



# Media Registration Manual

For Media

Ver.2

Uploaded:2018.06.20

## Interview, Coverage

Tourism EXPO Japan Promotion Office

TEL: [+81\(0\)3-5510-2004](tel:+81(0)3-5510-2004) Email: [event@t-expo.jp](mailto:event@t-expo.jp)

( Operation Hours : 9:30~17:30 JST, Mon – Fri )

## Business Meeting

Tourism EXPO Japan Business Meeting Secretariat

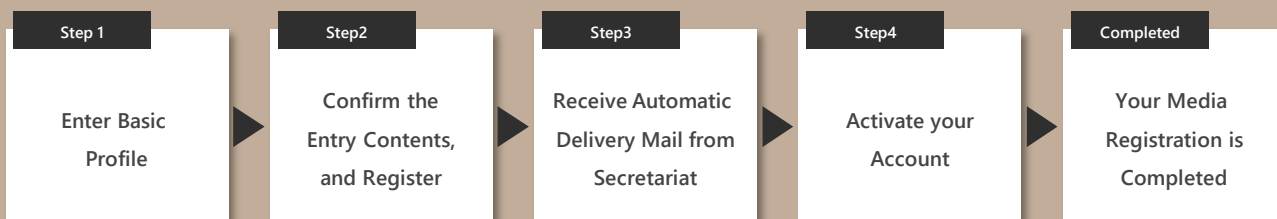
TEL: [+81\(0\)3-6737-9389](tel:+81(0)3-6737-9389) Email: [t-expo2018biz@bsec.jp](mailto:t-expo2018biz@bsec.jp)

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

## Media Coverage

### Media Registration is necessary

#### The Flow of Media Registration



Click the URL attached to the mail

Media Registration

Completed ✓

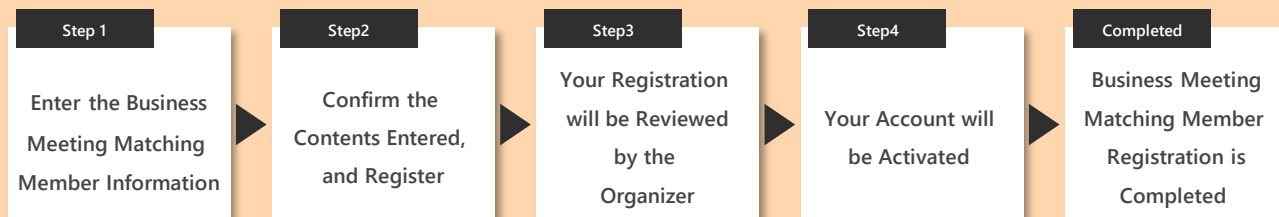
Once your registration is complete, you will be able to enter your My Page.  
Please apply for media coverage requests from My Page.  
Entry for requests is scheduled to start on Jul. 18 (Wed).

If you are also participating in the Business Meetings

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

#### The Flow of Registration for Business Meeting Matching Member

Please complete your Media registration first (refer to the flow indicated on top of this page).



After approval from the organizer, the account will be activated (within 5 business days).

Business Meeting Matching Member Registration

Completed ✓

# Business Meeting Schedule (Business Meeting Frame)

The business meeting frame ( = session schedule ) can be set up freely to fit your schedule during the exhibition.

Please feel free to use your time for program coverage and for networking.

