

VISIT JAPAN Travel & MICE Mart 2023

Website Registration Manual

[for Buyers]

July 3 (Mon.), 2023
Secretariat of VISIT JAPAN Travel & MICE Mart 2023



Flow from registration of detailed information to determination of business meeting schedule

Required for
buyers

July	3rd (Mon.)	Information entry period for program registration July 3rd (Mon.), 10:00 (JST) - August 18th (Fri.), 17:00 (JST) <ul style="list-style-type: none"> ◆ The deadline for registration is August 18 (Fri.), but participants are requested to complete their registration as soon as possible. ◆ Applications for Fam trip courses will be examined and finalized by the Secretariat in order of registration. 	<input checked="" type="checkbox"/> <div>Flow is shown on the next page</div>
	Late August	Sending the business meeting request manual (scheduled)	
August	18th (Fri.)	Deadline for registration of detailed information	
	21st. (Mon.)	Information disclosure by participant sellers (scheduled) <ul style="list-style-type: none"> ◆ Time allotted for preparing appointment requests. ◆ Choose the sellers you want to send your requests to by August 28 or after. 	
	28th (Mon.)	Start of 1st business meeting request (1st half) (Japan Time) August 28 (Mon.) - September 4 (Mon.) (Scheduled) <ul style="list-style-type: none"> ◆ During the 1st half, requests can be sent only by buyers. ◆ Sellers can only accept or reject requests from buyers. 	<input checked="" type="checkbox"/>
September	5th (Tue.)	Start of 1st business meeting request (2nd half) (Japan Time) September 5 (Tue.) - September 22 (Fri.) (Scheduled) <ul style="list-style-type: none"> ◆ During the 2nd half, both buyers and sellers can send requests. ◆ Buyers may also accept or reject requests from sellers. 	<input checked="" type="checkbox"/>
	22nd (Fri.)	Start of 2nd business meeting request (Japan Time) September 22 (Fri.) - September 29 (Fri.) (Scheduled) <ul style="list-style-type: none"> ◆ Requests from buyers and sellers are registered in the secretariat's server as data for system-based matching (matching arrangements) by the secretariat. 	<input checked="" type="checkbox"/>
	29th (Fri.)	Completion of all business meeting requests (Scheduled)	
October	2nd (Mon.)	Sending of business meeting participation manual (Scheduled)	
	5th (Thu.)	Determination of business meeting schedule (Scheduled)	<input checked="" type="checkbox"/>
	26th (Thu.)	VISIT JAPAN TRAVEL & MICE MART 2023 PERIOD October 26th (Thu.) - 28th (Sat.)	<input checked="" type="checkbox"/>

