



VISIT JAPAN Travel & MICE Mart 2018

# **VISIT JAPAN Travel & MICE Mart 2018**

## **Buyer, MICE Buyer and Media New Registration Manual**

**June 2018**

### ● Schedule

#### Period of Registration

**1:00pm (JST) June 20 (Wed)**  
through  
**5:00pm (JST) July 31 (Tue)**

#### Notifying Approval / rejection of participation

An e-mail notifying whether or not your participation has been approved will be sent in approximately 1-2 weeks after your New Registration Form is received.

### ● Notes

- Please take a special care not to make a mistake on the first entry of your e-mail address.
- Any mistake in your e-mail address will prevent us from sending the message with the URL for the New Registration Form.
- Please enter accurate information in the New Registration Form.

# New registration process for VJTM 2018

- URL to the official website of VJTM 2018

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

- Redirect to page for entering e-mail address

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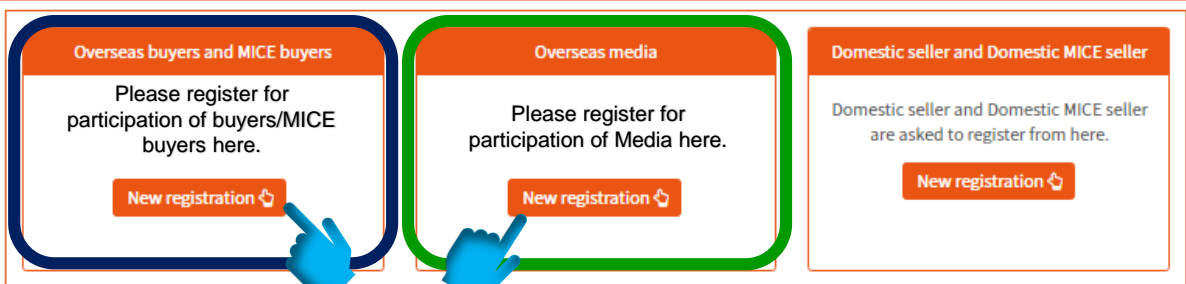


- Please continue to the next page by clicking the "New Registration" button on the official website after 1:00 pm (JST) on June 20 (Wed).

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## New registration



Buyers and MICE Buyers click here



Media click here.

## ● Sending and registration of e-mail address

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The Biggest Inbound Travel Market Place Japan

**VISIT JAPAN Travel & MICE Mart 2018**  
2018.9.20 Thu - 9.22 Sat TOKYO BIG SIGHT (Ariake, Tokyo)

New registration  Login 

### Interim buyer registration

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 submission of application form: From 12:00 (JST) Wednesday, June 7 through 17:00 (JST) Friday, July 21, 2017

e-mail

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**

- Please click the "Send" button after entering e-mail address for registration.
- Please take care not to enter the wrong e-mail address. A wrong e-mail address would prevent the delivery of our message with further information.

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The Biggest Inbound Travel Market Place Japan

**VISIT JAPAN Travel & MICE Mart 2018**  
2018.9.20 Thu - 9.22 Sat TOKYO BIG SIGHT (Ariake, Tokyo)

New registration  Login 

### Interim buyer registration

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 submitted your e-mail address, an e-mail containing a URL to access the New Registration Form will be sent automatically.
- The e-mail is generally sent within 1 minute after submitting your e-mail address. If more than 1 minute has elapsed and you have not received the e-mail, please check your "Spam" folder as it may be placed there for security reasons. If you still cannot locate the e-mail, please contact the Secretariat.

## ● E-mail with URL to access New Registration Form

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### Title of e-mail: URL to access New Registration Form for VJTM 2018

Thank you for your application for participation in VISIT JAPAN Travel & MICE Mart 2018. Please click the following URL to view the Participation Guidelines and Privacy Policy. Please continue to the New Registration Form page after agreeing to the Participation Guidelines and Privacy Policy.


(Ex.) <https://www.vjtm.jp/next/j/registration.php?finish=02f9c60b3a8c4>



- This e-mail contains a URL to access the New Registration Form. By clicking this URL or copy & pasting it into a web browser, you can visit the page for the New Registration Form.
- This URL is attached to the e-mail address you registered. Upon your application using the New Registration Form made available from this URL, this URL will become invalid.

## ● Consent to Participation Guidelines

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The Biggest Inbound Travel Market Place Japan

# VISIT JAPAN Travel & MICE Mart 2018

2018.9.20 Thu - 9.22 Sat TOKYO BIG SIGHT (Ariake, Tokyo)

New registration  Login

### Important matters

If you agree to the content of the Participation Guidelines and Privacy Policy after closely reading them, please click "Next". Fill out the necessary information on the New Registration Form and send it only after checking the content. An e-mail with the result on whether or not your application has been approved will be sent in approximately 1-2 weeks after you have been notified of confirmation of submission of application.

### Participation Guidelines

The "Secretariat" hereunder refers to an operator outsourced by the Japan National Tourism Organization (hereinafter "JNTO") to plan and operate the VISIT JAPAN Travel & MICE Mart (VJTM) 2018 (hereinafter "VJTM").

