

OKINAWA

TOKYO

# Media Registration Manual

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Ver.2

Uploaded:2020.09.10

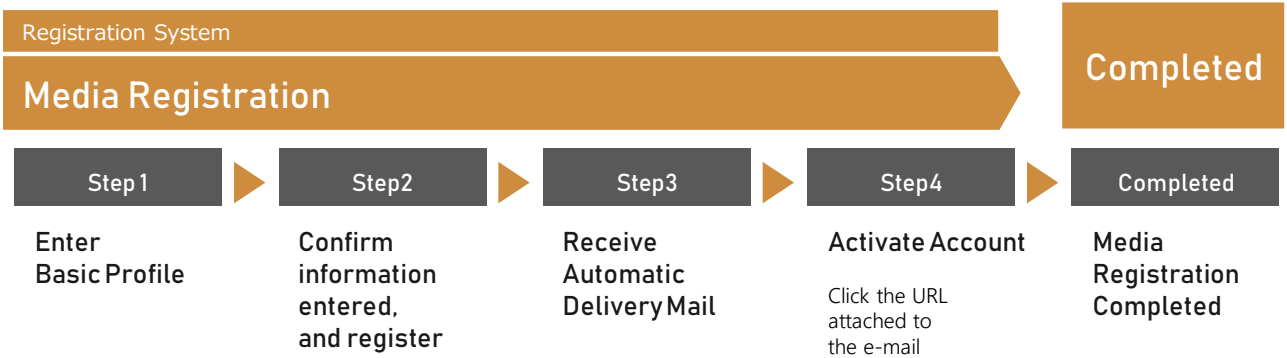
If you would like to participate in the Business Meetings of Tourism Expo Japan, please refer to the Business Meeting Registration Manual for Buyers.

<Interview, Coverage>  
Tourism EXPO Japan Promotion Office  
TEL: +81(0)35510-2004  
Email: [event@t-expo.jp](mailto:event@t-expo.jp)  
Open: Weekdays 10:00-17:00

<Business Meeting>  
Tourism EXPO Japan Business Meeting Secretariat  
TEL: +81(0)36737-9389  
①Okinawa/Email: [tejbiz-oka@bsec.jp](mailto:tejbiz-oka@bsec.jp)  
②Tokyo/Email: [tejbiz-tyo@bsec.jp](mailto:tejbiz-tyo@bsec.jp)  
\*If you will attend to both of Tokyo and Okinawa, please inquire ①.  
Open: Weekdays 10:00-17:00(Except 30th December- 3rd January)

# Media Coverage

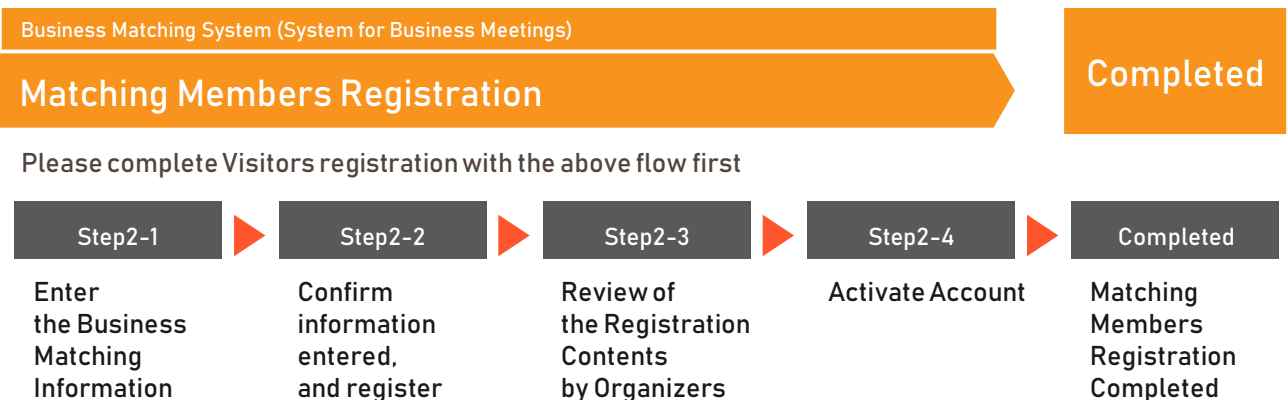
## Media Registration is necessary



Once your registration is complete, you will be able to enter your My Page. Please apply for media coverage requests from My Page. Entry for requests is scheduled to start on Aug. 17 (Mon).

# If you are also participating in the Business Meetings

## Registrations for both Media and Business Meeting Matching Member are required



Please complete Visitors registration with the above flow first

After approval by the organizers, the account will be activated (within roughly 5 business days)

The business meeting frame (= session schedule) can be freely set according to your own schedule during the business meeting such as program coverage and networking, your break time.

| Day1<br>2020/10/29(THU) |       |       |
|-------------------------|-------|-------|
|                         |       |       |
| セッション / Session 1       | 15:15 | 15:30 |
| インターバル / Interval       | 15:30 | 15:45 |
| セッション / Session2        | 15:45 | 16:00 |
| インターバル / Interval       | 16:00 | 16:15 |
| セッション / Session3        | 16:15 | 16:30 |
| インターバル / Interval       | 16:30 | 16:45 |
| セッション / Session4        | 16:45 | 17:00 |
| インターバル / Interval       | 17:00 | 17:15 |
| セッション / Session5        | 17:15 | 17:30 |

| Day2<br>2020/10/30(FRI) |       |       |
|-------------------------|-------|-------|
| フリーセッション / Free Session | 9:00  | 10:00 |
| セッション / Session6        | 10:00 | 10:15 |
| インターバル / Interval       | 10:15 | 10:30 |
| セッション / Session7        | 10:30 | 10:45 |
| インターバル / Interval       | 10:45 | 11:00 |
| セッション / Session8        | 11:00 | 11:15 |
| インターバル / Interval       | 11:15 | 11:30 |
| セッション / Session9        | 11:30 | 11:45 |
| インターバル / Interval       | 11:45 | 12:00 |
| セッション / Session10       | 12:00 | 12:15 |
| インターバル / Interval       | 12:15 | 12:30 |
| セッション / Session11       | 12:30 | 12:45 |
| インターバル / Interval       | 12:45 | 13:00 |
| セッション / Session12       | 13:00 | 13:15 |
| インターバル / Interval       | 13:15 | 13:30 |
| セッション / Session13       | 13:30 | 13:45 |
| インターバル / Interval       | 13:45 | 14:00 |
| セッション / Session14       | 14:00 | 14:15 |
| インターバル / Interval       | 14:15 | 14:30 |
| セッション / Session15       | 14:30 | 14:45 |
| インターバル / Interval       | 14:45 | 15:00 |
| セッション / Session16       | 15:00 | 15:15 |
| インターバル / Interval       | 15:15 | 15:30 |
| セッション / Session17       | 15:30 | 15:45 |
| インターバル / Interval       | 15:45 | 16:00 |
| セッション / Session18       | 16:00 | 16:15 |
| インターバル / Interval       | 16:15 | 16:30 |
| セッション / Session19       | 16:30 | 16:45 |
| インターバル / Interval       | 16:45 | 17:00 |
| セッション / Session20       | 17:00 | 17:15 |
| インターバル / Interval       | 17:15 | 17:30 |
| セッション / Session21       | 17:30 | 17:45 |

