

2026



ツーリズム EXPO ジャパン 2026 Tourism Expo Japan 2026

トラベルソリューション展 2026 Travel Solutions Exhibition 2026

Visitor Registration Manual /For Walk-in Business Meetings

VISITOR

Trade and Press Days

【Thursday, September 24-Friday, September 25】

Ver. 1

Uploaded: Thursday, June 25

For “VISITOR” registration (where to start), refer to P.3

NOTE)

If you do not fall under “VISITOR” category, please refer to the **manual of the applicable category.**

BUYER

https://tej2026.jcdbizmatch.jp/Files/Buyer_Registration_Manual_en.pdf

MEDIA

https://tej2026.jcdbizmatch.jp/Files/Media_Registration_Manual_en.pdf

MEDIA BUYER

https://tej2026.jcdbizmatch.jp/Files/MediaBuyer_Registration_Manual_en.pdf

Introduction

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This manual is for those who wish to participate as

VISITOR

Categories and features	Exhibition	Business Meetings		Registration(s) necessary for participation
	VISIT (coverage)	Reserved Business Meetings	Walk-in Business Meetings	
VISITOR Member of the industry whose main purpose is to VISIT the event. Will NOT participate in Reserved Business Meetings	○	×	○	Visitor Registration /Walk-in Business Meetings ① Basic Profile
BUYER Member of the industry whose main purpose is to do Buyer activities . Will participate in the Reserved Business Meetings. ※must fulfill requirements	○	○	○	Buyer Registration [Reserved Business Meetings] ① Basic Profile ② Business Matching Information
MEDIA Media worker whose main purpose is to cover the event . Will NOT participate in Reserved Business Meetings.	○	×	○	Media Registration /Walk-in Business Meetings ① Basic Profile
MEDIA BUYER Media worker whose main interest is to do Buyer activities . Will participate in Reserved Business Meetings (pre-matched meetings). ※must fulfill requirements	○	○	○	Media Buyer Registration [Reserved Business Meetings] ① Basic Profile ② Business Matching Information

※No general public admitted on Trade and Press Days.

※The registration form differs according to your business category. Please be careful when you select the application form.

TEJ Business Meeting is composed of

Reserved
Business
Meetings

and

Walk-in
Business
Meetings

Business Meetings

Pre-matched

Reserved Business Meetings

The most Significant point of TEJ

- Buyer/Media Buyer registration is necessary.
- Your Business Meeting schedule (appointments) will be fixed in advance through the Business Matching System.

No reservations in advance Walk-in Business Meetings

- Although Reserved Business Meetings will be prioritized, it will be possible to have business meetings on the spot during your visit to the venue.

How to register prior to the event

**Visitor
Registration**
Thursday,
June 25
10:00 a.m. JST~

Click the URL below for Visitor Registration/Walk-in Business Meetings
<https://tej2026.icdbizmatch.jp/en/Registration/Visitor>



After filling out Visitor Registration/Walk-in Business Meetings Form, you will receive an automatic email. please click the URL attached to it and activate your account.

*URL is valid for **1 week**.

*If you cannot find the email, please check the spam file of your email account.

**Registration
Completed**

Once the registration is completed,
you will be able to login to your My Page.

Login URL : <https://tej2026.icdbizmatch.jp/en/Login>
 Login ID : email address you registered
 Password : Set by you

* If you forgot your password, click “forgot your password?” on the Login screen and follow the steps to reset the password.

**Apply for
TEJ Conference**

You can apply for TEJ Conference from your My Page.

※The content of programs such as Tourism Professional Seminar etc. will be available from the official website in early August.

when visiting the venue

Before the event

**Print out
ID Pass**

Please download and print your ID Pass either from your My Page or from the registration confirmation email, Print out your ID Pass from your My Page **【 A4 size 】 【 full color 】** .



Make sure that the QR code is printed legibly (without blurs or smudges)

*If printed in different size or in black and white, you will need to have the pass reissued at site, so please be careful.

On the day

**Present your
ID Pass at
Entry Gate**

Trade and Press Days :Thursday, September 24- Friday, September 25

**By preparing your ID pass prior to your arrival,
you will not have to check in at the Entry Gate!**

✓Fold it in four, and put it in the Pass Case offered in the venue and wear it at all times.

✓We will read the QR code on your pass at your first entry to the venue on both days.

*If you are visiting on both days, be careful not to submit the ID Pass when you are leaving the venue on the first day!

Do not forget to bring it on your second day.

If you registered for the event in 2025,
you can reflect the data of the information you entered then

Click here to enter 2025's data into the fields



If you forgot the ID and/or the Password, you used in 2025, please register as a new user.

Notification

Please input your 2025's Visitor Login ID and Password.

Login ID (E-mail)	
Password	

If you forget your 2025's ID and/or password, you can not reissue or confirm them, so please register a new account.

