

SITE VISIT SUPPORT – ELIGIBILITY CRITERIA

The Business Events Team at the Tokyo Convention & Visitors Bureau 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 in 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, 2018**.
- Planned events must be completed in Tokyo on or before **MAR 31, 2020**.
- 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 of the event's destination (up to 3 persons, please contact us for details).
Support Items	<ul style="list-style-type: none"> • Air Ticket – a round trip to Tokyo (from/to Narita or Haneda Airport, Economy Class only). • Accommodation in Tokyo. • Ground Transportation in Tokyo. <p>*Support is limited to within the budget per event of the Tokyo Metropolitan Government. For details, please contact the Business Events Team at the Tokyo Convention & Visitors Bureau.</p>

GENERAL TERMS AND CONDITIONS

- The Business Events Team at the Tokyo Convention & Visitors Bureau will arrange the flight tickets and accommodation.
- We will not reimburse in cash retroactively for anything previously purchased.
- The application must be submitted before deciding the destination, **1 month prior** to your arrival in Tokyo and no later than **FEB 28, 2018**.
- All offers are valid until **MAR 31, 2018** 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.
- The Business Events Team may ask the applicants to provide additional information or documents during the processing of applications if necessary.
- The Business Events Team has the right to cancel the arrangement should there be any false declaration in the submitted application form.
- 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.
- The Business Events Team will make every effort to arrange a requested flight ticket and accommodation, subject to confirmation.
- Fee will be applied when you cancel the arrangement at your discretion.

HOW TO APPLY

Please fill out the attached application form, and send it with your tentative 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 28, 2018**. 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
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