# Business Meeting Frame (Session Schedule)

TOKYO

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The business meeting frame (= session schedule) can be freely set according to your own schedule during the business meeting such as program coverage and networking, your break time.

| Day1<br>2021/1/7 (THU) |       |       |
|------------------------|-------|-------|
| セッション / Session 1      | 13:00 | 13:20 |
| インターバル / Interval      | 13:20 | 13:30 |
| セッション / Session2       | 13:30 | 13:50 |
| インターバル / Interval      | 13:50 | 14:00 |
| セッション / Session3       | 14:00 | 14:20 |
| インターバル / Interval      | 14:20 | 14:30 |
| セッション / Session4       | 14:30 | 14:50 |
| インターバル / Interval      | 14:50 | 15:00 |
| セッション / Sessio5        | 15:00 | 15:20 |
| インターバル / Interval      | 15:20 | 15:30 |
| セッション / Session6       | 15:30 | 15:50 |
| インターバル / Interval      | 15:50 | 16:00 |
| セッション / Session7       | 16:00 | 16:20 |
| インターバル / Interval      | 16:20 | 16:30 |
| セッション / Session8       | 16:30 | 16:50 |
| インターバル / Interval      | 16:50 | 17:00 |
| セッション / Session9       | 17:00 | 17:20 |
| インターバル / Interval      | 17:20 | 17:30 |
| セッション / Session10      | 17:30 | 17:50 |

| Day2<br>2021/1/8 (FRI)  |       |       |
|-------------------------|-------|-------|
| セッション / Session11       | 10:30 | 10:50 |
| インターバル / Interval       | 10:50 | 11:00 |
| セッション / Session12       | 11:00 | 11:20 |
| インターバル / Interval       | 11:20 | 11:30 |
| セッション / Session13       | 11:30 | 11:50 |
| インターバル / Interval       | 11:50 | 12:00 |
| セッション / Session14       | 12:00 | 12:20 |
| フリーセッション / Free Session | 12:20 | 13:00 |
| セッション / Session15       | 13:00 | 13:20 |
| インターバル / Interval       | 13:20 | 13:30 |
| セッション / Session16       | 13:30 | 13:50 |
| インターバル / Interval       | 13:50 | 14:00 |
| セッション / Session17       | 14:00 | 14:20 |
| インターバル / Interval       | 14:20 | 14:30 |
| セッション / Session18       | 14:30 | 14:50 |
| インターバル / Interval       | 14:50 | 15:00 |
| セッション / Session19       | 15:00 | 15:20 |
| インターバル / Interval       | 15:20 | 15:30 |
| セッション / Session20       | 15:30 | 15:50 |
| インターバル / Interval       | 15:50 | 16:00 |
| セッション / Session21       | 16:00 | 16:20 |
| インターバル / Interval       | 16:20 | 16:30 |
| セッション / Session22       | 16:30 | 16:50 |
| インターバル / Interval       | 16:50 | 17:00 |
| セッション / Session23       | 17:00 | 17:20 |
| インターバル / Interval       | 17:20 | 17:30 |
| セッション / Session24       | 17:30 | 17:50 |

# Please make sure to read this page before registration

Those who visit both venues in Okinawa and Tokyo can register for both visits at once.

## OKINAWA

## TOKYO

2020

- Oct. 29(THU) –Oct. 30(FRI) For Business
- Oct. 31(SAT) –Nov, 1(SUN) For Public

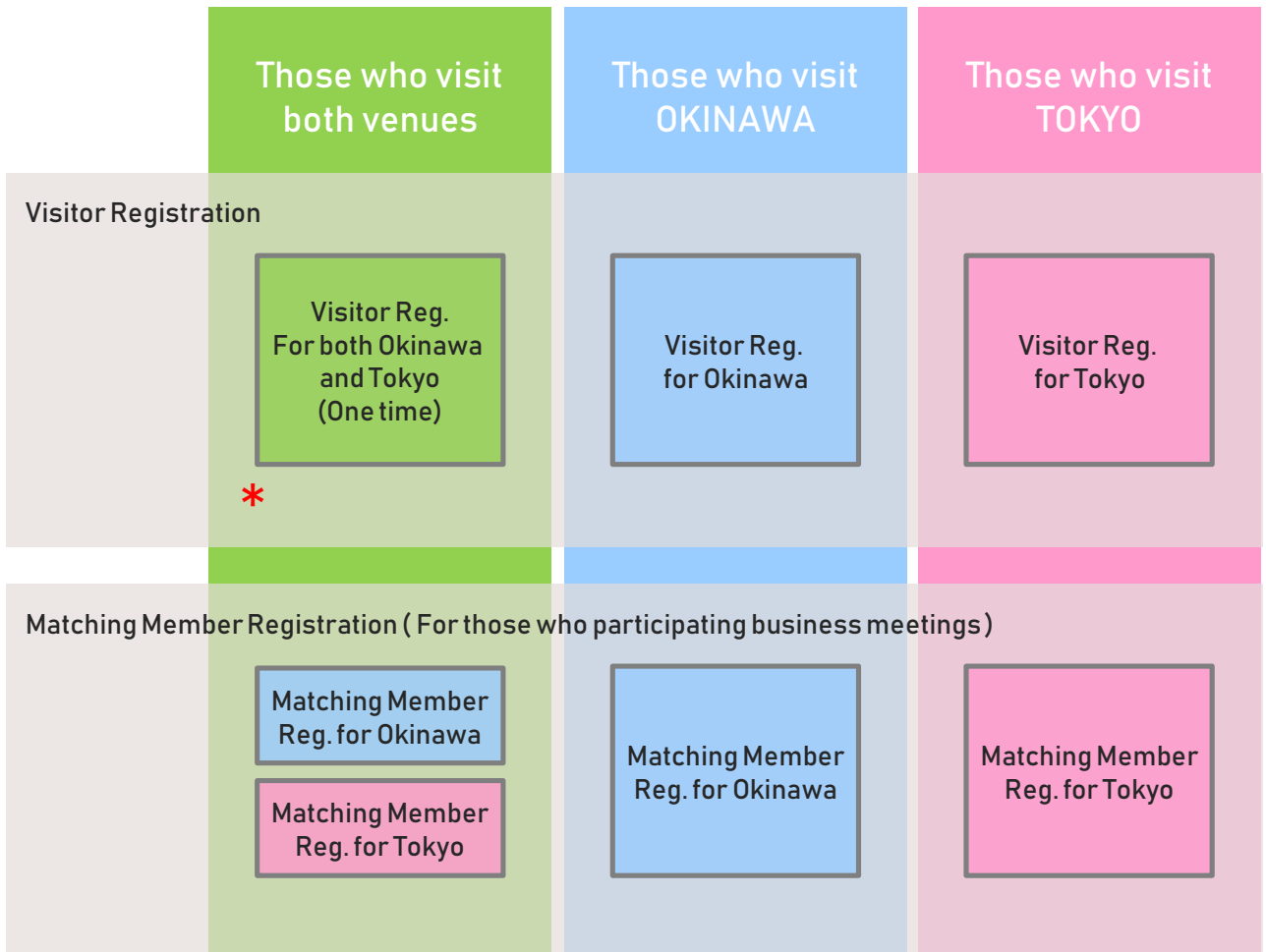
2021

- Jan. 7(THU)-8(FRI) For Business
- Jan. 8(FRI) –9(SAT) For Public

● Registration flow

\*If you are participating business meetings, you will be required to register as a matching member in each of Okinawa and Tokyo, since the registration items and business meeting schedule will differ depending on the venue.

