**SITE VISIT SUPPORT – APPLICATION FORM**

**The application must be submitted before deciding the destination, 1 month prior to your arrival in TOKYO and no later than FEB 28, 2018.**

|  |  |
| --- | --- |
| **A** | **CORPORATE EVENT INFORMATION** |

|  |  |
| --- | --- |
| Corporate Event / Group Name |  |
| Event Owner Company |  |
| Event Type | [ ]  Corporate Meeting [ ]  Incentive |
| Website |  |
| Business Nature (Primary Market) |  |
| Country |  |
| Number of Overseas Attendees |  |
| Arrival / Departure date (Tokyo) | **Arrival**  / / (Y/M/D)  **Departure** / / (Y/M/D) (    Nights) |
| Candidate Hotel in Tokyo |  |
| Other Candidate Cities | Any other destinations have you considered for this corporate event other than Tokyo? ( ) ※Please let us know at least 1 city |
| Decision-making Due Date | When will the destination decision be made? / /  (YYYY/MM/DD) |

|  |  |
| --- | --- |
| **B** | **APPLICANT / KEY CONTACT** |

|  |  |
| --- | --- |
| Role of Applicant  | [ ]  Event Owner [ ]  Overseas Planner [ ]  Other (Please specify: ) |
| Contact Person | Name |  |
| Title |  |
| Company |  |
| Country |  |
| Phone |  |
| Email |  |
| Website |  |

|  |  |
| --- | --- |
| **C** | **SITE VISIT INFORMATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| PersonInformation | 1 | Name | (Ms.･Mr.) |
| Title |  |
| Company |  |
| Country |  |
| Preferred Dates | **Arrival**  / / (Y/M/D)  **Departure** / / (Y/M/D) |
| 2 | Name | (Ms.･Mr.) |
| Title |  |
| Company |  |
| Country |  |
| Preferred Dates | **Arrival**  / / (Y/M/D)  **Departure** / / (Y/M/D) |
| 3 | Name | (Ms.･Mr.) |
| Title |  |
| Company |  |
| Country |  |
| Preferred Dates | **Arrival**  / / (Y/M/D)  **Departure** / / (Y/M/D) |

I understand and accept all conditions and procedures for the site visit support. I will report the selected city when it is decided.

Signature of Applicant Date