	Day1-September 20th(Thu) (Industry Professionals Day)		Day2-September 21st(Fri) (Industry Professionals Day)		
Time	Business Meeting	Seminar	Business Meeting	Seminar	Time
9:00					9:00
05					05
10					10
15					15
20					20
25					25
30					30
35					35
40					40
45					45
50					50
55					55
10:00					10:00
05					05
10					10
15					15
20					20
25					25
30					30
35					35
40					40
45					45
50					50
55					55
10:05-10:25			Session 1 0		10:05-10:25
Preparation			(15mins)		Preparation
10:40-11:00			Session 1 1		10:40-11:00
Preparation			(15mins)		Preparation
11:15-11:35			Session 1 2		11:15-11:35
Preparation			(15mins)		Preparation
11:50-12:10			Session 1 3		11:50-12:10
Preparation			(15mins)		Preparation
12:00~					12:00~
Exhibition Opened					Exhibition Opened
12:25-12:45			Session 1 4		12:25-12:45
Preparation			(15mins)		Preparation
13:00-13:20			Session 1 5		13:00-13:20
Preparation			(15mins)		Preparation
13:10-13:30	Session 1				13:10-13:30
Preparation	(15mins)				Preparation
13:35-13:55	Session 2				13:35-13:55
Preparation	(15mins)				Preparation
14:10-14:30	Session 3				14:10-14:30
Preparation	(15mins)				Preparation
14:20-14:40	Session 3				14:20-14:40
Preparation	(15mins)				Preparation
14:45-15:05	Session 4				14:45-15:05
Preparation	(15mins)				Preparation
15:20-15:40	Session 5				15:20-15:40
Preparation	(15mins)				Preparation
15:30-15:50	Session 5				15:30-15:50
Preparation	(15mins)				Preparation
16:05-16:25	Session 6				16:05-16:25
Preparation	(15mins)				Preparation
16:40-17:00	Session 7				16:40-17:00
Preparation	(15mins)				Preparation
17:15-17:35	Session 8				17:15-17:35
Preparation	(15mins)				Preparation
17:40-18:00	Session 9				17:40-18:00
17:50-18:10	Session 9				17:50-18:10
18:00~20:00					18:00~20:00
WELCOME RECEPTION					WELCOME RECEPTION
(Tentative)					(Tentative)
18:30~20:30					18:30~20:30
WELCOME RECEPTION					WELCOME RECEPTION
(Tentative)					(Tentative)
19:00					19:00
05					05
10					10
15					15
20					20
25					25
30					30
35					35
40					40
45					45
50					50
55					55
20:00					20:00

※The above schedule is as of April, 2018, and may change in the future. If there is any change, we will make announcements.

# 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 **Jul. 18 (Wed)** .

Sept.20 (Thu)	09 : 30~11 : 30	Opening Ceremony (Opening Ceremony, Japan Tourism Awards, Keynote Speech)	West Exhibition Hall 3
	12 : 00~18 : 00	In-booth Business Meetings (Industry Professionals Day)	East Exhibition Halls 1-6
	11 : 30~12 : 15	Press conference	West Exhibition Hall 3
	14 : 30~16 : 30	TEJ Ministerial Round Table	Tokyo Conference Center Ariake
	18 : 30~20 : 30	WELCOME RECEPTION	West Exhibition Hall 3
	12 : 30~18 : 00	VJTM2018	East Exhibition Hall 7

Sept.21 (Fri)	10 : 00~18 : 00	In-booth Business Meetings (Industry Professionals Day)	East Exhibition Halls 1-6
	10 : 00~12 : 30	Asia Tourism Business Leaders' Forum	Conference Rooms (6F) 607-608
	10 : 00~12 : 00	Digital Marketing Symposium	Conference Rooms (6F) 605-606
	13 : 00~14 : 30	Luxury Travel Market Symposium	Conference Rooms (6F) 605-606
	15 : 30~17 : 00	Overseas Travel Symposium	Conference Rooms (6F) 605-606
	09 : 30~18 : 00	VJTM2018	East Exhibition Hall 7

Sept.22 (Sat)	10 : 00~18 : 00	Travel Showcase (General Public Day)	East Exhibition Halls 1-6
	09 : 30~14 : 20	VJTM2018	East Exhibition Hall 7

Sept.23 (Sun)	10 : 00~17 : 00	Travel Showcase (General Public Day)	East Exhibition Hall 1-6
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For inquiries regarding **press coverage** please contact below

Interview, Coverage

Tourism EXPO Japan Promotion Office

TEL: [+81\(0\)3-5510-2004](tel:+810355102004) Email: [event@t-expo.jp](mailto:event@t-expo.jp)

( Operation Hours : 9:30~17:30 JST, Mon – Fri )

Proceed to "Media Registration" from Tourism EXPO Japan 2018 website <http://t-expo.jp/>

## Accessible from any of the following pages



From "Programs" > "In-booth business meetings" page

From "Press" page

From "Visitor Registration" page

- 1 Click "Business Meeting"
- 2 Click "Media Registration"

- 1 Click "Press"
- 2 Click "Media Registration"

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



Proceed to Media registration



Please check the Notes before you register!