\*Please proceed to the matching member registration from each My Page.



# Press Coverage Program Schedule (Tentative)

After your account is successfully created, you will be able to access your My Page. Please register from your My Page for programs to interview or cover. Registration is scheduled to start from Aug. 17 (MON).

|                  |                         |  |   |
|------------------|-------------------------|--|---|
| Oct. 29<br>(THU) | 01 : 15pm<br>~02 : 30pm | Opening Ceremony (Opening Ceremony,<br>Keynote Speech, Japan Tourism Awards) | Okinawa Convention Center -<br>Theater  |
|                  | 03 : 00pm<br>~05 : 00pm | TEJ Ministerial Round Table  | Okinawa Convention Center -<br>Theater  |
|                  | 03 : 00pm<br>~06 : 00pm | Business Meetings Exhibition (For Business)<br>-TEJ/ResorTech Okinawa        | Okinawa Convention Center -<br>Exhibition Hall<br>Ginowan City Multipurpose<br>Playground |
|                  | 06 : 00pm<br>~06 : 45pm | OKINAWA NIGHT  | Okinawa Convention Center   |
|                  | TBD                     | JNTO Inbound-Seminar   | Okinawa Convention Center   |
|                  | 07 : 00pm<br>~09 : 00pm | Hula Festival (TBD)  | Ginowan Seaside Park  |
| Oct. 30<br>(FRI) | 10 : 00am<br>~06 : 00pm | Business Meetings Exhibition (For Business)<br>-TEJ/ResorTech Okinawa        | Okinawa Convention Center -<br>Exhibition Hall<br>Ginowan City Multipurpose<br>Playground |
|                  | TBD                     | Dark Sky Tourism Symposium   | Ginowan Seaside Park  |
|                  | TBD                     | Technology Tourism Symposium   | Ginowan Seaside Park  |
|                  | TBD                     | Adventure Tourism Symposium (TBD)  | Ginowan Seaside Park  |
|                  | 01 : 30pm<br>~06 : 00pm | Hula Festival (TBD)  | Okinawa Convention Center -<br>Theater  |
| Oct. 31<br>(SAT) | 10 : 00am<br>~06 : 00pm | Travel Showcase (For Public)   | Okinawa Convention Center -<br>Exhibition Hall<br>Ginowan City Multipurpose<br>Playground |
|                  | 13 : 00~21 : 00         | Hula Festival (TBD)  | Okinawa Convention Center -<br>Theater  |
| Nov.1<br>(SUN)   | 10 : 00~17 : 00         | Travel Showcase (For Public)   | Okinawa Convention Center -<br>Exhibition Hall<br>Ginowan City Multipurpose<br>Playground |

<Interview, Coverage>

Tourism EXPO Japan Promotion Office

TEL: +81(0)3-5510-2004

Email: event@t-expo.jp

Operation Hours : 9:30~17:30 JST, Mon - Fri

Proceed to "Media Registration" from Tourism EXPO Japan website  
<https://t-expo.jp/>



## Accessible from any of the following pages

From "Programs"  
> "Business Meetings Exhibition"

- 1 Click "Business Meetings Exhibition"
- 2 Click Registration for Media

From "Visitor Registration"

- 1 Click "Visitor Registration"
- 2 Click Registration for Media

Proceed to Media registration form

### Visitor Registration (Basic Profile Registration)

For details of registration flow, please refer to the registration manual.  
[For Visitors] [Visitor Registration Manual\(PDF\)](#)

[Click here to enter last year's data into the fields](#)

< Please note below before registration ! >

Q After your registration, you will receive an email for the activation of your account.

If you have not activated your account (not opened a URL on the email) **within 1 week**,

you will not be able to login to your individual page ("My Page"). Please check the email within the time.

※ If you could not find the email, please check the spam or bulk folder.

O If you will participate in the Business Meeting, please proceed to the "Business Matching Member Registration" after the activation of your account. \*Deadline (Okinawa) 16:59JST 1st October / (Tokyo) 16:59JST 3rd December

When your account has been successfully created, the following contents will be available to you from your account page.

- Editing registered information (Basic Profile, Matching Member Profile)
- the Business Matching System ※ Only who has registered for the business matching member
- Registration for Forum & Seminars \* Only in Okinawa (Start from 17th August)
- Download your ID Pass (Okinawa) from 8th October

Please check the Notes before you register!

Please read the notes at the top of the page carefully.

## Media Registration

For details of registration flow, please refer to the registration manual.

[For Media] [Media Registration Manual\(PDF\)](#)

[Click here to enter last year's data into the fields](#)

< ! Please note below before registration ! >

○After your registration, You will receive an email for the activation of your account.

If you have not activated your account (not opened an URL on the email) **within 1 week**,

You will not be able to login to your individual page ("My Page"). Please check the email within the time.

※If you could not find the email, please check the spam or bulk folder.

○If you will participate in the Business Meeting, please proceed to the "**Business Matching Member Registration**" after the activation of your account. \***Deadline (Okinawa) 16:59JST 1st October/ (Tokyo) 16:59JST 3rd December**

When your account has been successfully created, the following contents will be available to you from your account page.

- Editing registered information (Basic Profile, Matching Member Profile)
- the Business Matching System ※Only who has registered for the business matching member
- Registration for programs to interview or cover
- Download your ID Pass  
(Okinawa)from 8th October  
(Tokyo) from 10th December

※Please download the ID pass from your own My Page, print it out, and bring it to the entrance gate on the day of your visit.

\* Your registration may be declined if you do not register your company/organization, or if you are from an unrelated industry.

Please make sure to read the following before starting the visitor registration process.

About the regulation for Media participation

Please read "About the regulation for Media participation" and "About the handling of the personally identifiable information you provide", "COVID-19 infectious disease prevention measures", and click "I agree" box.

Please make sure to read the following before starting the visitor registration process.

About the regulation for Media participation

[Please click here and download.](#)

About the handling of the personally identifiable information you provide:

[Please click here and download the file.](#)

Regarding COVID-19 infectious disease prevention measures:

[Please click here and download the file.](#)

- Any information provided via this page will be sent in a secure SSL encrypted format.
- Do not use the "return" button on your browser.

