

SITE VISIT SUPPORT – ELIGIBILITY CRITERIA

Tokyo Convention & Visitors Bureau (TCVB) offers site visit support for Corporate Meetings & Incentive Travel. The support will be provided to planners in the process of selecting destinations for a group with a minimum of **1,000 visitor nights in Tokyo**. Eligible applicants are decision-makers regarding the selection of the destination, such as a company organizer or an event planner.

ELIGIBILITY CRITERIA

A Corporate Meeting or an Incentive Travel group should meet the following criteria.

A “visitor night” is defined as one attendee staying for one night.

For example, 500 attendees spending two nights would be 1,000 visitor nights.

- A minimum of **1,000 visitor nights in Tokyo**.
- In the process of selecting a destination (please specify **candidate city(s) other than Tokyo**).
- Site visit must be completed in Tokyo on or before **MAR 31, 2020**.
- Planned events must be completed in Tokyo on or before **MAR 31, 2022**.
- Planned events should not be related to any political or religious issues.

SUPPORT OVERVIEW

When the event meets the above criteria, the following support will be provided for decision-makers of the event.

Eligible Persons	Decision-makers regarding the event's destination (up to 2 persons, please contact us for details).
Support Items	<ul style="list-style-type: none"> • Air Ticket – an Economy Class round trip to Tokyo (Narita or Haneda Airport). • Accommodation in Tokyo. • Ground Transportation in Tokyo. <p>*Support is limited to within the budget allocated per event by the Tokyo Metropolitan Government. For details, please contact TCVB.</p>

GENERAL TERMS AND CONDITIONS

1. TCVB will arrange the flight tickets, accommodation and ground transportation.
2. TCVB will not reimburse in cash retroactively for anything previously purchased.
3. The application must be submitted before deciding the destination, **1 month prior** to your arrival in Tokyo and no later than **FEB 28, 2020**.
4. All offers are valid until **MAR 31, 2020** and subject to change without prior notice.
5. Applications will be processed on a first-come, first-served basis. In the case that the number of applications exceeds our budget, the offer will be closed and no subsequent applications will be considered.
6. TCVB may ask the applicants to provide additional information or documents during the processing of applications if necessary.
7. TCVB has the right to cancel the arrangement should there be any false declaration in the submitted application form.
8. Should the incentive groups arrive on different days under the same group name, the total number of participants would be counted as one group. For details, please contact TCVB.
9. TCVB will make every effort to arrange a flight that suits you, accommodation and ground transportation. However, we cannot guarantee that all requests will be satisfied.
10. You may be liable for costs incurred in the case of cancellation.

HOW TO APPLY

Please fill out the attached application form, and send it **with your tentative itinerary** to TCVB by email. The application should be submitted at least **1 month prior to your arrival in Tokyo** and no later than **FEB 28, 2020**. Please note that the offer is not guaranteed until you have received confirmation from TCVB.

CONTACT

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