BUSINESS EVENTS
TOKYO

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	
Event Owner Company	
Event Type	☐ Corporate Meeting ☐ Incentive
Website	
Company Industry / Business Nature	
Country	
Number of Overseas Attendees	
Arrival / Departure date (Tokyo)	**Arrival** ___/___/___(Y/M/D) **Departure**___/___/___(Y/M/D) (Nights)
Candidate Hotel in Tokyo	
Other Candidate Cities	Any other destinations you are considering for this corporate event other than Tokyo. ( ) ※Please let us know at least 1 city
Decision-making Date	When will the destination decision be made? ___/___/___ (Y/M/D)

B APPLICANT / KEY CONTACT

Role of Applicant	☐ Event Owner ☐ Overseas Planner ☐ Other (Please specify:)	
Contact Person	Name	(Ms. ☐・Mr. ☐)
	Title	
	Company	
	Country	
	Phone	
	Email	
	Website	

C SITE VISIT INFORMATION

Personal Information	1	Name	(Ms. ☐・Mr. ☐)
		Title	
		Company	
		Country	
		Preferred Dates	**Arrival** ___/___/___(Y/M/D) **Departure**___/___/___(Y/M/D)
	2	Name	(Ms. ☐・Mr. ☐) ad
		Title	
		Company	
		Country	
		Preferred Dates	**Arrival** ___/___/___(Y/M/D) **Departure**___/___/___(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 _____ Date _____