I agree



If you click the red button on the top and enter your ID and Password, last year's registered information will be reflected to fields.

- 1 Click "Click here to enter last year's data into the fields"

## Media Registration

For details of registration flow, please refer to the registration manual.

[【For Media】 Media Registration Manual\(PDF\)](#)

[Click here to enter last year's data into the fields](#)

< ! Please note below before registration ! >

○After your registration, You will receive an email for the activation of your account.

If you have not activated your account (not opened an URL on the email) **within 1 week**,

You will not be able to login to your individual page ("My Page"). Please check the email within the time.

※If you could not find the email, please check the spam or bulk folder.

○If you will participate in the Business Meeting, please proceed to the "**Business Matching Member Registration**" after the activation of your account. \*Deadline (Okinawa) 16:59JST 1st October/ (Tokyo) 16:59JST 3rd December

- 2 Please enter the login ID and password of the account registered last year.

The screenshot shows a web page titled "Registration(Basic Profile Registration)". A notification window is overlaid on the page, containing the following text:

Notification

Please input your 2019's Visitor Login ID and Password.

Login ID (E-mail)

Password

If you forget your 2019's ID and/or password, you can not reissue or confirm them, so please register a new account.

[Click here to enter last year's data into the fields](#)

- 3 If the ID and password are entered correctly, the data registered last year will be entered.

※ If you forgot your ID and password, please register a new account.

※ Please register items which are new this year.

Please follow the steps and fill out your company's information

- Enter your company's basic information in "Basic Profile" area.
- Items marked in red with "※" are mandatory.
- Some items require a specific character format.  
Please be careful when you are filling out the information.

Please register the basic profile(s) of "your company".

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

|                                |                      |
|--------------------------------|----------------------|
| Company Name *<br>(in English) | <input type="text"/> |
| Company Name<br>(in Japanese)  | <input type="text"/> |
| Company Name<br>(in Katakana)  | <input type="text"/> |
| URL                            | <input type="text"/> |



If you wish to participate in Business Meetings, you must fill out your company's URL.

- When registering 『Location of your Company』 please select the correct area where your company/office is located.

|                               |                      |
|-------------------------------|----------------------|
| Location of your<br>company * | <input type="text"/> |
|-------------------------------|----------------------|

### Select "Business Type" and name of media you are representing

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

- |  |   |
|--|---|
| <input type="checkbox"/> TV<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>                       | <input type="checkbox"/> Radio<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>               |
| <input type="checkbox"/> Newspaper<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>                | <input type="checkbox"/> Industry Newspaper<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>  |
| <input type="checkbox"/> Leisure, Sport Newspaper<br>(English) <input type="text"/><br>(Japanese) <input type="text"/> | <input type="checkbox"/> Magazine<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>            |
| <input type="checkbox"/> Travel Magazine<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>          | <input type="checkbox"/> Industry Magazine<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>   |
| <input type="checkbox"/> Travel Guide Book<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>        | <input type="checkbox"/> Internet (Web News)<br>(English) <input type="text"/><br>(Japanese) <input type="text"/> |
| <input type="checkbox"/> Internet (Blog)<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>          | <input type="checkbox"/> Other<br>(English) <input type="text"/><br>(Japanese) <input type="text"/>               |

### Select "Date you are going to visit"

**Date you are going to visit this event \***  
(You may make more than one selection)

- [<Tourism EXPO Japan in Okinawa Business Meetings & Exhibition>](#)
- |  |  |
|--|--|
| <input type="checkbox"/> Thursday 29 October | <input type="checkbox"/> Friday 30 October |
| <input type="checkbox"/> Saturday 31 October | <input type="checkbox"/> Sunday 1 November |
- [<Tourism EXPO Japan 2020 Tokyo Business Meetings & Travel Festa>](#)
- |   |   |
|---|---|
| <input type="checkbox"/> Thursday 7 January | <input type="checkbox"/> Friday 8 January |
| <input type="checkbox"/> Saturday 9 January |   |

### Select "Plans for your media coverage"

**Plans for your media coverage \***

- Yes  No
- Media Name (English)
- Media Name (Japanese)
- Publication Date, etc.



If you select 'Yes', please fill out the name of the media and the date of exposure.

### Select device you will be using "Photograph or Film"

**Photograph or Film \***  
(You may make more than one selection)

- |  |                               |
|--|-------------------------------|
| <input type="checkbox"/> Photograph              | <input type="checkbox"/> Film |
| <input type="checkbox"/> N/A (None of the Above) |                               |

Please enter your basic information. If the registrant is different from the person actually visiting, please register the information of the **actual visitor**.

### Please register "your" basic profile.

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

|                               |                                    |
|-------------------------------|------------------------------------|
| Family Name *<br>(in English) | <input type="text"/><br>e.g. Ryoko |
| First Name *<br>(in English)  | <input type="text"/><br>e.g. Taro  |

Please register your accessible e-mail address. This e-mail address is the login ID of "My Page" and you will receive a contact from the secretariat. Make sure to enter a valid e-mail address.

|   |                      |
|---|----------------------|
| E-mail *                                      | <input type="text"/> |
| Repeat e-mail address *<br>(for confirmation) | <input type="text"/> |

If you would like to share e-mail from the secretariat via CC mail, please fill in the e-mail address in this column. (Optional)

**\*Multiple emails can be entered, separated by a comma 「,」**

|            |                      |
|------------|----------------------|
| CC. E-mail | <input type="text"/> |
|------------|----------------------|

You are able to register other E-mail address as "CC" in e-mail.  
Emails excluding the an email for the activation for your account will be delivered to also CC E-mail address.  
\*Multiple emails can be entered, separated by a comma 「,」

Please set a password for logging in to "My Page" that can be checked after registration is completed.

|            |                          |
|------------|--------------------------|
| Password * | <input type="password"/> |
|------------|--------------------------|

**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: Tourism2018

|   |                          |
|---|--------------------------|
| Repeat password *<br>(for confirmation) | <input type="password"/> |
|---|--------------------------|

Enter “Emergency Contact Number”. Please enter a cell phone number which can be used to contact you on the day of the meetings. In case of emergency, the secretariat may need to get in touch with you.

|  |  |
|--|--|
| Emergency Contact Number *<br>[Mobile Phone] | <input type="text"/><br>e.g. 080-0000-0000 |
|--|--|

For Profile Image, please attach a headshot of the participant, a company logo, company materials, or the like, which can be used as reference for your negotiating partner to find you.

|   |   |
|---|---|
| Please upload your organization's profile image | <input type="text"/> 参照...<br>(e.g. Photograph of your face, Company's logo, buildings, or regional landscape)<br>*Please upload data with ""jpeg"" for image, or ""PDF"" for document. (Up to 3MB) |
|---|---|



Please prepare the file with a size of 3 MB or less.