Flow from application for participation to registration of detailed information

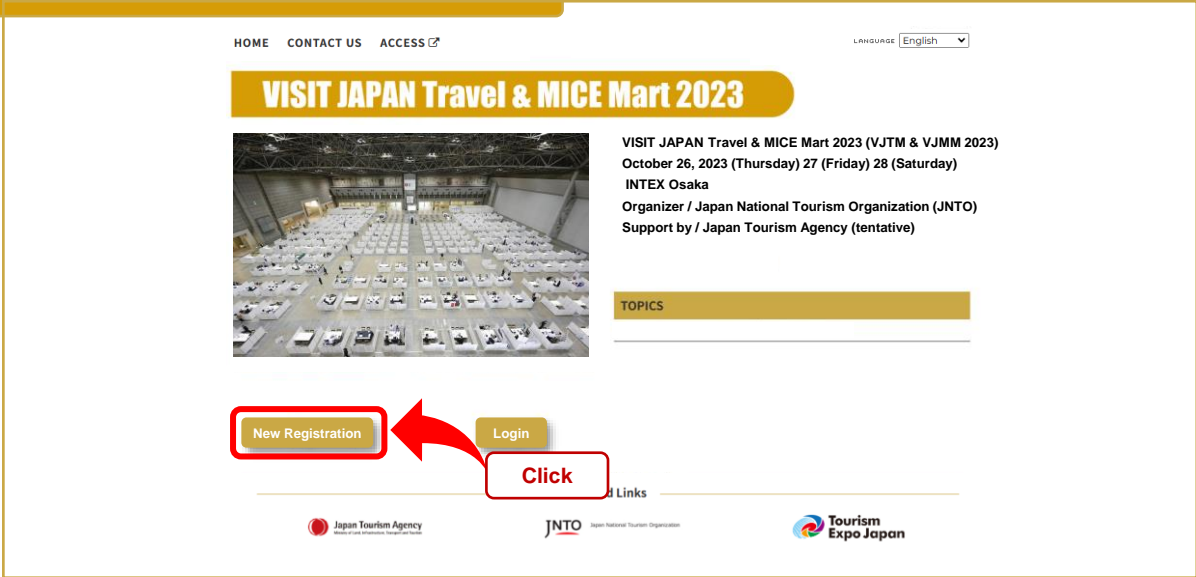


Registration of ID (e-mail address)

Access the link below and move on to our official website for VJTM & VJMM 2023.

<https://www.vjtm.jp/>

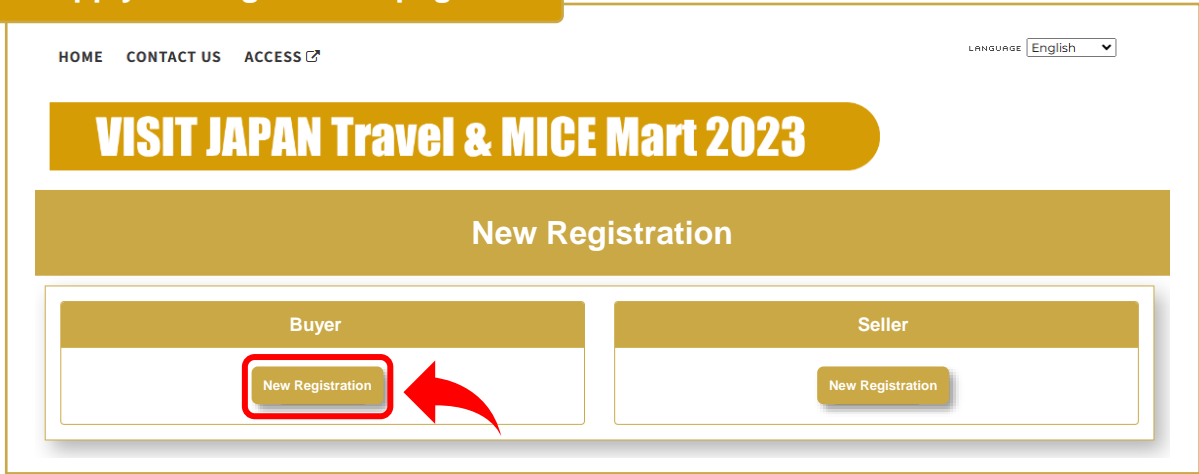
Top page of our official website



- Go to the top page of our official website, click the New Registration button, and move on.



Apply for Registration page



- Go to the Buyers option, click the New Registration button, and move on.

Top page of our official website

New Registration

Registration for buyer

As soon as you have sent an e-mail after entering your e-mail address, we will send an information e-mail with the URL that contains a page where you can apply for participation. Please click the URL in the e-mail you receive and enter the necessary items in the application form before sending it back.

Period for acceptance of registration form:10:00 (JST), Mon.,

Enter your ID (email address)

Email address

Enter your email address again

Your email address again

Our information e-mail will usually be transmitted within one minute after you send your e-mail address. If you do not receive the information e-mail after one minute, please check the spam folder, as the e-mail may be in that folder as a security measure. If you do not locate the e-mail, please inquire with the secretariat.

Send

- Enter an email address where you can receive emails from the Secretariat.

Email address

abcdefg@ryokokaisya.com

Your email address again

123456@ryokokaisya.com

- ◆ Re-enter the email address in the field labeled "your email address again," using the same email address that you provided earlier.
- ◆ If you enter a different email, you will not be able to proceed.

Email address submission completion page

Registration for buyer

Thank you very much for your cooperation for registration procedure.

