



Tourism Expo Japan 2018

Visitor Registration Manual

For Industry Professionals

**If you would like to participate in the Business Meetings of Tourism Expo Japan 2018,
please refer to the Business Meeting Registration Manual for Buyers.**

Ver.2

Upload:2018.04.27

Tourism EXPO Japan Business Meeting Secretariat

TEL: [+81-\(0\)3-6737-9389](tel:+81-03-6737-9389) Email: t-expo2018biz@bsec.jp

(Hours of Operation : 9:30-17:30 JST, Mon-Fri)

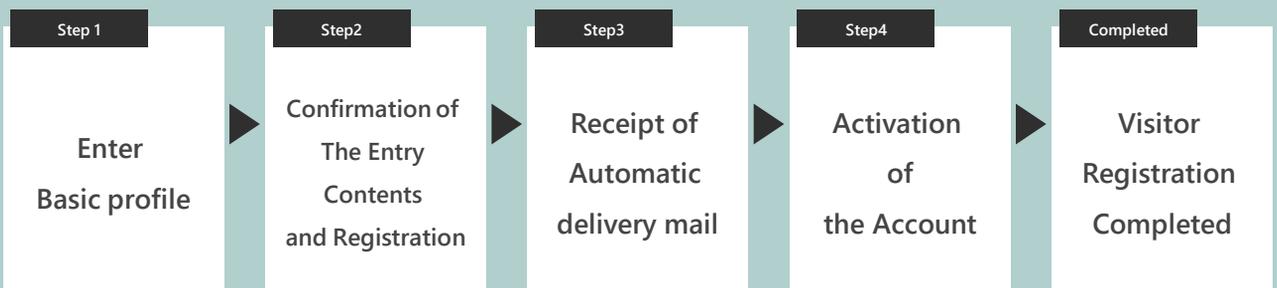
We have renewed the registration system this year.

Since there are some changes on the registration procedures from last year, please read the following contents before registration.

Changes

Regarding the registration for visitors, participation of Business Meeting and Forum & seminar, we have unified common basic registration of each event, and simplified.

Visitor Registration Flow
-For Industry Professionals-



Click the URL described in the email

Visitor Registration

Completed ✓

Please access the Official Website of Tourism EXPO Japan 2018,
And click the Visitor Registration tab for registration form.

<http://t-expo.jp/en/>

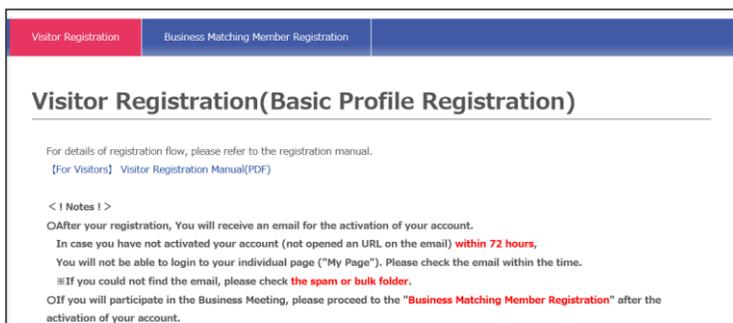
1 Click "Visitor-Registration" tab



2 Click "New Visitor Registration (For first time users)"



3 Proceed to Visitor Registration Page (Basic Profile Registration)



Please refer to the notes carefully before registering.

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

Visitor Registration	Business Matching Member Registration
<h3>Visitor Registration(Basic Profile Registration)</h3> <p>For details of registration flow, please refer to the registration manual. 【For Visitors】 Visitor Registration Manual(PDF)</p> <div style="background-color: #ffe0b2; padding: 10px;"> <p>< ! Notes ! ></p> <p>○After your registration, You will receive an email for the activation of your account. In case you have not activated your account (not opened an URL on the email) within 72 hours, 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.</p> <p>○If you will participate in the Business Meeting, please proceed to the "Business Matching Member Registration" after the activation of your account.</p> </div>	

< ! Notes ! >



- After your registration, You will receive an email for the activation of your account. In case you have not activated your account (not opened an URL on the email) **within 72 hours**, 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.