Select “How did you find out about this event first?”

|  |  |  |
|--|--|--|
| How did you know this event first? *<br>(You may make more than one selection) | <input type="checkbox"/> Official Website                                    | <input type="checkbox"/> SNS   |
|  | <input type="checkbox"/> Newspaper<br>Name of Parper: <input type="text"/>   |  |
|  | <input type="checkbox"/> Magazines<br>Name of Magazine: <input type="text"/> |  |
|  | <input type="checkbox"/> TV, Radio<br>Title of Show: <input type="text"/>    |  |
|  | <input type="checkbox"/> Flyer(s)  | <input type="checkbox"/> Poster(s)                                   |
|  | <input type="checkbox"/> Internal Publication of Your company                | <input type="checkbox"/> Information from Your Colleagues or Friends |
|  | <input type="checkbox"/> Announcement from Organizers                        | <input type="checkbox"/> Other                                       |
|  |  | <input type="text"/>   |

If you wish to participate in the Business Meetings as a Buyer, please select “Yes”

|   |  |
|---|--|
| Are you going to participate in the Business Meetings as Buyer? * | *Participants of Business Meeting are required to be Media workers who are engaging in Editing, Production, Planning and research.<br><input checked="" type="radio"/> Yes <input type="radio"/> No<br>Do you agree with the <a href="#">Terms and Conditions of Participation of Tourism EXPO Japan 2018?</a><br><input type="checkbox"/> Agree |
|---|--|



If you select “Yes”, the terms and regulations for the Business Meetings will appear. Please follow the steps and fill out the information.

### Please confirm the contents of media registration

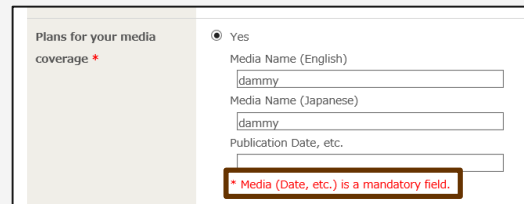
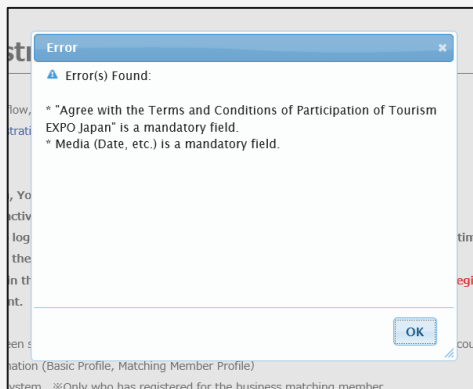
- 1 Please confirm the registered contents, and if there is no problem proceed to the confirmation screen.



If you cannot click on the "Confirm" button, please read the notice at the top of this page, then check the box titled "I agree".

- 2 If there are no differences in the registered contents, click the "Register" button. After that, you will receive a confirmation e-mail for account activation, so please activate your account from the URL described in the e-mail **within 1 week**.

※Error items are displayed in **red letter** as shown below.  
Please correct the part that needs correction.



## Confirm Your Registration

**Your registration has not yet been completed.**

Please confirm the information you have submitted and click on the "Register" button at the bottom of the page to proceed.

Please scroll down

[Return to Previous Page](#) [Register](#)

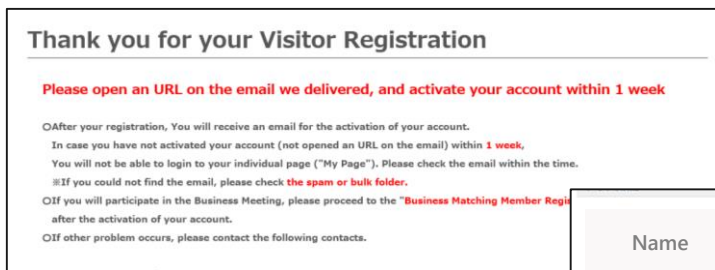
< ! Please note the below before registration ! >

○After your registration, You will receive an email for the activation of your account. Please open an URL on the email within 1 week.

○If you will participate in the Business Meeting, please proceed to the "Business Matching Member Registration" after the activation of your account.

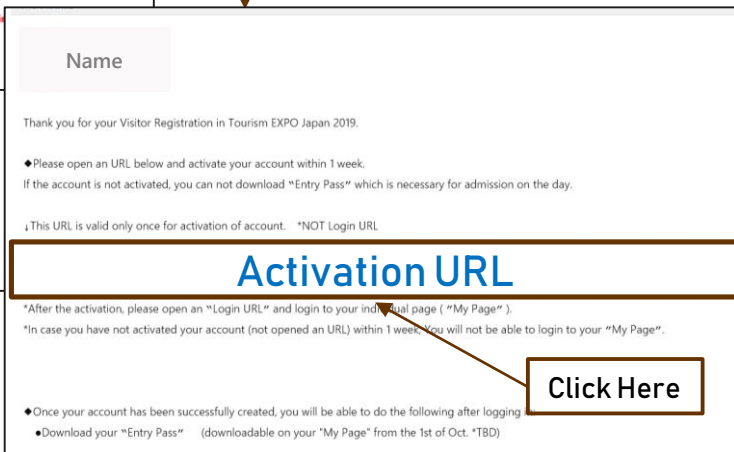
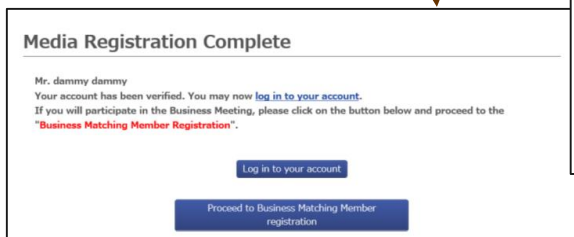
### Please activate your Visitor Registration Account

Please activate your account from the e-mail delivered from the Tourism Expo Japan Business Meeting Secretariat. After account activation, you can log in to "My Page".



The following e-mail will be delivered to the address You registered.

Registration is completed  
If the following screen is  
Displayed.



**As one week has passed since we deliver a confirmation mail to activate your account, the session has expired. Please inquire with the Secretariat.**

**Session has expired.**

---

Session has expired.

As 72 hours have passed since we deliver a confirmation mail which is for activation of your account, Session has expired.

Please inquire the Secretariat (+81 3-6737-9389)

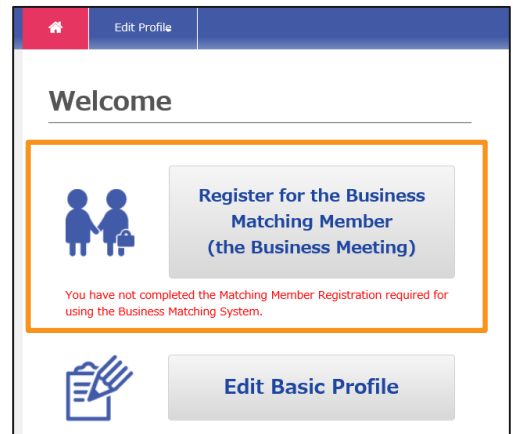
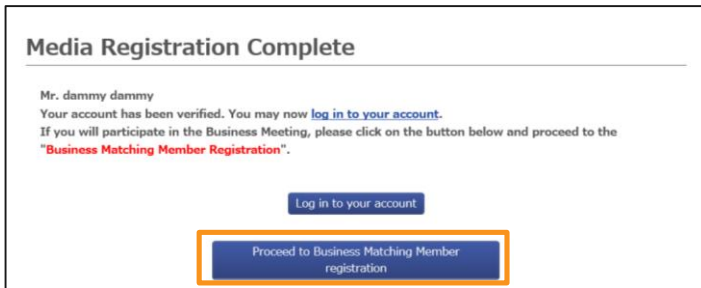
If you have already activated your account, You are able to login to your "My Page".

