

OKINAWA

TOKYO

# Visitor Registration Manual

---

Ver.1

Uploaded:2020.08.03

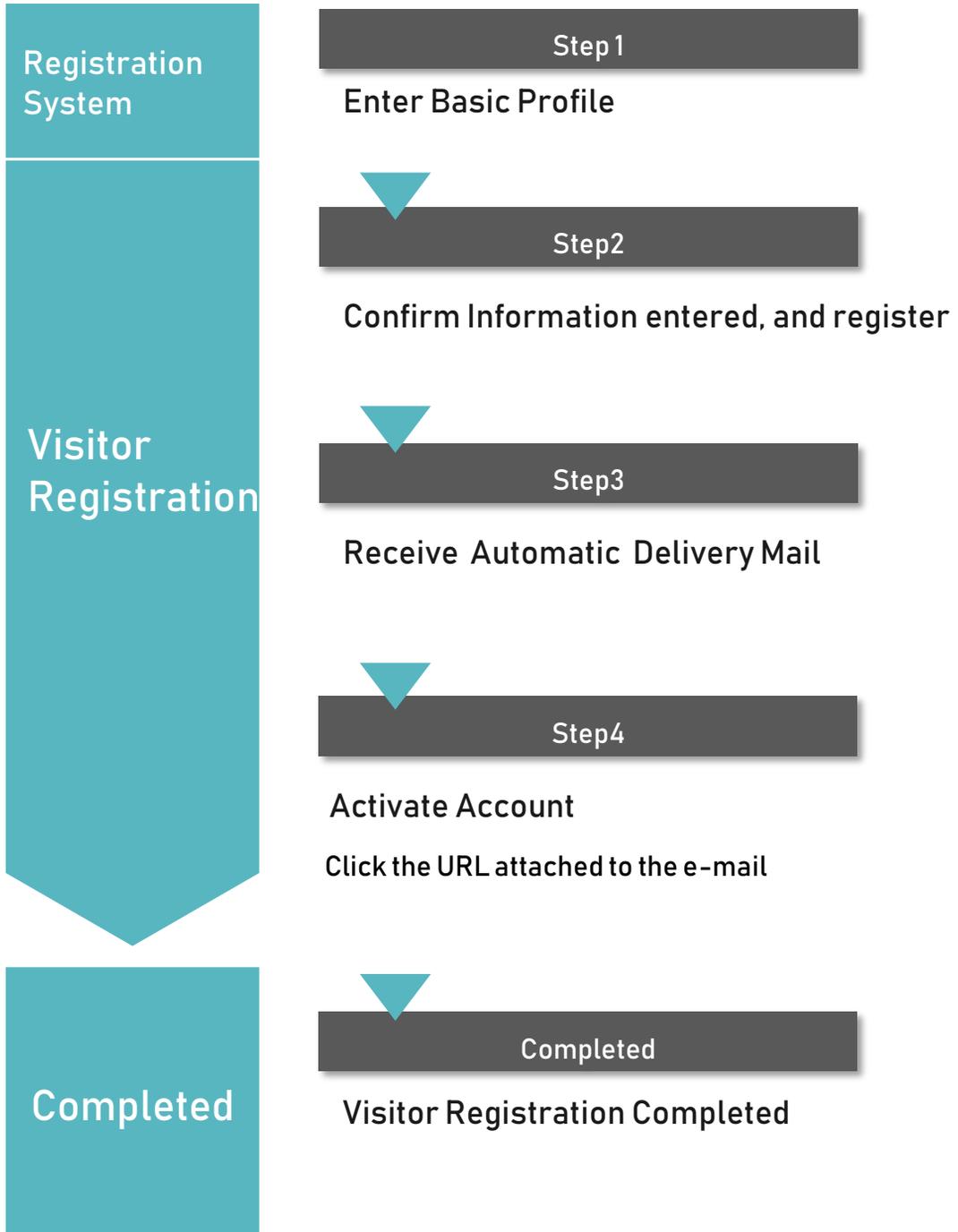
If you would like to participate in the Business Meetings of Tourism Expo Japan, please refer to the Business Meeting Registration Manual for Buyers.

<Visitor Registration, Other>  
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)