### 1 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\(PDF\)](#)

< ! 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.

#### < ! Important Notice ! >



○After you enter your registration, the automatic mail from the secretariat will be sent to your e-mail address. Please access to the URL on the mail to activate your account. If you do not do so, you will not be able to log in to your My Page.

The validity of the URL is **72hours** after the mail is sent to you. Please check your mailbox within the time limit, and make sure to activate your account.

※If you cannot find the e-mail, please check the **spam or bulk folder** just in case.

○If you wish to participate in the Business Meetings, please proceed to "Business Matching Member Registration" after activating your account.

### 2 Please read "About the regulation for Media participation" and "About the handling of the personally identifiable information you provide", 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 privacy policies.](#)

- 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

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

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

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

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

Company Name \*  
(in English)

3 Company Name  
(in Japanese)

3 Company Name  
(in Katakana)

URL

▶ Note!

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

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

Location of your  
company \*



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

### 5 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"/>               |

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

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

- |                                                |                                              |
|------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Thursday 20 September | <input type="checkbox"/> Friday 21 September |
| <input type="checkbox"/> Saturday 22 September | <input type="checkbox"/> Sunday 23 September |

### 7 Select "Plans for your media coverage"

**Plans for your media coverage \***

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

▶ **Note**

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

### 8 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 follow the steps and fill out the information

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

- 2 Register your e-mail address. It will be used as your log in ID and for receiving information from the secretariat. Please make sure to use a valid 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"/> You are able to register other E-mail address as "CC" in e-mail.
------------	------------------------------------------------------------------------------------------

- 3 Enter your Password to be used for log in to you My Page.

Password *	<input type="password"/> <b>Passwords must:</b> - 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 * (for confirmation)	<input type="password"/>

Please follow the steps and fill out the information

- 1 Enter "Emergency Contact Number". Please enter the 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 \*  
[Mobile Phone]

  
e.g. 080-0000-0000

- 2 For Profile Image, please attach a face photo of the participant, a company's logo, the material photo, or something which can be used as reference for your negotiating partner to find you.

Please upload your  
organization's profile  
image

 参照...  
(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 with a size of 3 MB or less.

- 3 Select " How did you find out about this event first?"

How did you know this  
event first? \*  
(You may make more  
than one selection)

- Official Website  SNS  
 Newspaper  
Name of Parper:   
 Magazines  
Name of Magazine:   
 TV, Radio  
Title of Show:   
 Flyer(s)  Poster(s)  
 Internal Publication of Your company  Information from Your Colleagues or Friends  
 Announcement from Organizers  Other

- 4 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.  
 Yes  No  
Do you agree with the [Terms and Conditions of Participation of Tourism EXPO Japan 2018?](#)  
 Agree

▶ Note

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.



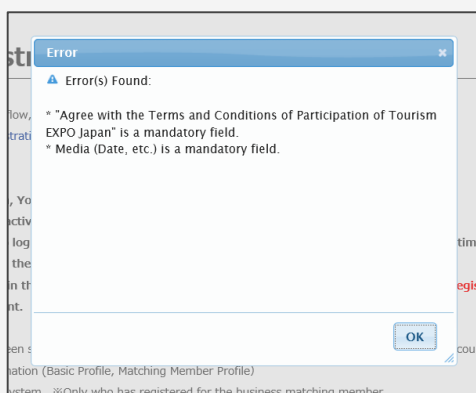
If you cannot click on the "Confirm" button, please read the notice at the top of this page, then check the box titled "I agree".

