

Press Release: For Immediate Release

# Tokyo releases a Hygiene Safety Guidelines for Holding Business Events

January 2021, Tokyo, Japan:

**Announcing the release of the “Hygiene Safety Guidelines -Holding a Successful Business Event in Tokyo,” a comprehensive document for meeting organizers planning an on-site or hybrid event in Tokyo.**

Business Events Tokyo has released the “Hygiene Safety Guidelines -Holding a Successful Business Event in Tokyo,” a comprehensive document for meeting organizers planning an on-site or hybrid event in Tokyo. The Guidelines provide a blueprint that can be adapted and implemented throughout the event planning stages, on-site management, and post-event.

The document touches on the necessary safety measures and precautions recommended by the Japanese and the Tokyo Metropolitan Governments. Aimed at giving a clear image of what to prepare for, the document includes sample layouts for various room setups at meeting venues. It also introduces communication policies, crowd control measures, and other suggested actions to take for the event to have a COVID-secure environment for all attendees and staff involved. The utilization of the latest technology is also introduced to enhance safety measures.

The most up-to-date information on Tokyo's situation and the safety measures applied will be essential for overseas attendees to feel confident about traveling to Tokyo. The Guideline suggests that the organizer assemble and disseminate the latest information on safety and security at the airports, public transportation, and hotels. Tokyo has implemented countermeasures to secure the safety of its citizens and visitors, and the main measures are introduced in the document.

The current regulations on holding events in Japan allows for a maximum of 5,000 people at a single venue, indoors and outdoors, given that it is kept under 50% of the venue capacity. All venues must take safety measures, including the mandatory wearing of masks for all visitors and staff.

Kazuko Toda, Director of Business Events Tokyo, comments, “By releasing this Guideline, we hope to convey the strong message that Tokyo is open and ready to welcome international business events in 2021.”

*Hygiene Safety Guidelines -Holding a Successful Business Event in Tokyo* is published in English and Japanese. Both versions are published on TCVB's website, including PDFs (<https://businesseventstokyo.org/resources/>).

## **About the Business Events Team at the Tokyo Convention & Visitors Bureau**

The Business Events Team at the Tokyo Convention & Visitors Bureau serves as a one-stop-shop for meeting and event planners to receive assistance in successfully bidding to host international business events in Tokyo - the 6th ranked convention city in the world according to the UIA International Meetings Statistics Report.