# Visitor Registration Flow

\*Those who will not participate in the business meeting



# 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

2020

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

## TOKYO

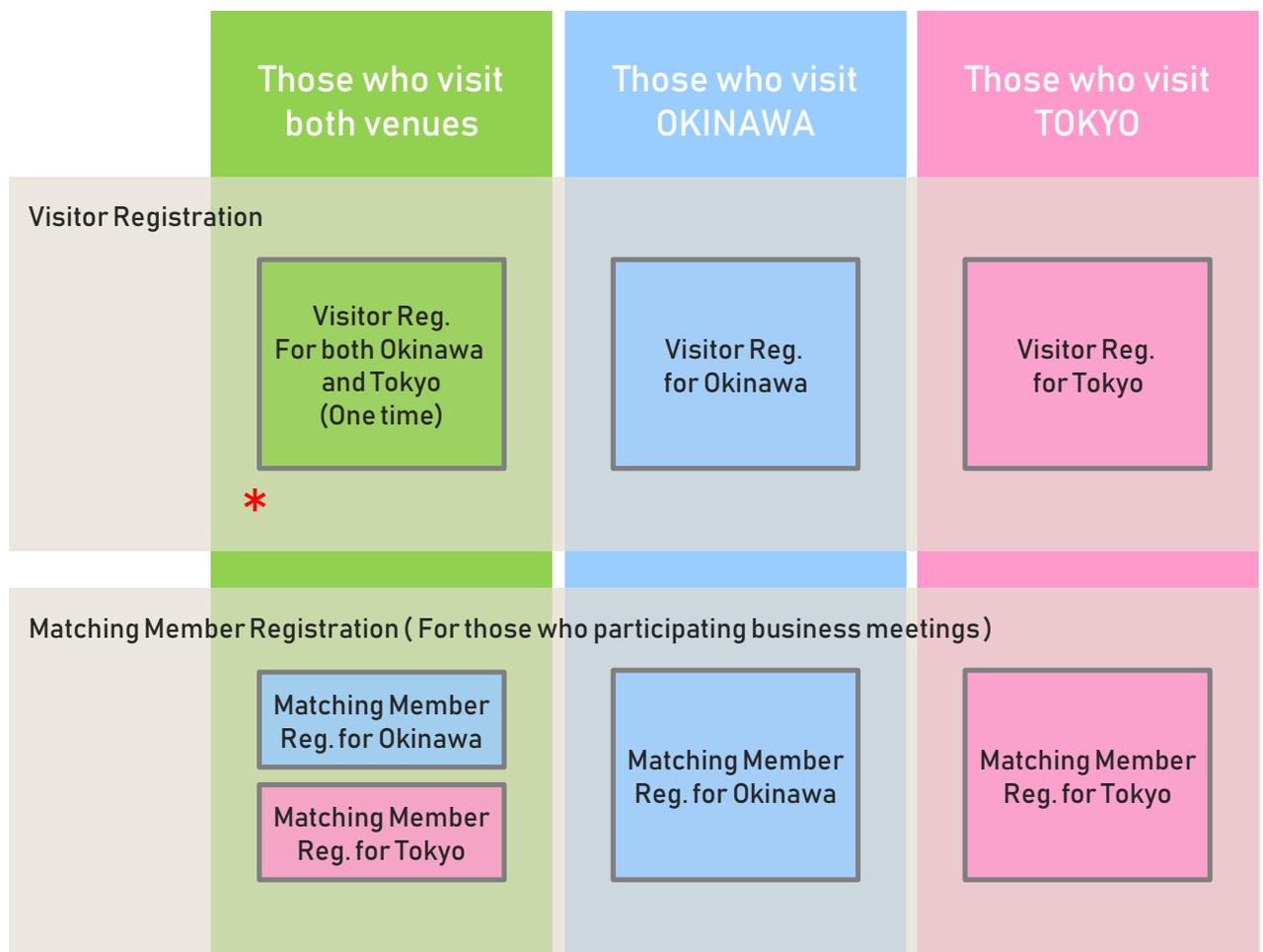
2021

- 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.



Please access the Official Website of Tourism EXPO Japan, And click the Registration tab for registration form. (<https://t-expo.jp/>)

## 1 Click "Visitor-Registration" tab



## 2 Select your visit type and click "Register".

## 3 Proceed to Visitor Registration Page (Basic Profile Registration)

### Visitor Registration(Basic Profile Registration)

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

On this page, you can register basic profile for 2 venues in Okinawa and Tokyo at once.

[For Visitors] [Visitor 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 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.

○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

Please refer to the notes carefully before registering.

Please check the notes carefully at the beginning of the registration.

## Visitor Registration(Basic Profile Registration)

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

On this page, you can register basic profile for 2 venues in Okinawa and Tokyo at once.

[【For Visitors】 Visitor 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 Forum & Seminars \*Only in Okinawa(Start from 17th August)
- 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.

Please make sure to read both of "Privacy Policies" and "COVID-19 infectious disease prevention measures", and click "I agree"

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

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 entered automatically.

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

## Visitor Registration(Basic Profile Registration)

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

On this page, you can register basic profile for 2 venues in Okinawa and Tokyo at once.

[\[For Visitors\] Visitor Registration Manual\(PDF\)](#)



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

< ! Please note below before registration ! >

OAfter 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.

OIf 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.

or Registration(Basic Profile Registration)

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 enter your information properly by following instructions

- Please enter your company's basic information.
- Items marked with a "※" in the red are mandatory field.
- Some items require a specific character format. Please check and enter.

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

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

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"/>

- Please select the location of your company.

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

Please select if your company is a member of the following association(s).  
If NOT, check in the "N/A" box.