We inform you of the URL for registration by auto reply e-mail. Please access the URL indicated in this mail and complete registration procedure.

Our information e-mail will usually be transmitted within one minute after you send your e-mail address. If you do not receive the information e-mail after one minute, please check the spam folder, as the e-mail may be in that folder as a security measure. If you do not locate the e-mail, please inquire with the secretariat.

- When you have sent your email address, you will receive an automatic notification with a link that you can use to access your Apply for Registration form.
- Our system usually sends the notification within one minute. If it does not arrive after more than one minute, it may have been redirected into the spam mail folder due to your corporate security policy. Check the spam folder. If you are unable to locate the email, please contact the Secretariat for assistance.
- Contact : buyer@vjtm.jp

Notification with the link to the Apply for Registration form

Email title: The link to apply for registration for VJTM & VJMM 2023

Thank you for your temporary registration.

We would like to provide instructions on how to register permanently for Visit Japan Travel & MICE Mart 2023.

Please click on the link below and carefully read the Participation Guidelines, Cancellation Policy, Privacy Policy, and, if you are from a GDPR country, the JNTO Consent Form.

If you agree to all the statements outlined in these documents, you may proceed to the Apply for Registration page.

https://www.vjtm.jp/registration_buyer.php=3b138dfe6423049a0

Click the relevant link.

- The notification contains the link to the registration application form. Either click on the link or copy and paste it into your browser to access to the registration application form.
- This link is specifically issued for the email address you have registered with us. You cannot apply for registration with any email address other than the one you have previously entered.

Agreement on Participation Guidelines / Cancellation Policy / Privacy Policy / JNTO CONSENT FORM

Important matters

Please specify whether or not you are a participant from a country that is subject to GDPR (European Economic Area (EEA), United Kingdom).

Please read and agree to the Terms and Conditions for Buyers and the Privacy Policy (as well as " JNTO CONSENT FORM " for participants from countries subject to GDPR) and then click "Go next."

Please select whether you are from a GDPR-covered country (European Economic Area (EEA), United Kingdom) or not. (Required)

- ☐ Participation from a country subject to GDPR (European Economic Area (EEA), United Kingdom)
- ☐ Participation from a country not subject to GDPR.

● Please select whether you are from a GDPR-covered country (European Economic Area (EEA), United Kingdom) or not.

<EEA Participating Countries>			
Austria	Finland	Latvia	Portugal
Belgium	France	Liechtenstein	Romania
Bulgaria	Germany	Lithuania	Slovakia
Croatia	Greece	Luxembourg	Slovenia
Cyprus	Hungary	Malta	Spain
Czech Republic	Iceland	Netherlands	Sweden
Denmark	Ireland	Norway	
Estonia	Italy	Poland	U.K.

Agreement on Participation Guidelines / Cancellation Policy / Privacy Policy / JNTO CONSENT FORM

Buyer Participation Guidelines

Secretariat herein refers to an operator commissioned by Japan National Tourism Organization (hereinafter “JNTO”) to plan and operate VISIT JAPAN Travel & MICE Mart 2023 (hereinafter “VJTM & VJMM”).

Participants herein refer to individuals who belong to travel agencies and meeting planners that develop or sell (or plan to develop or sell) tour products to Japan, travel agencies that offer incentive tours, and other organizations and who are selected and approved by JNTO.

For the purpose of these Regulations, "sellers" shall be construed as Japanese tourist associations, corporations, or organizations that have registered themselves for business meeting opportunities in VJTM & VJMM and whose registrations have been approved by JNTO.

1. As a rule, participants must participate in the business meetings, FAM trip, and any other official events specified by JNTO that are held during the VJTM & VJMM period and must not leave the programs before their scheduled ends. Participants must obtain permission from JNTO if they need to leave the events for an emergency.

Cancellation Policy

VJTM & VJMM participants whose registration has been approved by the Secretariat and who wish, for their own reasons, to cancel their registration for participation must submit a cancellation notice and a statement of the reasons therefor to the JNTO and the Secretariat either by snail mail or email. Participants shall bear any cancellation charges for accommodation, FAM trips, or other payments that they may have made.