Thank you for your time!

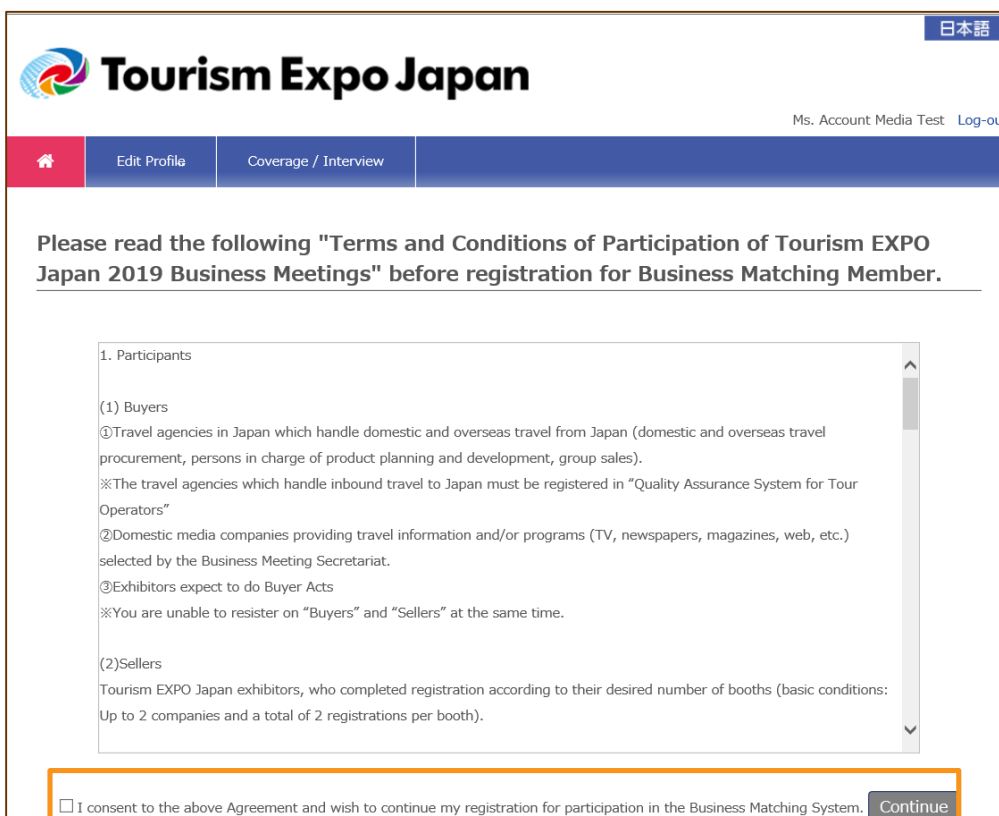
Coverage application is scheduled to open on Aug. 17th(MON). If you will participate in the business meeting as Buyer, please proceed to "Matching Member Registration".

If you wish to participate in the Business Meetings, you must register for "Business Meetings Matching Member" in addition to "Media" registration. Please follow the registration flow below and register for the Matching Member.

- 1 Select "Business Matching Member Registration" after you complete your Media registration, or enter from your My Page.



- 2 Please check the regulation for Media participation, and click "I agree" box.







Your account will be reviewed by the secretariat, and if approved, will be activated within approximately 5 business days. After activation of your registration, you will be able to use the matching system.

Enter the necessary information for Business Meetings matching.

- Please enter your company's basic information in the “Business negotiation information” area.
- All items marked in red with “※” are mandatory.
- Please note that some items specify the character format. Also, there are some items where you can make multiple selections.

Please register the information required for business matching.

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

Business negotiation  
categories which you  
expect \*

(You may make more  
than one selection)

※Please check the category(es) which you are eligible to a person responsible.

- 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.

- Some items have a character limit. Please check the character counters and enter within the limit.

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

Please follow the steps and fill out necessary information.

Please consider your own break time (such as a lunch break) and coverage schedule upon setting your meeting frames.



You can change your schedule during the business meetings matching period (scheduled to be until Aug. 31 (Fri)). Please make sure your business meetings schedule does not conflict with your press coverage programs.

Availability \*

Please choose the dates and times when you are available for meetings.

Please set your own your lunch break as needed.

[Click here to enter further details](#)

Select your meeting schedules to fit your plans

| Schedule                 | Oct. 29 (Thu.)                      | Schedule                    | Oct. 30 (Fri.)                      |
|--------------------------|-------------------------------------|-----------------------------|-------------------------------------|
| 13:45-15:30<br>Session 1 | <input type="checkbox"/>            | 09:00-10:00<br>Free session | <input checked="" type="checkbox"/> |
| 15:45-16:00<br>Session 2 | <input checked="" type="checkbox"/> | 10:00-10:15<br>Session 6    | <input checked="" type="checkbox"/> |
| 16:15-16:30<br>Session 3 | <input checked="" type="checkbox"/> | 10:30-10:45<br>Session 7    | <input checked="" type="checkbox"/> |
| 16:45-17:00<br>Session 4 | <input checked="" type="checkbox"/> | 11:00-11:15<br>Session 8    | <input checked="" type="checkbox"/> |
| 17:15-17:30<br>Session 5 | <input checked="" type="checkbox"/> | 11:30-11:45<br>Session 9    | <input checked="" type="checkbox"/> |
|                          |                                     | 12:00-12:15<br>Session 10   | <input checked="" type="checkbox"/> |
|                          |                                     | 12:30-12:45<br>Session 11   | <input checked="" type="checkbox"/> |
|                          |                                     | 13:00-13:15<br>Session 12   | <input checked="" type="checkbox"/> |
|                          |                                     | 13:30-13:45<br>Session 13   | <input checked="" type="checkbox"/> |
|                          |                                     | 14:00-14:15<br>Session 14   | <input checked="" type="checkbox"/> |
|                          |                                     | 14:30-14:45<br>Session 15   | <input checked="" type="checkbox"/> |
|                          |                                     | 15:00-15:15<br>Session 16   | <input checked="" type="checkbox"/> |
|                          |                                     | 15:30-15:45<br>Session 17   | <input checked="" type="checkbox"/> |
|                          |                                     | 16:00-16:15<br>Session 18   | <input checked="" type="checkbox"/> |
|                          |                                     | 16:30-16:45<br>Session 19   | <input checked="" type="checkbox"/> |
|                          |                                     | 17:00-17:15<br>Session 20   | <input checked="" type="checkbox"/> |
|                          |                                     | 17:30-17:45<br>Session 21   | <input checked="" type="checkbox"/> |

