

2024



Tourism Expo Japan 2024

Visitor Registration Manual

MEDIA

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

Ver. 1
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Introduction | Which Category do you belong to?

This manual is for those who wish to participate as

MEDIA

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 “Media” registration (where to start), refer to P.3

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

VISITOR

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

BUYER

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

MEDIA BUYER

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

How to Register

Media
Registration
June 21(Fri)
1:00 PM JST~

Click the URL below for Media Registration

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



After filling out Media 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.

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

For your visit to the Venue

before visit

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 your ID Pass reissued at the site, so please be careful.

on the day

Present your
ID Pass at
Entrance Gate

Industry Days: Sept 26 (Thu)・27(Fri) /General Public Days: Sept 28 (Sat)・29(Sun)

By printing out your pass prior to your arrival to the venue, you do not need to go to Reception Desk.

We will scan your ID Pass at Entrance Gate, then you are all set to enter the venue.

✓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 each day

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

★ INVITATION ★

TBA)Saudi Arabia Presentation for Media

Date : Sept 26 (Thu) 5:00~5:50 PM

Place : Exhibit booth of Saudi Arabia

Details : Presentation exclusively for Media participants.

Note : Please wear your Media Pass during the event. For details, please confirm at the Media Center.

Media Registration |

The information you need to register

IMPORTANT

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

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

Media Registration |

The information you need to register

IMPORTANT

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

Business Type *

(You may make more than one selection)

※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"/>

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

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

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

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

Photograph or Film *

(You may make more than one selection)

Photograph Film
 N/A (None of the Above)

Media Registration |

The information you need to register

IMPORTANT

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"/> *Multiple emails can be entered, separated by a comma [,]. *Email for the activation for your account will not be delivered to CC Email address.
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"/> 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.

Media Registration |

The information you need to register

IMPORTANT

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.**

Job Category * (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"/>
Purpose of Visit * (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"/>
How did you find out about 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 <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"/>
Are you planning to attend the Travel Solution Exhibition 2024? *	<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.
Are you going to participate in the Business Meetings? *	*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 this page, then click on the "Confirm" button.

If you are participating as a Media, select "NO".

Login URL : <https://tej2024.icdbizmatch.jp/en/Login>
 Login ID : email address used for your registration
 Password : Set by you

What you can do on your My Page

日本語



Registration No. : [] [] Log-ou

Home Edit Profile Apply for Press Coverage



Welcome

SUMMARY *Including some tentative dates & times *JST

- Editing your profile: Sep. 20 (Fri) 16:59
- Your ID pass download: Sep. 20 (Fri) 18:00

Notices



Edit Basic Profile



Apply for Press Coverage



Download documents Required on the day of event

[Required] ID Pass (Entry Pass)
 *Please set the printer to A4 Size and full color when printing out.
 *Cannot accept smartphone or tablet screen at the reception.

Floor Guide of the Exhibition Venue

Print out your ID Pass in [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 site, so please be careful.

A You can edit the information you registered

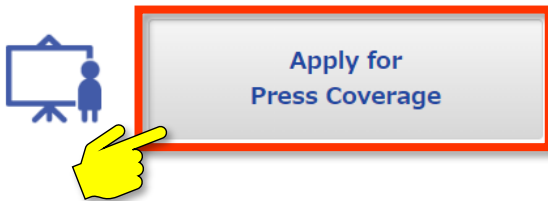
B Apply for coverage from here

C Download/Print out necessary documents for your visit
 ※From September 20 (Fri) 6 PM

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

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)

Sep. 26 (Thu)

Seminar Venue at East Exhibition Hall A Stage Conference Tower

	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				

Application Record

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

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		

Press

Tourism EXPO Japan Press

TEL: +81-3-6205-7027

Email: press@t-expo.jp

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

For inquiries 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.