Privacy Policy

The Secretariat for Visit Japan Travel & MICE Mart 2023 (to be undertaken by JTB Corporation, hereafter referred to as "the Secretariat") will in the course of Visit Japan Travel & MICE Mart 2023 handle all information provided by its registrants as specified below:

* In order to properly handle the information obtained, the Secretariat shall assign an Information Handling Manager to instruct and supervise the Secretariat staff that handle information on those who registered at VJTM & VJMM, and ensure the prevention of leaks and falsification of information, and acts of illegal intrusion.

* The Secretariat shall classify the information it handles into the following two groups: [1] "General Information" that includes corporate information (e.g., name, line of business, area of business) of your company or organization, information that can identify the registrant (e.g., address, telephone number, email address of the registrant), and the name of the person in charge; [2] "Special Information" that includes details of appointment requests submitted by registrants for individual business meetings, and other information that have close relationship with registrants, business meeting schedules, and results of business meetings.

JAPAN NATIONAL TOURISM ORGANIZATION (JNTO) CONSENT FORM

JNTO Headquarters is based in Yotsuya 1-6-4, Shinjuku-ku, Tokyo, Japan. This consent form is issued to you on behalf of JNTO's entities and establishments that need to obtain your consent to process your personal data in the way described below.

To see the contact details of the entities and establishments that form part of JNTO, see: <https://www.japan.travel/en/contact/>

Please check box to indicate your consent to the following processing of your personal data.

I agree
with the clauses above.

☐

Go next


● Read the Participation Guidelines, Cancellation Policy, and Privacy Policy. If you are from a GDPR country, carefully review the JNTO Consent Form. If you agree to the statements mentioned in these documents, please check the corresponding checkboxes for each item and proceed.

- Fill out the Apply for Registration form in Latin letters. For your corporate name alone (in your mother tongue's script), you can enter it in the script used in your original language.
- When you have filled out all the compulsory fields, move on to the Confirm page, confirm the details, then click Send.

Buyers' Apply for Registration field

Fill out each field of the following Apply for Registration form.

Asterisked () items of information will be made available to the sellers.

Specify whether you are from a GDPR country or not.	Participation from a country subject to GDPR (European Economic Area (EEA), United Kingdom)			
Participation Guidelines / Cancellation Policy / Privacy Policy / JNTO CONSENT FORM	<input checked="" type="checkbox"/> I agree <input checked="" type="checkbox"/> I agree <input checked="" type="checkbox"/> I agree <input checked="" type="checkbox"/> I agree			
Registrant information	<input type="radio"/> Registrant is same as Participant. <input type="radio"/> Participant will be different from Registrant.			
Company name (English name) *	<input type="text"/>			
Company name (native language) *	<input type="text"/> * Fill out this field using the script specific to your native language, rather than using Latin letters.			
Country, community *	<div> <input type="radio"/> South Korea <input type="radio"/> China <input type="radio"/> Taiwan <input type="radio"/> Hong Kong <input type="radio"/> Thailand <input type="radio"/> Singapore <input type="radio"/> Malaysia <input type="radio"/> Indonesia <input type="radio"/> Philippines <input type="radio"/> Vietnam <input type="radio"/> India <input type="radio"/> Australia <input type="radio"/> New Zealand <input type="radio"/> United States <input type="radio"/> Canada <input type="radio"/> Mexico <input type="radio"/> Brazil <input type="radio"/> United Kingdom <input type="radio"/> France <input type="radio"/> Germany <input type="radio"/> Italy <input type="radio"/> Spain <input type="radio"/> Netherlands <input type="radio"/> Switzerland <input type="radio"/> Sweden <input type="radio"/> Denmark <input type="radio"/> Finland <input type="radio"/> Norway <input type="radio"/> United Arab Emirates <input type="radio"/> Saudi Arabia <input type="radio"/> Qatar <input type="radio"/> Oman <input type="radio"/> Bahrain <input type="radio"/> Kuwait <input type="radio"/> Israel <input type="radio"/> Türkiye <input type="radio"/> Others </div> <input type="text"/>			
Line of business *	<div> <input type="checkbox"/> FIT <input type="checkbox"/> Group tour <input type="checkbox"/> Package tour <input type="checkbox"/> Educational travel <input type="checkbox"/> Planned tour <input type="checkbox"/> MICE <input type="checkbox"/> Cruise <input type="checkbox"/> Other category </div> <input type="text"/>			
Business Office *	* Does your company have a business office in Japan? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Results for tourists your company handled in 2019	* Please select from the following the results for tourists your company sent to Japan in 2019. <input type="radio"/> None <input type="radio"/> 1 - 99persons <input type="radio"/> 100 - 499persons <input type="radio"/> 500 - 999persons <input type="radio"/> 1,000 - 2,999persons <input type="radio"/> 3,000 - 5,999persons <input type="radio"/> 6,000 - 9,999persons <input type="radio"/> 10,000 - 49,999persons <input type="radio"/> 50,000persons or more * If your answer is 50,000 or more, please fill in the specific number of customers you sent to Japan. <input type="text"/>			
ID	* e-mail			
Password	<input type="password"/>  * Your password must be between 12 and 64 characters inclusive. It must include at least one character of each of the four character types (Latin uppercase, Latin lowercase, numeric, and symbol).			
Password (again)	<input type="password"/> * For confirmation, please re-enter the same password.			

