

SITE VISIT SUPPORT – APPLICATION FORM

The application must be submitted before deciding the destination 1 month prior to your arrival in TOKYO and no later than FEB 28, 2020. Please specify a candidate city(s) other than Tokyo.

A CORPORATE EVENT INFORMATION

Corporate Event / Group Name	XXXXXX Group
Event Owner Company	XXXXXX Insurance Co.
Event Type	<input type="checkbox"/> Corporate Meeting <input checked="" type="checkbox"/> Incentive
Website	http://www.xxxxx.com
Company Industry / Business Nature	Insurance
Country	Worldwide
Number of Overseas Attendees	1500
Arrival / Departure date (Tokyo)	Arrival <u>2020/6/15</u> (Y/M/D) Departure <u>2020/6/18</u> (Y/M/D) (3Nights)
Candidate Hotel in Tokyo	○○Hotel Tokyo
Other Candidate Cities	Any other destinations you are considering for this corporate event other than Tokyo. (Singapore, Kyoto) ※Please let us know at least 1 city
Decision-making Date	When will the destination decision be made? <u>2019/7/16</u> (YYYY/MM/DD)

B APPLICANT / KEY CONTACT

Role of Applicant	<input type="checkbox"/> Event Owner <input checked="" type="checkbox"/> Overseas Planner <input type="checkbox"/> Other (Please specify: _____)	
Contact Person	Name	(Ms. <input type="checkbox"/> Mr. <input checked="" type="checkbox"/>) XXXXXX
	Title	Sales Manager
	Company	XXXXXX Meetings & Events
	Country	XXXXX
	Phone	00-0000-0000
	Email	xxxxxxx@xxxxxevents.com
	Website	http://www.xxxxxevents.com

C SITE VISIT INFORMATION

Personal Information	1	Name	(Ms. <input type="checkbox"/> Mr. <input checked="" type="checkbox"/>) XXXXXXXX
		Title	Managing Director
		Company	XXXXXX Insurance Co.
		Country	XXXXX
	Preferred Dates	Arrival <u>2019/6/17</u> (Y/M/D) Departure <u>2019/6/20</u> (Y/M/D)	
	2	Name	(Ms. <input checked="" type="checkbox"/> Mr. <input type="checkbox"/>) XXXXXXXX
		Title	Sales Manager
		Company	XXXXXX Meetings & Events
Country		XXXXX	
Preferred Dates	Arrival <u>2019/6/17</u> (Y/M/D) Departure <u>2019/6/20</u> (Y/M/D)		

I understand and accept all terms and conditions for the site visit support. I will report the selected city when it is decided.

Signature of Applicant XXXXXX Date 2019/5/8