- 2 Please check the confirmation screen and if there are no mistakes, click the "Register" button.  
After that, the automatic mail from the secretariat will be sent to your e-mail address.  
Please access to the URL to activate your account within 72 hours.

If there are any inadequacies or missing information on registered items, an error message will be displayed.

Please check the contents and correct the corresponding part.

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



### Confirm Your Media 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.

↓  
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 make sure to "Activate Your Account" by clicking URL on the automatic e-mail from the secretariat.

- 3 After you enter your media registration, the screen shown below will appear. When you receive the mail, please access to the URL to activate your account within 72 hours. After that, you will be able to log in to your My Page.

### Thank you for your Registration

Please open an 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 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 automatic mail from the secretariat will be sent to your e-mail address.

Subject: Activate your Account / Media Registration Complete: Tourism EXPO Japan 2018

dammy  
Dear Mr. dammy dammy  
ID: TEJM1-1800081

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

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

\*In case you have not activated your account (not opened an 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://apac01.safelinks.protection.outlook.com/?url=http%3A%2F%2Ftest.jcbizmatch.jp%2FTEJ2018%2Feri%2FParticipation%2FBasic%2FVerify%2Fjp1CgkJRm03i9YcCtqIMfABUn4jg67hncCd7n8EaDNS3rchgBpadHmCWC4a&data=01%7C0F%7Ctakahashi3660%40jtbcom.co.jp%7Caeae968-381c-4cd63e7308d5cab6151d7%2C08&data=XWH2vArYILc07GcBU7713yqQXdQCTAqm7YyVs7KtsC%3D&reserved=0>

Once your account has been successfully created, you will be able to do the following after logging in:  
- Activate your account (Business Matching Member Profile)  
- Proceed to Business Matching Member Registration (You are registered for the business matching member)

If this screen appears, your registration is completed.

### Media Registration Complete

Mr. dammy dammy

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

Click here

If you don't activate your account within 72 hours after receiving the mail from the secretariat,

"Session Timeout" screen will appear.

In this case, please kindly contact the secretariat

by e-mail ( [t-expo2018biz@bsec.jp](mailto:t-expo2018biz@bsec.jp) ).

Make sure to click only once to activate your account.

Clicking more than once may cause error.

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".

If you are visiting for media coverage only, this is the end of your registration.

For those who wish to participate in the business meetings,  
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.

### Media Registration Complete


Mr. dammy dammy  
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](#)

Edit Profile

## Welcome



**Register for the Business Matching Member (the Business Meeting)**

You have not completed the Matching Member Registration required for using the Business Matching System.

[Edit Basic Profile](#)

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

日本語

## Tourism Expo Japan

Media Registration Business Matching Member Registration

Please read the following "Terms and Conditions of Participation of Tourism EXPO Japan 2018 Business Meetings" before registration for Business Matching Member.

1. Participants

(1) Buyers

①Travel agencies in Japan which handle domestic and overseas travel from Japan (domestic and overseas travel procurement, persons in charge of product planning and development, group sales).  
※The travel agencies which handle inbound travel to Japan must be registered in "Quality Assurance System for Tour Operators"

②Domestic media companies providing travel information and/or programs (TV, newspapers, magazines, web, etc.) selected by the Business Meeting Secretariat.

③Exhibitors expect to do Buyer Acts  
※You are unable to register on "Buyers" and "Sellers" at the same time.

(2)Sellers

Tourism EXPO Japan exhibitors, who completed registration according to their desired number of booths (basic conditions: Up to 2 companies and a total of 2 registrations per booth).

I consent to the above Agreement and wish to continue my registration for participation in the Business Matching System. [Continue](#)

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.

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

## 1 Please register the information required for business matching.

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

2

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

3

Expertise /  
Professional Fields \*  
(in English)

Up to 100 characters e.g. Planning and producing of Web magazine.

- 4 Some items have character limitation. 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.

- 1 Please consider your own break time (such as lunch break) and seminar auditing schedule upon setting your meeting frames.

