

Tokyo's Special Programs for Corporate Events – ELIGIBILITY CRITERIA

The Business Events Team at the Tokyo Convention & Visitors Bureau has privilege programs for Corporate Meetings & Incentive Travel. The programs are offered to groups with a minimum of **100 visitor nights* in Tokyo**. Detailed criteria are as follows:

ELIGIBILITY CRITERIA

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

- A minimum of **100 visitor nights* in Tokyo**
- In the process of selecting a destination (you should specify **candidate city (s) besides Tokyo**)
- Your event must take place in Tokyo on or before **MAR 31, 2016**.
- Planned events should not be related to any political or religious issue.

***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.**

PROGRAMS OVERVIEW

Tokyo's Special Programs for Corporate Events	
100 visitor nights or more in Tokyo	<ul style="list-style-type: none"> ● Giveaway for each participant
400 visitor nights or more in Tokyo	<ul style="list-style-type: none"> ● Giveaway for each participant & Special Souvenir for VIPs <li style="text-align: center;">+ ● Warm Welcome at the Haneda/Narita Airports (maximum 4 flights per event) <li style="text-align: center;">+ ● A choice of party entertainment or program from the following options: <u>Party Entertainment (Approx. 15-20 min.)</u> <ul style="list-style-type: none"> <input type="checkbox"/> Ninja Warriors & Kimono Girls <input type="checkbox"/> Taiko Performance (4 performers) <input type="checkbox"/> Awaodori Dance Performance (15 performers) <input type="checkbox"/> "Ikebana" Flower Arrangement Performance <u>Program</u> <ul style="list-style-type: none"> <input type="checkbox"/> Kabuki Lecture & "Kagamijishi" - The Lion Dance with live musical accompaniment (Approx. 60 min.) <input type="checkbox"/> Sushi Making Experience (Approx. 90 min. Up to 30 people x 3 workshops) <input type="checkbox"/> "Wagashi" Japanese Sweets Making & Tea Ceremony Experience (Approx. 90 min. Up to 20 people x 2 workshops x 2 days) <input type="checkbox"/> Team Building Taiko Lesson (Approx. 60 min. Up to 100 people) <input type="checkbox"/> Team Building Japanese Cooking (Approx. 3-4 hours. Up to 45 people) <input type="checkbox"/> Samurai Training (Approx. 60 min. Up to 60 people x 2 workshops) <input type="checkbox"/> Technical Visit Arrangement (Upon request, Industrial Facility etc – limited capacity)
1,000 visitor nights or more in Tokyo	<p>The group has a choice of either "A" (combination of 3 programs) or "B" (1 spectacular entertainment for your party).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Choice A (combination of the following 3 programs) ● Giveaway for each participant & Special Souvenir for VIPs <li style="text-align: center;">+ ● Warm Welcome at the Haneda/Narita Airports (maximum 4 flights per event per day) <li style="text-align: center;">+ ● A choice of entertainment or program from the following options: <u>Party Entertainment (Approx. 15-20 min.)</u> <ul style="list-style-type: none"> <input type="checkbox"/> Special Taiko Performance (7 performers) & Kimono Girls <input type="checkbox"/> Awaodori Dance Performance (25 performers) & Kimono Girls

1,000 visitor nights or more in Tokyo	<input type="checkbox"/> Kabuki Performance "Renjishi" - The Father and Son Lions Dance with live musical accompaniment & "Kagura Daija" – The Great Snake Dance <input type="checkbox"/> Japanese Calligraphy Performance with live Japanese music <input type="checkbox"/> "Ikebana" Flower Arrangement Performance with live Japanese music <u>Program</u> <input type="checkbox"/> Sumo Event – Lecture by Former Professional Sumo Wrestler & Sumo Workshop (Approx. 75 min.) Or <input type="checkbox"/> Choice B <input checked="" type="radio"/> 1 Spectacular Entertainment (Approx. 20-30 min.) from the following options: <input type="checkbox"/> Japanese Traditional "Noh" Entertainment <input type="checkbox"/> Kabuki Entertainment Show – "Renjishi" Lion Dance with live musical accompaniment & "Kagura Daija" Snake Dance
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*programs for a group with 400/1,000 visitor nights or more are supported by the Tokyo Metropolitan Government.

Remarks:

- The application should be submitted at least **1 month prior** to the arrival in Tokyo and no later than **FEB 29, 2016**.
- Applicant should be either event owner (a company) or a meeting planner located overseas.
- All offers are subject to availability and venue conditions. Should the requested program be not available, the Business Events Team will offer an alternative program.
- Applicant should welcome cooperation in the Business Events Team activity by giving customer testimonials and accepting TCVB to bring camera crews to your events for our website or other tools for future promotion.
- All offers are valid until MAR 31, 2016 and subject to change without prior notice.
- Applications will be processed on a first-come, first-served basis. In case the number of applications exceeds our budget, the offer will be closed, and all subsequent applications will not be considered.
- 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 the Business Events Team.
- Applicant should submit the prescribed Feedback Sheet after the event.

HOW TO APPLY

Please fill out the attached application form, and send it **with your itinerary** to the Business Events Team by email. The application should be submitted **at least 1 month** prior to the arrival in Tokyo and **no later than FEB 29, 2016**.

Please note that the offer is not guaranteed until you have received confirmation by the Business Events Team.

Contact:

Business Events Team,
Tokyo Convention & Visitors Bureau
businessevents@tcvb.or.jp