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

<input type="checkbox"/> Japan Association of Travel Agents	<input type="checkbox"/> Japan Travel And Tourism Association
<input type="checkbox"/> Japan National Tourism Organization	<input type="checkbox"/> All Nippon Travel Agents Association
<input type="checkbox"/> Other	<input type="checkbox"/> Those who are the exhibitor of TEJ or of IB EXPO, and would like to register for the Business Meeting as a Buyer
(English) <input type="text"/>	Company name of your parent exhibitor* <input type="text"/>
(Japanese) <input type="text"/>	
<input type="checkbox"/> N/A	

\*Even if you are the parent exhibitor, please be sure to enter that name.

Please check if your company is registered with Quality Assurance System for Tour Operators (check the details via following URL in the explanation field) select "Registered".

**Quality Assurance System for Tour Operators**

Registered

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

Please select the "Business Type" of your company. You may make more than one selection. If you select "Travel Company", please enter your Registration Number

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

<input type="checkbox"/> Travel Company [ 1st Category / 2nd. Category / 3rd. Category / Representative of Travel Company/Local selling Agent ]	
Please enter your Registration Number.	
(Registration Number.)	
<input type="text" value="Registration Number Here"/>	
<input type="checkbox"/> Tour Operator	<input type="checkbox"/> Tour Guide, Tour Conductor, Guide-Interpreter
<u>Transportation</u>	
<input type="checkbox"/> Airline	<input type="checkbox"/> Train
<input type="checkbox"/> Motor Coach	<input type="checkbox"/> Ship, Ferry



Please be aware that an error will be displayed on the confirmation screen as you proceed without inputting.

Please enter your personal basic information. If you are editing on behalf of the visitor, we would like you to enter her/his personal information.

## Please register "your" basic profile.

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

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.

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 * (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"/> <b>Passwords must:</b> <ul style="list-style-type: none"><li>- Contain no fewer than 6, and no more than 12 characters (single-byte alphanumeric characters only)</li><li>- Contain at least one letter and one number</li></ul> Example: Tourism2018
Repeat password * (for confirmation)	<input type="password"/>

For emergency contacts, please enter a mobile number easy to contact in case of emergency.

Emergency Contact  
Number  
[Mobile Phone]

e.g. 080-0000-0000

Please attach a headshot of the business contact person, a company logo, or company material photos or the like, as "Profile"

Please upload your  
organization's 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"" for image, or ""PDF"" for document. (Up to 3MB)



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

If you intend to visit "Inbound Tourism Business EXPO (check the details via following the URL in the explanation field)" and/or IR Gaming EXPO", select "Yes".

Are you going to visit "IR  
Gaming EXPO"? \*

Yes  No

Are you going to visit  
"Inbound Tourism  
Business EXPO"? \*

Yes  No

<https://messe.nikkei.co.jp/en/ib/>

Are you going to  
participate in the  
Business Meetings? \*

Yes  No

Please confirm the contents of registration.

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

Clear Confirm

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**.

✕The error items are displayed in **red** letters as shown below.

Please correct the part that needs correction.

**Error**

▲ Error(s) Found:

- \* Company name is a mandatory field.
- \* Emergency Contact Number is a mandatory field.
- \* "Agree with the Terms and Conditions of Participation of Tourism EXPO Japan" is a mandatory field.

OK

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

- Japan Association of Travel Agents
- Japan National Tourism Organization
- Other
- (English)
- (Japanese)

\* Your company's association(s) is a mandatory field.

## 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".

### Thank you for your Visitor Registration

**Please open an URL on the email we delivered, and activate your account within 1 week**

- After your registration, You will receive an email for the activation of your account.  
In case 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**.
- If you will participate in the Business Meeting, please proceed to the **"Business Matching Member Registration"** after the activation of your account.
- If other problem occurs, please contact the following contacts.

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

Name

Thank you for your Visitor Registration in Tourism EXPO Japan 2019.

- ◆Please open an URL below and activate your account within 1 week.  
If the account is not activated, you can not download "Entry Pass" which is necessary for admission on the day.

↓ This URL is valid only once for activation of account. \*NOT Login URL

**Activation URL**

\*After the activation, please open an "Login URL" and login to your individual page ("My Page").

\*In case you have not activated your account (not opened a URL) within 1 week, You will not be able to login to your "My Page".

**Click Here**

- ◆Once your account has been successfully created, you will be able to do the following after logging in.
  - ◆Download your "Entry Pass" (downloadable on your "My Page" from the 1st of Oct. \*TBD)

Registration is completed  
If the following screen is  
Displayed.

### Registration Complete

Name

Your account has been verified. You may now [log in to your account](#).

If you will participate in the Business Meeting, please click on the button below and proceed to **"Business Matching Member Registration"**.

[Log in to your account](#)

[Proceed to Business Matching Member registration](#)

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!

Details about the seminar will be announced later.  
\*scheduled on the August 17(TUE)