**Note** 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.

**1 Availability \*** Please choose the dates and times when you are available for meetings. [Click here to enter further details](#)

Select your meeting schedules to fit your plans

▲Click here

Schedule	Sep. 20 (Thu.)	Schedule	Sep. 21 (Fri.)
13:10 - 13:30 Session 1	<input checked="" type="checkbox"/>	10:05 - 10:25 Session 10	<input checked="" type="checkbox"/>
13:45 - 14:05 Session 2	<input checked="" type="checkbox"/>	10:40 - 11:00 Session 11	<input checked="" type="checkbox"/>
14:20 - 14:40 Session 3	<input checked="" type="checkbox"/>	11:15 - 11:35 Session 12	<input checked="" type="checkbox"/>
14:55 - 15:15 Session 4	<input checked="" type="checkbox"/>	11:50 - 12:10 Session 13	<input checked="" type="checkbox"/>
15:30 - 15:50 Session 5	<input checked="" type="checkbox"/>	12:25 - 12:45 Session 14	<input checked="" type="checkbox"/>
16:05 - 16:25 Session 6	<input checked="" type="checkbox"/>	13:00 - 13:20 Session 15	<input checked="" type="checkbox"/>
16:40 - 17:00 Session 7	<input checked="" type="checkbox"/>	13:35 - 13:55 Session 16	<input checked="" type="checkbox"/>
17:15 - 17:35 Session 8	<input checked="" type="checkbox"/>	14:10 - 14:30 Session 17	<input checked="" type="checkbox"/>
17:50 - 18:10 Session 9	<input checked="" type="checkbox"/>	14:45 - 15:05 Session 18	<input checked="" type="checkbox"/>
		15:20 - 15:40 Session 19	<input checked="" type="checkbox"/>
		15:55 - 16:15 Session 20	<input checked="" type="checkbox"/>
		16:30 - 16:50 Session 21	<input checked="" type="checkbox"/>
		17:05 - 17:25 Session 22	<input checked="" type="checkbox"/>
		17:40 - 18:00 Session 23	<input checked="" type="checkbox"/>

Click “Confirm”, and check the result

Schedule	Sep. 20 (Thu.)	Schedule	Sep. 21 (Fri.)
13:10 - 13:30 Session 1	Yes	10:05 - 10:25 Session 10	Yes
13:45 - 14:05 Session 2	Yes	10:40 - 11:00 Session 11	Yes
14:20 - 14:40 Session 3	Yes	11:15 - 11:35 Session 12	Yes
14:55 - 15:15 Session 4	Yes	11:50 - 12:10 Session 13	Yes
15:30 - 15:50 Session 5	Yes	12:25 - 12:45 Session 14	Yes
16:05 - 16:25 Session 6	Yes	13:00 - 13:20 Session 15	No
16:40 - 17:00 Session 7	Yes	13:35 - 13:55 Session 16	No
17:15 - 17:35 Session 8	Yes	14:10 - 14:30 Session 17	Yes
17:50 - 18:10 Session 9	Yes	14:45 - 15:05 Session 18	Yes
		15:20 - 15:40 Session 19	Yes
		15:55 - 16:15 Session 20	Yes
		16:30 - 16:50 Session 21	Yes
		17:05 - 17:25 Session 22	Yes
		17:40 - 18:00 Session 23	Yes

Please choose the dates and times when you are available for meetings. [Click here to enter further details](#)

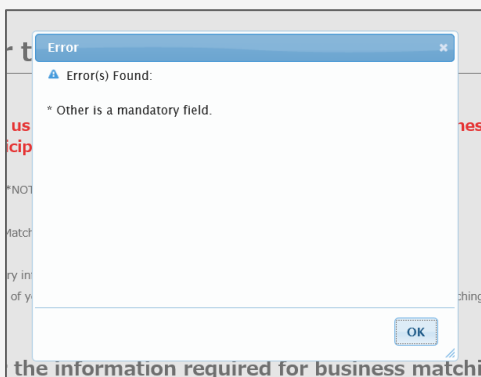
Please check the content of your registration for the Matching Member

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

- 2 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

- 1 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.

