

SITE VISIT SUPPORT – APPLICATION FORM

The application must be submitted before deciding on the destination 1 month before arrival in TOKYO and no later than FEB 29, 2024.
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
Business Nature (Primary Market)	Insurance
Country	Worldwide
Number of Overseas Attendees	1,500
Arrival / Departure date (Tokyo)	Arrival <u>2024 / 6 / 14</u> (Y/M/D) Departure <u>2024 / 6 / 17</u> (Y/M/D) (3Nights)
Candidate Hotel in Tokyo	○○Hotel Tokyo
Other Candidate Cities	Have you considered any other destination other than Tokyo for this corporate event? (Singapore, Kyoto) ※Please let us know at least 1 city
Decision-making Date	When will the destination decision be made? <u>2023 / 7 / 14</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.·Mr.) XXXXXX
	Title	Sales Manager
	Company	XXXXXX Meetings & Events
	Country	XXXXXX
	Phone	00-0000-0000
	Email	xxxxxxx@xxxxxevents.com
	Website	http://www.xxxxxevents.com

C SITE VISIT INFORMATION

Personnel Information	1	Name	(Ms.·Mr.) XXXXXXXX
		Title	Managing Director
		Company	XXXXXX Insurance Co.
		Country	XXXXXX
		Preferred Dates	Arrival <u>2023 / 6 / 14</u> (Y/M/D) Departure <u>2023 / 6 / 17</u> (Y/M/D)
	2	Name	(Ms.·Mr.) XXXXXXXX
		Title	Project leader
		Company	XXXXXX Insurance Co.
		Country	XXXXXX
		Preferred Dates	Arrival <u>2023 / 6 / 14</u> (Y/M/D) Departure <u>2023 / 6 / 17</u> (Y/M/D)

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

Signature of Applicant XXXXXX Date 2023 / 5 / 9