Confirmation

The image is of work in progress and the final product may be different.

Email verification that our system has received your registration application

Email title: Our system has received your registration application for VJTM & VJMM 2023.

Our system has received your registration application for Visit Japan Travel & MICE Mart 2023. The acceptance status of your application will be emailed to you within one or two weeks.

*Our system will automatically send an email indicating whether your registration has been approved or rejected. If your PC is set to act on your security policy, the email may be sent to the spam folder, so be sure to keep a lookout.

- **Fill out all the fields in the Apply for Registration form, check the details, then click Send. Our system will give you an automatic reply indicating that it has received your registration application.**
- **The email notifying you that the system has received your registration application is not a notice approving your registration for VJTM & VJMM 2023.**
- **About one or two weeks after you send your registration application, we will send you an email approving or rejecting your registration.**
- **If your registration is approved, click Login, enter your ID (the email address you entered before) and the password you chose, login to My Page, and move on to entering various details.**

Email approving your registration

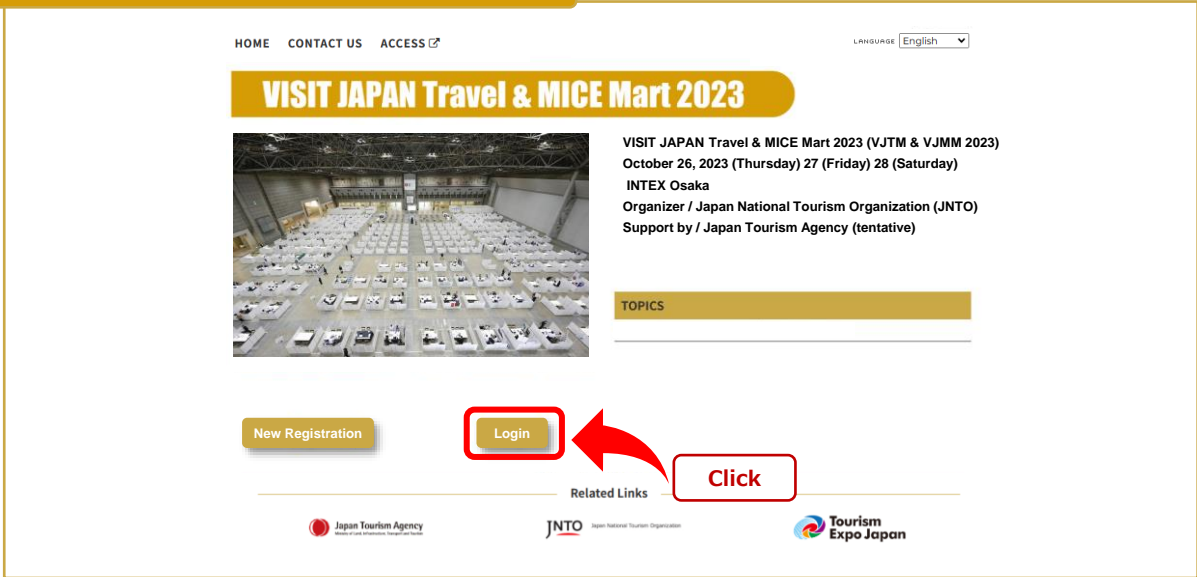
Email title: Approval of your registration for VJTM & VJMM 2023