Login to your My Page

Screen while Waiting for Authorization

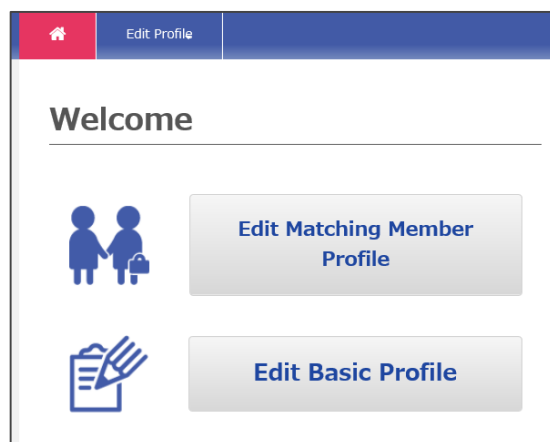
### Your application has been forwarded.

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 on Aug. 20, you can check or send appointment requests by logging into your My Page.

😊 Thank you for registering! 😊

Information regarding appointment requests and matching system will be notified to you on your My Page in late Jun.. Please use the information to prepare for successful business meetings. We appreciate your kind understanding and cooperation.

\*The below schedule is as of Jun.,2018, and may change in the future. If there is any change, we will make announcements.

## Media

Jun.6  
(Wed)

Start of Registration for Media 

Deadline for the Business Meetings Matching Members (Business Meeting participants) : **August 20(Mon)**

Jul. 18  
(Wed)

Start of Registration 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.**

Jul. 23  
(Mon)

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.**

Aug.20  
(Mon)

**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.**

Aug.  
20(Mon)  
~31(Fri)

Appointment Request Period 

This is the opportunity to make appointment request. **\*You are unable to select acceptance / decline for request received during this period. (Tentatively established immediately.)**

Aug. 31  
(Fri)

Appointment Matching 17:00 JST 

Tentative Appointments made from August 20(Mon) to August 31(Fri), will be matched by the system automatically, taking into consideration the elements such as 'priority level you set', 'availability of the time slot' and 'the place the meetings are to be held'. You can cancel your appointments until this matching is done. **\*You cannot cancel your appointments on the system after this final appointment matching.**

Sept.  
3(Mon)  
~10(Mon)

Final Adjustment Period (TBD) 

There may be slight adjustments of schedules by the secretariat.

Sept.  
10 (Mon)

Business Meeting Schedule Finalized 17:00 JST 


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 signature from the partner on your appointment sheet after each business meeting, and submit it to be the Business Meeting Secretariat Information desk after all appointments are finished.**

Sept.  
20(Thu)  
~21(Fri)

The Day of Business Meetings 

- The 1<sup>st</sup> day: Sept. 20(Thu) 【Industrial Professionals Day】  
13:10~18:10 Business Meetings (Session 1-9) East Exhibition Halls 1~6
- The 2<sup>nd</sup> day: Sept. 21(Fri) 【Industrial Professionals Day】  
10:05~18:00 Business Meetings (Session 10-23) East Exhibition Halls 1~6

## What is the difference of the registrations of Media and 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 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 a Seller.


## 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.

## Where can I enter " My Page " from?


 Please access to the following URL and log in, using your e-mail address and password used for the registration. My Page login : <https://tej2018.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\(0\)3-5510-2004](tel:+810355102004) Email: [event@t-expo.jp](mailto:event@t-expo.jp)  
 ( Operation Hours: 9:30~17:30 Mon - Fri )

**Business Meeting**

Tourism EXPO Japan Business Meetings Secretariat  
 TEL: [+81\(0\)3-6737-9389](tel:+810367379389) Email: [t-expo2018biz@bsec.jp](mailto:t-expo2018biz@bsec.jp)  
 ( Operation Hours : 9:30~17:30 Mon - Fri )