

## SITE VISIT SUPPORT – ELIGIBILITY CRITERIA

Tokyo Convention & Visitors Bureau (TCVB) 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 **500 visitor nights in Tokyo**. Eligible applicants are decision makers in the selection of the destination, such as a company organizer and/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, 250 attendees spending two nights would be 500 visitor nights.**

- A minimum of 500 **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, 2025**.
- Planned events must be completed in Tokyo on or before **MAR 31, 2027**.
- Planned events should not be related to any political or religious issues or offend public morals.
- The organizing company should not fall under any of the following:
  - 1) Organized crime groups as specified under the Tokyo Metropolitan Government Ordinance on Elimination of Organized Crime Groups.
  - 2) Any members, employees, representatives, etc., are involved in an organized crime group.

### SUPPORT OVERVIEW

When the event meets the above criteria, the following support will be provided for decision makers of the event.

<b>Eligible Persons</b>	Decision makers of the event's destination (up to 2 persons, please contact us for details).
<b>Support Items</b>	<ul style="list-style-type: none"> <li>• Air Ticket – a round trip to Tokyo (from/to Narita or Haneda Airport, Economy Class only).</li> <li>• Accommodation in Tokyo.</li> <li>• Ground Transportation in Tokyo.</li> </ul> <p>*Concerning the above, there is a limited budget per event as stipulated by the Tokyo Metropolitan Government. For details, please contact TCVB.</p>

### GENERAL TERMS AND CONDITIONS

1. TCVB will arrange flight tickets, accommodation, and ground transportation.
2. TCVB will not reimburse in cash retroactively for anything previously purchased.
3. The application must be submitted **at least 1 month before** arrival in Tokyo and **no later than FEB 28, 2025**, and the itinerary must have events held in Tokyo or at least half a day of sightseeing in Tokyo.
4. All offers are valid until **MAR 31, 2025**, and subject to change without prior notice.
5. Applications will be processed on a first-come, first-served basis. In the case that the number of applications exceeds our budget, the offer will be closed, and no subsequent applications will be considered.
6. TCVB may ask the applicants to provide additional information or documents during the processing of applications if necessary.
7. TCVB has the right to cancel the arrangement should there be any false declaration in the submitted application form.
8. 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 TCVB.
9. TCVB will make every effort to arrange a requested flight ticket, accommodation, and ground transportation, subject to confirmation.
10. A fee will be applied when you cancel the arrangement at your discretion.
11. **Applicants should submit the designated survey** after the site inspection. All applications are reviewed preliminarily.

### HOW TO APPLY

Please fill out this application form and send it **with your itinerary written in English or Japanese** to TCVB by email. The application should be submitted **at least 1 month before** arrival in Tokyo and no later than **FEB 28, 2025**. Please note that the offer is not guaranteed until you have received confirmation from TCVB.

### CONTACT

Business Events Team, Tokyo Convention & Visitors Bureau

[businessevents@tcvb.or.jp](mailto:businessevents@tcvb.or.jp)