Click "Confirm", and check the result

| Schedule                 | Oct. 29 (Thu.) | Schedule                    | Oct. 30 (Fri.) |
|--------------------------|----------------|-----------------------------|----------------|
| 13:45-15:30<br>Session 1 | Yes            | 09:00-10:00<br>Free session | Yes            |
| 15:45-16:00<br>Session 2 | Yes            | 10:00-10:15<br>Session 6    | Yes            |
| 16:15-16:30<br>Session 3 | Yes            | 10:30-10:45<br>Session 7    | Yes            |
| 16:45-17:00<br>Session 4 | Yes            | 11:00-11:15<br>Session 8    | Yes            |
| 17:15-17:30<br>Session 5 | Yes            | 11:30-11:45<br>Session 9    | Yes            |
|                          |                | 12:00-12:15<br>Session 10   | Yes            |
|                          |                | 12:30-12:45<br>Session 11   | Yes            |
|                          |                | 13:00-13:15<br>Session 12   | Yes            |
|                          |                | 13:30-13:45<br>Session 13   | Yes            |
|                          |                | 14:00-14:15<br>Session 14   | Yes            |
|                          |                | 14:30-14:45<br>Session 15   | Yes            |
|                          |                | 15:00-15:15<br>Session 16   | Yes            |
|                          |                | 15:30-15:45<br>Session 17   | Yes            |
|                          |                | 16:00-16:15<br>Session 18   | Yes            |
|                          |                | 16:30-16:45<br>Session 19   | Yes            |
|                          |                | 17:00-17:15<br>Session 20   | Yes            |
|                          |                | 17:30-17:45<br>Session 21   | Yes            |

Please select as many frames as possible in order to make the business meeting productive. Please make sure that your schedule can be changed until the 30th (MON) September.



However, if you change a frame where an appointment has already been finalized to "not available", the finalized appointment may not be transferred to other vacancies. Please select as many of the available opportunities as possible in order to make the business meeting productive.

(NEW) Free Session (Open Session)  
A new program established as an opportunity for participants to exchange business cards.

Please check the content of your registration for the Matching Member

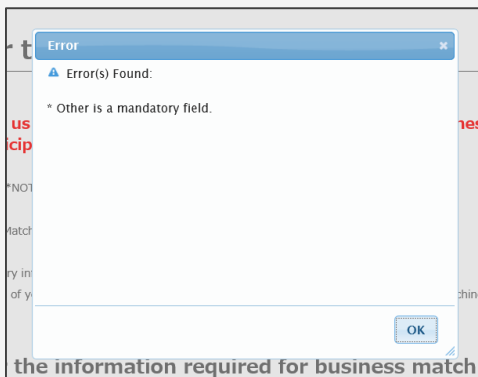
Please check the information you have entered, and if everything is all right, proceed to the confirmation screen.

Clear Form

Confirm

If there are any inadequacies or missing information, an error message will be displayed. Please check and correct the corresponding part.

※The errors are displayed in **red letters** as shown below. Please check the part that needs correction.



|   |  |   |
|---|--|---|
| Expected result from the Business Meeting * | <input checked="" type="checkbox"/> Gathering Information, Business Networking | <input type="checkbox"/> Negotiating Tie-ups and Interviews |
| (You may make more than one selection)      | <input checked="" type="checkbox"/> Other                                      |   |
|   | (Japanese) <input type="text"/>  |   |
|   | (English) <input type="text"/>   |   |
|   | <b>* Other is a mandatory field.</b>   |   |

Check the content of registration, and if there seems to be no problem please click "Register".

## Confirm Changes to Matching Member Profile

**Your changes have not yet been finalized.**

Please check the information you have registered and click on one of the "Register" buttons below.

Scroll down

Return to Previous Page

Register

Your registration will be activated after the organizer checks your registration and authorizes it

The screen shown below will appear if you have successfully completed the registration. Your Matching Member account will be activated after authorization from the organizer.

## Business Matching Member Registration completed

### Your Business Matching Member Registration Has Been Completed.

After the organizers' approval of your registration, you will be able to login to your "My page" of the Business Matching System. The organizers will process your application within about five working days (Japan Time) .

We hope you will enjoy finding many new business opportunities over the two days of the Business Meeting using this system!

Information about how to use the system, and the various services provided, will be announced by email or on the exhibition website.

### Screen while Waiting for Authorization

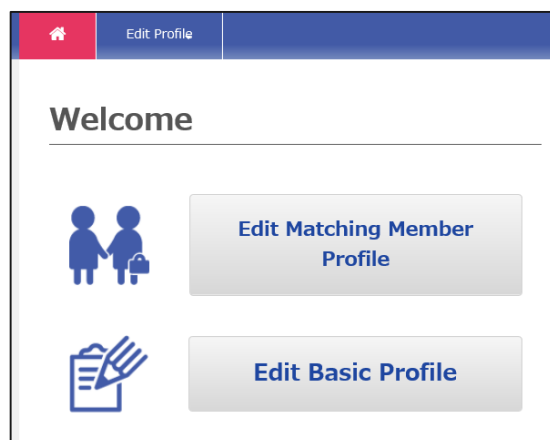
#### Your application has been forwarded.

After the organizers' approval of your registration, you will be able to login to your "My page" of the Business Matching System. The organizers will process your application within about five working days (Japan Time) . If you are still waiting for a confirmation after this time period, please contact the office below:

Contact Us  
<Business Meeting>  
Tourism EXPO Japan Business Meeting Office  
TEL: 81(0)36737-9389  
Email: t-expo2018biz@bsec.jp  
Open: Weekdays 9:30-17:30

▲The organizer is checking your registration. When completed, the screen would look like the one on the right.

### Screen after Authorization



▲You can edit/amend information from My Page. After the matching system is released, you can check or send appointment requests by logging into your My Page.

Thank you for  
your time!



Please refer to "Business Meetings User Manual" which will be uploaded in near future for the details of the appointment request and other functions of the Business Matching System. In order to acquire appointments smoothly, please check thoroughly and understand the system before using it. Also, prepare well in advance to make your business meetings more productive. We appreciate your understanding and cooperation .

\*Please be advised that the schedule below is as of July, 2020, and may change in the future.

Aug,3 (MON)  
10:00 JST

Start of Registration for Media  
(Basic Profile & Matching information)



Deadline for the Business Meetings Matching Members (Business Meeting participants)  
: Oct.1 (THU)16:59

Aug,17 (MON)  
10:00 JST

Start of Appointment Request



Both media and sellers make appointment requests and start using the accept / decline function for the requests received. If you accept the appointment request, it will be tentatively established.

Start of Application for Press Coverage of Program



You will be able to register the Press Coverage Request for selected programs from your My Page. Please be careful your requests do not overlap with your Business Meetings schedule.

Aug,17 (MON)  
~  
Oct.1 (THU)

Appointment Matching  
17:00 (JST) Every Monday and Thursday



Accepted Appointments will be matched by the system automatically, taking into consideration elements such as 'priority level', 'availability of the time slot'.