2 Please make sure to read “Privacy Policies” of the handling the personally identifiable information you provide, 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 read the exhibitions’ privacy policies here: <http://www.t-expo.jp/en/biz/privacy/>

- 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

Basic Profile(s) of "your company"

Visitor
Registration

Completed

Please enter your information properly by following instructions

- 1 Please enter your company's basic information.
- 2 Items marked with a "※" in the red are mandatory field.
- 3 Some items are required to enter with a specific character format, please check and enter.

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

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

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

4 Please select the location of your company.

Location of your company *	<input type="text"/>
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Basic Profile(s) of “your company”

Visitor
Registration

Completed

Please enter your information properly by following instructions

- 1 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"/> N/A

(English)

(Japanese)

- 2 Please check if your company is registered for 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/>]

- 3 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 Guide, Tour Conductor, Guide-Interpreter
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Transportation

<input type="checkbox"/> Airline	<input type="checkbox"/> Train
<input type="checkbox"/> Motor Coach	<input type="checkbox"/> Shin Ferrv

▶ Caution

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

Please enter your information properly by following instructions

- 1 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.

- 2 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 the e-mail from the secretariat via CC mail, please fill in the e-mail address in this column. (Optional)

CC. E-mail	<input type="text"/>
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You are able to register other E-mail address as "CC" in e-mail.

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

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

Please enter your information properly by following instructions

- 1 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

- 2 Please attach a face photo of the business contact person, a company's logo, the material photos or something like these 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)

▶ Note

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

- 3 If you intend to visit "Inbound Tourism Business EXPO"(check the details via following URL in the explanation field) , select "Yes".

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

Yes No

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

"Confirmation of your registered contents"

Visitor Registration

Completed

Please confirm the contents of registration.

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

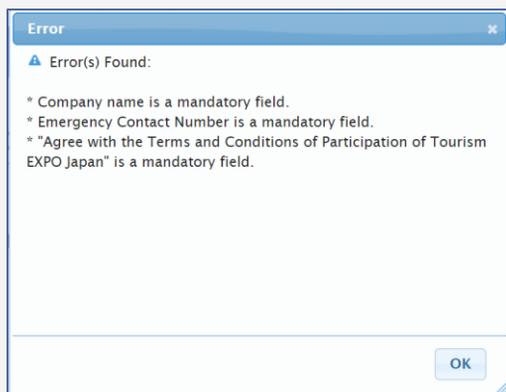
Clear Confirm

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 来場登録確認画面をご確認いただき、内容に相違がなければ『来場登録する』ボタンを押してください。その後、アカウント有効化のための確認メールが送信されますので、72時間以内にメールに記載されたURLよりアカウントを有効化してください。

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

Please correct the part that needs correction.



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

< ! Notes ! >

○After your registration, You will receive an email for the activation of your account. Please open an URL on the email within 72 hours.

○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

- 3 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 a URL on the email we delivered, and activate your account within 72 hours

○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 72 hours, You will not be able to login to your individual page ("My Page"). Please check the email within the 72 hours.
※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.

Activate your Account / Visitor Registration Complete: Tourism EXPO Japan 2018

Tourism EXPO Japan In-booth Business Meetings <t-expo2018biz@bsec.jp>

To 自分

日本語

英語

日本語

メッセージを翻訳

Name

ID: TEJV1-18000063

Thank you for your Visitor Registration in Tourism EXPO Japan 2018.

Please open a URL below and activate your account within 72 hours.

"In case you have not activated your account (not opened a URL) within 72 hours, You will not be able to login to your individual page ("My Page").
"On the day of your visit, please print out and bring your Visitor Badge Ticket (downloadable on your "My Page" from early September) to the reception desk.

"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.

https://test.jctbizmatch.jp/TEJ2018/en/Registration/Basic/Verify/ZcnAAT9Josct_xrQdMj6BVYeC_gocLYdqUMFctIdPbyTmIMBrdEbRm4oUClaYXidkOk-uukA8

Once your account has been successfully created, you will be able to do the following after logging in:

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 the "**Business Matching Member Registration**".

[Log in to your account](#)

[Proceed to Business Matching Member registration](#)

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)

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 around the middle of July), we will deliver it to your registered e-mail address.