

Email: [chad@jnto.co.uk](mailto:chad@jnto.co.uk) FAX: +44-20-7626-0224

**MEET JAPAN 2011! Application Form**  
**Japan Hosted Buyers Program**  
**Feb. 24 - Mar. 3, 2011, Japan**

**1. Details of applicant:**

<b>Name</b>		<b>Title</b>	
<b>Organization</b>			
<b>Address</b>			
<b>City / Country</b>		<b>Zip/Postal Code</b>	
<b>Tel</b>		<b>Fax</b>	
<b>Email</b>		<b>Internet Homepage</b>	

**2. Please check if you are a volunteer association executive:**

YES  NO

**3. Please tell us about your responsibility in evaluating candidate destinations:**

**a) Are you responsible for site inspections to candidate countries?**

YES  NO

*If YES please answer question b and c. If NO please answer question d.*

**b) (If Yes) Are you solely responsible for site selection? Is anybody from your organization required to do a final site inspection to narrow down candidacy?**

YES  NO

If Yes, please specify:

**c) How influential will your insight be on candidate cities in deciding a final meeting destination?**

**d) (If No on 3-a question) Please describe your responsibilities within your organization:**

**4. Past 5 meetings and 3 future meetings:**

<b>Q①. Name of past 5 meetings</b>	<b># of attendees:</b>	<b>Year</b>	<b>Venue/Country</b>

**Q②. Please advise a reference from the venue of one of the meetings listed in part 1**

<b>The name of the facility of the latest meeting.</b>	<b>Date</b>	<b>City &amp; Country</b>	<b>Main contact at venue (Name / email)</b>

*Please mail or fax this application form to:*  
Mr. Chad Shiver, Convention Manager, Japan Convention Bureau, London Office  
5th floor, 12/13 Nicholas Lane, London, EC4N 7BN, United Kingdom  
Phone. +44-20-7283-2130 Fax. +44-20-7626-0224 E-mail. [chad@jnto.co.uk](mailto:chad@jnto.co.uk)

Q3. Name of <b>future 3</b> meetings.	# of attendees:	Year	Venue/Country

**5. Describe your organization's interest in and past experience with Japan:**

**6. Please provide the following information:**

a) Do you have a Japanese counterpart/affiliate who must initiate a proposal/bid to realize a conference in Japan?

YES  NO

If **YES**, please specify his/her name, organization, phone number and e-mail address:

His/Her name	
Organization	
Phone number	
E-mail address	

b) Do you have a probable year and/or venue for a meeting in Japan?

YES  NO

If **YES**, please indicate:

c) Steps taken so far in organizing the meeting:

d) Approximate date and occasion when the decision on meeting in Japan will be taken:

e) Other countries your organization is considering for the same open year:

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