Thank you very much for your registration application for Visit Japan Travel & MICE Mart 2023.

Go to our official website at <https://www.vjtm.jp/> and specify the various details by Friday, August 18, 17:00 (Japan Time).

<https://www.vjtm.jp/>

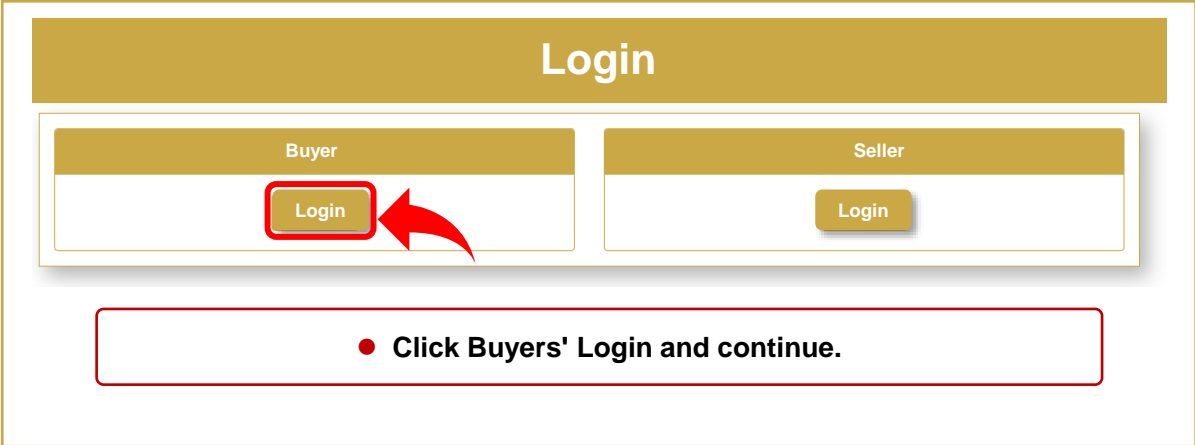
Top page of our official website



- Go to the top page of our official website, click Login, and proceed.



Login page



Page for entering your ID and password

Login

Login

For Buyers

Please press the "Login" button after entering your ID and password.

ID(E-mail address)

Password

Login

Enter your ID (email address).

Enter your password

● Login with the ID (email address) that you specified.

My Page

Company Name

Registration number : 22222

Notice

Fill out all fields by Friday, August 18.
The Fam trip courses that participants desire will be approved on a first come, first serve basis. So, please make sure to register promptly.
If you wish to make corrections after the registration deadline, please contact the Secretariat.

Information to register	Status	Information to register
Initial registration	Already registered * Deadline for registration is 5:00 p.m. (JST) on Fri., August 18.	Edit
Business meetings and matchings	Please be sure to complete your registration. * Deadline for registration is 5:00 p.m. (JST) on Fri., August 18.	Edit
Business meeting participants	Please be sure to complete your registration. * Deadline for registration is 5:00 p.m. (JST) on Fri., August 18.	Edit
Registration for a Fam trip	Please be sure to complete your registration. Your choices of Fam trip courses will be checked and finalized by the Secretariat on a first come, first serve basis. * Deadline for registration is 5:00 p.m. (JST) on Fri., August 18.	Edit
Thematic business meeting	Please be sure to complete your registration. * Deadline for registration is 5:00 p.m. (JST) on Fri., August 18.	Edit
Registration for the TEJ hall inspection	Please be sure to complete your registration. * Deadline for registration is 5:00 p.m. (JST) on Fri., August 18.	Edit

- Finish filling out all the pages.
- Click here to access the page where you can enter various details.