1. Intended participants will be travel agencies engaging in the development and/or sale of travel products for visitors to Japan (or plan to do so) and handling incentive tours as well as overseas meeting planners and others. JNTO will be responsible for their selection and approval.
2. Eligible participants must, as a rule, be able to join both the business meeting and a familiarization trip as well as all other official events designated by JNTO to be held during the period of the main event and must not leave those programs before their scheduled ends.
  - (1) Buyers are allowed to join only the business meeting and official event, but not the familiarization trip only.
  - (2) MICE buyers must join in all the business meeting, the official event and familiarization trip.
3. In terms of the business meeting to be held during the period of the main event, all participants must hold their business meetings according to the predetermined appointment schedule.

(Omission)

I agree  
with the clauses above

Go next

- Continuing to New Registration Form page, a page with all clauses of the Participation Guidelines and Privacy Policy will be displayed.
- Please check the box of "I agree" at the bottom of the page after reading through the Participation Guidelines and Privacy Policy, and then click the "Next" button.
- If you do not agree to the Participation Guidelines and Privacy Policy, you will not be permitted to participate in VJTM 2018.

## ● Filling out the New Registration Form

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**Registration**

**Note) Please fill in all items in English.**

Please complete all items specified in the following form.

<b>Registrant information</b>	<input type="radio"/> Registrant is same as Participant. <input type="radio"/> Participant will be different from Registrant.
<b>Company/Organization name</b>	(English name) <input type="text"/>  (Original language) <input type="text"/>
<b>Country, community</b>	<p>Please check the items that apply.</p> <input type="radio"/> Korea <input type="radio"/> China <input type="radio"/> Hong Kong <input type="radio"/> Taiwan <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"/> USA <input type="radio"/> Canada <input type="radio"/> United Kingdom <input type="radio"/> France <input type="radio"/> Germany <input type="radio"/> Italy <input type="radio"/> Spain <input type="radio"/> Russia <input type="radio"/> Online <input type="radio"/> Other <input type="text"/>
<b>Present address</b>	Postal code <input type="text"/> <input type="text"/>
<b>TEL</b>	<p>Please do not enter the country code.</p> <input type="text"/> - <input type="text"/> - <input type="text"/>
<b>Mobile phone number</b>	<input type="text"/> - <input type="text"/> - <input type="text"/>
<b>Mobile phone email address</b>	<input type="text"/>
<b>FAX</b>	<input type="text"/> - <input type="text"/> - <input type="text"/>
<b>Name</b>	Family name : <input type="text"/> First name : <input type="text"/>
<b>Gender</b>	<input type="radio"/> Male <input type="radio"/> Female
<b>Department</b>	<input type="text"/>
<b>Position</b>	<input type="text"/>
<b>e-mail</b>	<input type="text"/>
<b>Languages that can be used</b>	<p>Please answer the questions regarding language proficiency in both "English" and "Japanese."</p> <p>English   <input type="radio"/> Native   <input type="radio"/> Business level   <input type="radio"/> Everyday conversation level   <input type="radio"/> Not possible</p> <p>Japanese   <input type="radio"/> Native   <input type="radio"/> Business level   <input type="radio"/> Everyday conversation level   <input type="radio"/> Not possible</p> <p>* You must be able to speak English or Japanese for engaging in the business meetings or be accompanied by an interpreter or someone proficient in either language.</p>
<b>Login ID</b>	<p>* Your e-mail address will be your login ID.</p>
<b>Password</b>	<input type="text"/> <p>Note) Please designate your password that has at least 6 but not more than 12 lowercase alphanumeric characters.</p>

● Please fill out all items in the New Registration Form in English.

● After filling out all the necessary information, please confirm the content on the "Confirmation Page" and then click the "Send" button.

**PROCEED TO THE CONFIRMATION SCREEN.**

## ● E-mail notifying that your New Registration Form was received

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### Title of e-mail: New Registration for "VJTM 2018" Received

\*Please note that this e-mail is not a notification of approval for participation in VJTM

We have received your new registration for VISIT JAPAN Travel & MICE Mart 2018. After your application has been screened, an e-mail notifying whether or not your participation has been approved will be sent in approximately 1-2 weeks. We thank you for your patience.

\*The e-mail notifying the result of your application is delivered automatically. Please note that the e-mail may be placed in your "Spam" folder.

- Please click the "Send" button after confirming all the content of necessary information you have entered on the "Confirmation Page." An e-mail will be sent automatically after your submission of new registration is complete as confirmation.
- Please note that this e-mail is not a notice on approval of participation in VJTM.
- In approximately 1-2 weeks after your application has been submitted, you will receive an e-mail notifying whether your participation is "approved" or "not approved."
- For applicants whose participation is approved, please log in to "My Page" with your ID (registered e-mail address) and password from the "Login" button to register additional information.

## ● Contact

Secretariat of VISIT JAPAN Travel & MICE Mart 2018  
23F, Kasumigaseki Building, 3-2-5, Kasumigaseki, Chiyoda-Ku, Tokyo, 100-6051  
TEL: +81-3-6737-9446  
FAX: +81-3-6737-9444  
E-mail: [buyer@vjtm.jp](mailto:buyer@vjtm.jp) (for overseas buyers only)  
[media@vjtm.jp](mailto:media@vjtm.jp) (for overseas media only)  
\*Sales hours: 9:30 to 17:30 (Monday to Friday excluding national holidays)  
<http://vjtm.jp/>