Oct.1 (THU)  
16:59 JST

Deadline for registration of Matching Members and editing registered information



Please be aware that you will not be able to register for the Matching Members or to change information of your registration beyond this date.

Oct.1 (THU)  
17:00 JST

Final appointment matching



\*You cannot cancel your appointments on the system after this final appointment matching.

Oct.2 (FRI)  
~

Final adjustment by secretariat period (TBD)



Oct.8 (THU)

There may be slight adjustments of schedules by the secretariat.

Oct.8 (THU)  
10:00 JST

Ready for downloading Pass



You can download your participation pass from My Page. Please make sure to print it out and bring it with you on the day of the meetings.

Oct.8 (THU)  
17:00 JST

Business Meeting Schedule Finalized



Your Business Meeting schedule (Appointment Sheet) is now set. Your Business Meeting schedule is available from My Page. Download the Business Meetings schedule (Appointment Sheet) from My Page and make sure to print it out and bring it with you on the day of the meeting. Exchange signatures from the partner on your appointment sheet after each business meeting, and submit it to the Business Meeting Secretariat Information desk after all appointments are finished.

Oct.29 (THU)  
~  
30 (FRI)

The day of Business Meeting



Day1 : Oct.29 (THU) 15:15~17:30 Business Meetings (Session1~5)  
Day2 : Oct.30 (FRI) 09:00~17:45 Business Meetings (Free Session, Session6~21)

\*Please be advised that the schedule below is as of July, 2020, and may change in the future.

Oct, 5 (MON)  
10:00 JST

Start of Registration for Media  
(Basic Profile & Matching information) 

Deadline for the Business Meetings Matching Members (Business Meeting participants)  
: Dec.3 (THU)16:59

Oct, 19 (MON)  
10:00 JST


Start of Appointment Request 

Both media and sellers make appointment requests and start using the accept / decline function for the requests received. If you accept the appointment request, it will be tentatively established.

Start of Application for Press Coverage of Program 

You will be able to register the Press Coverage Request for selected programs from your My Page. Please be careful your requests do not overlap with your Business Meetings schedule.

Oct, 19 (MON)  
~  
Dec. 3 (THU)

Appointment Matching   
17:00 (JST) Every Monday and Thursday

Accepted Appointments will be matched by the system automatically, taking into consideration elements such as 'priority level', 'availability of the time slot'.

Dec. 3 (THU)  
16:59 JST

Deadline for registration of Matching Members and editing registered information 

Please be aware that you will not be able to register for the Matching Members or to change information of your registration beyond this date.

Dec. 3 (THU)  
17:00 JST

Final appointment matching 

\*You cannot cancel your appointments on the system after this final appointment matching.

Dec. 4 (FRI)  
~  
Dec. 10 (THU)

Final adjustment by secretariat period (TBD) 

There may be slight adjustments of schedules by the secretariat.

Dec. 10 (THU)  
10:00 JST

Ready for downloading Pass 

You can download your participation pass from My Page. Please make sure to print it out and bring it with you on the day of the meetings.

Dec. 10 (THU)  
17:00 JST

Business Meeting Schedule Finalized 

Your Business Meeting schedule (Appointment Sheet) is now set. Your Business Meeting schedule is available from My Page. Download the Business Meetings schedule (Appointment Sheet) from My Page and make sure to print it out and bring it with you on the day of the meeting. Exchange signatures from the partner on your appointment sheet after each business meeting, and submit it to the Business Meeting Secretariat Information desk after all appointments are finished.

2021

Jan. 7 (THU)  
~  
8 (FRI)

The day of Business Meeting 

Day1 : Feb. 7 (THU) Business Meetings  
Day2 : Feb. 8 (FRI) Business Meetings

# Frequently Asked Questions

## What is the difference between registration for Media and registration for Matching Member?

Media registration is a registration necessary to attend the exhibition. You will not be able to participate in the Business Meetings just by Media Registration. If you register for the Matching Member and your registration is approved by the organizer, you will be able to attend the Business Meetings. In order to register for the Matching Member, you need to register for the Media first. Please note that you will be able to attend the Business Meetings as a Media, not as a Seller.

## Can anyone register for Business Meeting Matching Member?

▼ Only people who satisfy the following requirements can register for Business Meeting Matching Member under the media category.

- You must be a member of the press who can cover "Tourism Expo Japan" and release articles or broadcast programs about it.
  - Members of the press who wish to participate in the Business Meetings as a Buyer.
  - Members of the press who are one of the following:
    - Editors, reporters (writers), or photographers of newspaper companies or publishers with periodical publications.
    - Freelance journalists or writers who have had their articles published in the above mentioned publications.
    - Editors, writers, or photographers of the internet news or information sites set up by corporations.
    - Journalists and crews of TV production companies (including BS・CS・cable・internet TVs)
    - Reporters and staff of radio production companies
    - Reporters and photographers who have coverage contracts with the above mentioned production companies or editorial staff.
- ※ Sales and advertising departments of advertising agencies, newspapers, publishers, television stations, radio stations, etc. (including those assigned to the exhibitors), PR companies, people who have set up blogs as individuals will not be eligible for media registration.

## Is it possible to participate as a Seller, not as a Media?

Only exhibitors of the EXPO can register as Sellers.

## Is it possible to have a business meeting with a Buyer?

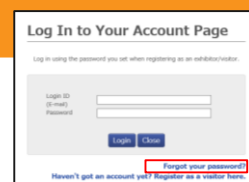
We are sorry to inform you that it is not possible for Media registrants to have sessions with Buyers.

## How can I enter "My Page" ?

Please access the following URL and log in, using your e-mail address and password used for the registration. My Page login: <https://tej2020.jcdbizmatch.jp/en/Login>

## I forgot my Login ID and/or password.

Login ID is the e-mail address you used when registering. If you forgot your password, please click on the red frame on the right of the login screen, and follow the instructions.



## I will not be able to participate in the Business Meetings.

If you only have Media registration, you do not have to delete your account. If you have completed your registration for the Business Meetings Matching Member as a Buyer, please contact the Business Meeting Secretariat by e-mail. Please make sure to include your registration number, your company name, contact person name, and registration date.

## For Inquiry

<Interview, Coverage>  
 Tourism EXPO Japan Promotion Office  
 TEL: +81(0)35510-2004  
 Email: [event@t-expo.jp](mailto:event@t-expo.jp)  
 Open: Weekdays 10:00-17:00

<Business Meeting>  
 Tourism EXPO Japan Business Meeting Secretariat  
 TEL: +81(0)36737-9389  
 ①Okinawa/Email: [tejbiz-oka@bsec.jp](mailto:tejbiz-oka@bsec.jp)  
 ②Tokyo/Email: [tejbiz-tyo@bsec.jp](mailto:tejbiz-tyo@bsec.jp)  
 \*If you will attend to both of Tokyo and Okinawa, please inquire ①.  
 Open: Weekdays 10:00-17:00(Except 30th December- 3rd January)