- Click here to access the page where you can enter various details.
- For any of the pages, you can temporarily save your entries in the middle of the entry process.

Enter all the details in English.

Business meetings and matchings

- Enter all the details in English.
- All the information that you may have entered on this page will be made available to the sellers.

Please fill in all necessary items in the following form and click the Renew button.

If you fail to fill in all necessary items, your registration will not be completed. Be sure to complete your entry by the deadline date.

PR comment for sellers	<p>* The information here will be incorporated into the handouts to be submitted to buyers whom you want to request business meetings with. Enter your corporate characteristics, business policy, how you handle trips to and in Japan, and particularly what information you want to obtain, etc.</p> <p>* There is no limit on the amount of text you enter.</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
Attaching image of symbol mark or logo * Optional	<p>* Upload an image of your corporate symbol or logo (a JPEG file not heavier than 1 MB) that you want to display on the Details page to be disclosed to the sellers.</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Upload File</div>
Upload an image for your publicity * Optional	<p>* Upload an image with which you want to advertise your company or convey its corporate image (a JPEG file not heavier than 1 MB).</p> <p>* The image uploaded here will appear on the Details page.</p> <p>* Click Upload File below and specify an image that you want to attach.</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">Upload File</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">Upload File</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Upload File</div>
Uploading materials * Optional	<p>* Upload handouts or other data or materials you want to give to the sellers or that you want to use in your business meetings (not heavier than 30 MB in total document size, and not more than 10 files).</p> <p>* When the total amount of data uploaded reaches 30 MB, you will become unable to upload any more even though you have uploaded not more than 10 files.</p> <p>Uploadable files PDF (pdf) , Word (doc/docx) , Excel (xls/xlsx) , Powerpoint (ppt/pptx) Image (png / jpg / jpeg / gif / tif / tiff)</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">Upload File</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">Upload File</div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Upload File</div>
Topics of interest * Optional	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Global certificate for sustainable tourism </div> <div style="width: 33%;"> <input type="checkbox"/> Value Added Travel </div> <div style="width: 33%;"> <input type="checkbox"/> MICE </div> <div style="width: 33%;"> <input type="checkbox"/> Tradition (traditional culture and historical architecture) </div> <div style="width: 33%;"> <input type="checkbox"/> Nature (enjoy the great outdoors) </div> <div style="width: 33%;"> <input type="checkbox"/> Relaxation </div> <div style="width: 33%;"> <input type="checkbox"/> Art </div> <div style="width: 33%;"> <input type="checkbox"/> Outdoor (activities in nature) </div> <div style="width: 33%;"> <input type="checkbox"/> Cities (Sightseeing and experiences in the city) </div> <div style="width: 33%;"> <input type="checkbox"/> Cuisine </div> <div style="width: 33%;"> <input type="checkbox"/> Other </div> <div style="width: 33%; border: 1px solid black; height: 20px;"></div> </div>
Information to be presented at the business meeting * Not compulsory	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Details of products/packages </div> <div style="width: 50%;"> <input type="checkbox"/> Conditions of locations (access) </div> <div style="width: 50%;"> <input type="checkbox"/> Prices </div> <div style="width: 50%;"> <input type="checkbox"/> Services in foreign languages </div> <div style="width: 50%;"> <input type="checkbox"/> Acceptance capacity </div> <div style="width: 50%;"> <input type="checkbox"/> Method of supply </div> <div style="width: 50%;"> <input type="checkbox"/> Meals </div> <div style="width: 50%;"> <input type="checkbox"/> Other </div> <div style="width: 50%;"> <input type="checkbox"/> Travel schedule </div> <div style="width: 50%; border: 1px solid black; height: 20px;"></div> </div>

Renew

- When all your entries are complete, click Update to save your changes and enter the details.
- You can click Update even in the middle of your entry process. The system will store the entries you have made up to that point. When you return, you can easily resume your work from the point where you left off.

