30PM JST

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