

2024



Tourism Expo Japan 2024

Visitor Registration Manual

VISITOR

Industry Day 【Sept 26(Thu)-27(Fri)】

Ver. 1
Uploaded: 2024.06.21

Introduction

Which category do you belong to? 2

Visitor Registration **【Overview】**

Flow up to your visit to the event 3

The information you need to register 4 ~ 7

My Page

Overview 8

Apply for Forums & Seminars 9

For Inquiry 10

Introduction | Which Category do you belong to?

This manual is for those who wish to participate as

VISITOR

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

NOTE)

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

BUYER

https://tej2024.jcdbizmatch.jp/Files/Buyer_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

How to register prior to the event

Visitor Registration

June 21 (Fri)
1:00PM JST~

Enter from here to register as Visitor

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



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.icdbizmatch.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.

Apply for Forums and Seminars

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

when visiting the venue

Before the event

Print out
ID Pass
Sept20(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 pass reissued at site, so please be careful.

On the day

Present your
ID Pass at
Entry Gate

Industry Days :Sept 26(Thu)・27(Fri)

By preparing your ID pass prior to your arrival, you will not have to check in at the Entry Gate!

✓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.

Visitor Registration |

The information you need to register

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 Profile(1/2)

Company Name * (in English)		<input type="text"/>
Company Name (in Japanese)		<input type="text"/>
Company Name (in Katakana)		<input type="text"/>
URL		<input type="text"/>
Location of your company *		<input type="text"/>
Postal Code *		<input type="text"/>
		Only numeric or alphanumeric. e.g. 1234444 Please do not enter hyphen.
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. +81-3-5657-0758
FAX		<input type="text"/>

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

e.g.,) https://www....
*do NOT omit https://

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

Visitor Registration |

The information you need to register

IMPORTANT

Information ① | Your Company/Organization's Basic Profile(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
- (Member ID No.)
e.g. C0123456
- Japan Travel and Tourism Association
- All Nippon Travel Agents Association
- N/A

*Please select "N/A" only if you are the JAPANESE company OFFICIALLY INVOLVED in the Business Meeting Matching System Usage Fee (5,000 JPY in advance/credit card payment) is not required for registration.

If you do not belong to any of the organizations listed here, check "N/A".

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)

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

【If you selected Travel Company】

* If you selected 『Travel Company』, fill out the **Registration Number/JATA 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.**

Visitor 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.

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)</small> <input type="text"/> <small>(Japanese)</small> <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 <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 [,].</small> <small>*Email for the activation for your account will not be delivered to CC</small>
Password *	<input type="text"/> Passwords must: <ul style="list-style-type: none"> - Contain no fewer than 6, and no more than 12 characters (single-byte alphanumeric characters only) - Contain at least one letter and one number <small>Example: Tourism2024</small>
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.

Visitor 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.**

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 *Your registered information may be provided to the organizer *Only for purpose of survey. Checking 'Yes' will NOT automatically register you. <input type="radio"/> Undecided	
Are you going to participate in the Business Meetings? *	<input type="radio"/> Yes <input type="radio"/> No(=Visitor)	

If you cannot click on the "Confirm" butt

If you are registering as a **Visitor** and will not be attending the pre-matched Business Meetings, select **"NO"**.
Note)If you are accompanying a Business Meeting Buyer (interpreter, etc.), select **"NO"**.

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

日本語

Tourism Expo Japan

Log-out

Home Edit Profile Forum & Seminar

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

A



Apply for Forum & Seminar programs

B



Download documents Required on the day of event

C

- A** You can edit information you entered (Basic Profile)
- B** You can apply for Forums and Seminars
- C** You can download/print out necessary documents and material for your visit to the venue
 ※From September 20 (Fri) 6 PM

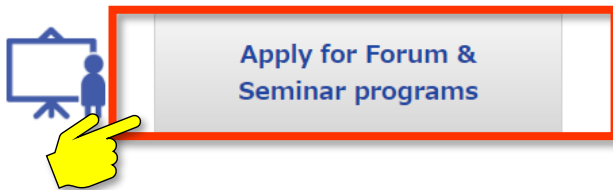
[Required] ID Pass (Entry Pass) <small>*Please set the printer to A4 Size and full color when printing out. *Cannot accept smartphone or tablet screen at the reception.</small>	DOWNLOAD
Floor Guide of the Exhibition Venue	DOWNLOAD

Print out your ID Pass
【 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 pass issued at the site, so please be careful.

OK

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

- 1 Click the "Apply for Forum & Seminar programs" button on the HOME screen of your My Page.



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

Please input Keywords.

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) Sep. 27 (Fri)

Sep. 26 (Thu)

Seminar Venue at East Exhibition Hall A Stage Conference Tower

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

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



- 3 Check content of your application, and if there are no mistakes, click "Confirm" button.

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		



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

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 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**

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