The image is of work in progress and the final product may be different.

Details of the buyers to be disclosed to the sellers
(an image for illustration purposes only. The actual product may vary.)

symbol mark
logo

Registration number : 22222

Company Name

Follow Company Name



image
picture 01

image
picture 02

image
picture 03

image video



PR comment for sellers

Booth NO.	A-111
Country,community	United Sates of America
Company address	1234 Wilshire Boulevard, Suite 5678, Los Angeles, CA 90017 U.S.A.
TEL	+1-234-5678-91011
E-mail	abcdefg@ryokoukaisya.com
Name	Name of person in charge
Department	Sales & Marketing
Position	Associate director
Line of business	FIT, Group tour, Package tour, Educational travel, Planned tour, MICE
Languages that can be used	English : Native Japanese : Business level
Region of the other party you want to talk business with	Hokkaido, Tohoku (Aomori, Iwate, Miyagi, Akita, Yamagata, Fukushima), Kanto (Ibaraki, Tochigi, Gunma, Saitama, Chiba, Tokyo, Kanagawa), Shinetsu (Niigata, Nagano)
Business category of the other party you want to talk business with	Travel company, Land operator, Hotel, Ryokan, Local government, Tourism association
Results for tourists your company handled in 2019	10,000 - 49,999persons
Download	file name 01, file name 02, file name 03, file name 04, file name 05, file name 06, file name 07, file name 08, file name 09, file name 10,

- Fill out the participant details field with the information of the individuals who will be attending the respective business meetings.

Business meeting participants

- Please fill in all items in English.

Please fill in all necessary items in the following form and click the Renew button.
If you fail to fill in all necessary items, your registration will not be completed. Be sure to complete your entry by the deadline date.

Participant's name * required	<input type="text"/>		
Participant's department	<input type="text"/>		
Participant's position	<input type="text"/>		
Participant's telephone number * required	<input type="text"/>		
Participant's mobile phone number * required	<input type="text"/>		
Contact information during Travel * required	* Enter the number(s) of the mobile phone(s) you will be using during your stay in Japan. <input type="text"/>		
Participant's email address * required	<input type="text"/>		
Languages that can be used for business meetings	* Please answer the questions regarding language proficiency in both "English" and "Japanese." English <input type="radio"/> Native <input type="radio"/> Business level <input type="radio"/> Everyday conversation level <input type="radio"/> Not possible Japanese <input type="radio"/> Native <input type="radio"/> Business level <input type="radio"/> Everyday conversation level <input type="radio"/> Not possible * The official languages for the business meetings will be English and Japanese.		
Name as appeared in passport * required	Family name <input type="text"/>	First and middle names <input type="text"/>	
	* Please enter it in Alphabetical characters used in your passport. Documents for visa application will be prepared using the said Alphabetical characters.		
Gender in passport * required	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of birth * required	<input type="text"/> ▼ year <input type="text"/> ▼ month <input type="text"/> ▼ day		
Additional remark * Optional	Content other than above, please input is here <input type="text"/>		

Renew

My Page

My Page

Company Name Registration number : 22222

Notice

Fill out all fields by Friday, August 18.
The Fam trip courses that participants desire will be approved on a first come, first serve basis. So, please make sure to register promptly.
If you wish to make corrections after the registration deadline, please contact the Secretariat.

Information to register	Status	Information to register
Initial registration	Already registered * Deadline for registration is 5:00 p.m. (JST) on Fri., August 18.	Edit
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Thematic business meeting	Please be sure to complete your registration. * Deadline for registration is 5:00 p.m. (JST) on Fri., August 18.	Edit
Registration for the TEJ hall inspection	Please be sure to complete your registration. * Deadline for registration is 5:00 p.m. (JST) on Fri., August 18.	Edit

- Once you have completed your entry, the status field will indicate Complete.
- Even for pages you have already completed, there may be instances where you need to make changes later on. In such cases, you can enter the changes directly on the specific page.

Please contact the secretariat if you have any questions.

Secretariat of VISIT JAPAN Travel & MICE Mart 2023

buyer@vjtm.jp