Close
Click here to enter 2025's data into the fields

Information① | Your Company/Organization's Basic Profile(1/2)

Company Name * (in English)	
Company Name (in Japanese)	
Company Name (in Katakana)	
Website URL (Company/Organization)	
Location of your company *	-----
Postal Code *	<input style="width: 90%;" type="text"/> <small>Only numeric or alphanumeric. e.g. 1234444 Please do not enter hyphen.</small>
Address (in English)	<p style="padding: 5px;">State / City * e.g. Tokyo,</p> <p style="padding: 5px;">Company Address ① * e.g. Chiyoda-ku,</p> <p style="padding: 5px;">Company Address ② * e.g. 1-2-3 Ryoko-machi,</p> <p style="padding: 5px;">Company Address ③ e.g. Tourism Bldg. 3F,</p>
Address (in Japanese)	<p style="padding: 5px;">State / City e.g. 東京都</p> <p style="padding: 5px;">Company Address ① e.g. 千代田区</p> <p style="padding: 5px;">Company Address ② e.g. 旅行町1-2-3</p> <p style="padding: 5px;">Company Address ③ e.g. ツーリズムビル3F</p>
TEL *	<input style="width: 90%;" type="text"/> <small>e.g. +81-3-5657-0758</small>

Corporate entity such as Co. or Inc. is **not necessary**

e.g.,) https://www.⋯
*do NOT omit https://

Enter the country/region of YOUR current office, not the address of the Head Office.

Information ① | Your Company/Organization's Basic Profile(2/2)

If you do not belong to any of the organizations listed here, check "N/A".

Your company's association(s) *
(You may make more than one selection)

- Japan Association of Travel Agents (Overseas Allied Members)
 Japan National Tourism Organization
 Japan Convention Management Association
 Japan Travel and Tourism Association
 All Nippon Travel Agents Association
 N/A

Business Type *
(You may make more than one selection)

- Travel Company [1st Category / 2nd. Category / 3rd. Category / Representative of Travel Company / Local selling Agent / Land Operator]
 Please enter your Registration Number/JATA Number.

 Tour Operator
 Tour Guide, Tour Conductor, Guide-Interpreter

【If you selected Travel Company】
 * If you selected 『Travel Company』, fill out the **Registration Number/JATA Number** assigned from the Ministry of Tourism or from Governor of the Prefecture your company is registered under.
 *Error message will appear if you try to continue without entering information.

Transportation

- Airline
 Motor Coach
 Taxi

- Train
 Ship, Ferry
 Other

(English)

(Japanese)

Transportation Facility

- Airport
 Bus Terminal
 Other

- Station
 Port

(English)

(Japanese)

- Car Rental, Sharing Economy

- Cruise

Accommodation

- Hotel
 Guest House, Pension
 Other

- Ryokan
 Vacation Rental

(English)

(Japanese)

- Theme Park, Leisure Facility
 Marketing Services, Consulting
 Financial Service
 Local Government
 Regional Development
 Medical & Welfare
 Barber, Beauty Salon
 Construction Industry
 Real Estate Industries
 Other

- Information and Communication, IT
 Insurance
 Government
 Tourism-Related Organization
 Education, Research Institute
 Maker
 Wholesale & Retail
 Agricultural Forestry and Fishers Industries
 Hospitality Industries

(English)

(Japanese)

(English)

(Japanese)

If you select an item with a description field, you must enter text.

Information② | Information of the Actual Participant (1/2)

**Register the information of the person who will be attending the event.
Each participant needs their own registration.**

Title *	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Do not answer
Family Name * (in English)	<input type="text"/> e.g. Ryoko
First Name * (in English)	<input type="text"/> e.g. Taro
Family Name (in Japanese)	<input type="text"/> e.g. 旅行
First Name (in Japanese)	<input type="text"/> e.g. 太郎
Department * (in English)	<input type="text"/>
Department (in Japanese)	<input type="text"/>
Position *	<input type="radio"/> Executive <input type="radio"/> Management <input type="radio"/> Regular Employee <input type="radio"/> Other (English) <input type="text"/> (Japanese) <input type="text"/>
E-mail *	<input type="text"/>
Repeat e-mail address * (for confirmation)	<input type="text"/>
Preferred language	<input type="radio"/> Japanese <input checked="" type="radio"/> English (For receiving information from the Promotion Office)
CC. E-mail	<input type="text"/> <input type="text"/> *Multiple emails can be entered, separated by a comma [,]. *Email for the activation for your account will not be delivered to CC Email address.
Password *	<input type="text"/> Passwords must: - Contain no fewer than 6, and no more than 12 characters (single-byte alphanumeric characters only) - Contain at least one letter and one number Example: Tourism2026
Repeat password * (for confirmation)	<input type="text"/>
Emergency Contact Number [Mobile Phone]	<input type="text"/> e.g. 080-0000-0000

This will be the login ID for your My Page. Also all emails from the Secretariat will be sent to this address.
Please be sure to fill in a valid email address.

Information② | Information of the Actual Participant (2/2)

Register the information of the person who will be attending the event.
Each participant needs their own registration.

If you select any item(s) with description field, **you must enter text.**

Business Outline * (You may make more than one selection)	<input type="checkbox"/> Overall Business <input type="checkbox"/> PR, Advertising <input type="checkbox"/> Planning, Purchasing <input type="checkbox"/> IT, System <input type="checkbox"/> Accounting	<input type="checkbox"/> Corporate Planning <input type="checkbox"/> Sales <input type="checkbox"/> Marketing <input type="checkbox"/> General Affairs <input type="checkbox"/> Other (English) <input type="text"/> (Japanese) <input type="text"/>
Purpose of Visit * (You may make more than one selection)	<input type="checkbox"/> Business Meetings <input type="checkbox"/> Business Networking <input type="checkbox"/> Inspection for Purchasing and Contract	<input type="checkbox"/> Marketing Research, Trend Survey <input type="checkbox"/> Participating Seminar <input type="checkbox"/> Other (English) <input type="text"/> (Japanese) <input type="text"/>
How did you know this event first? * (You may make more than one selection)	<input type="checkbox"/> Official Website <input type="checkbox"/> Other Website <input type="checkbox"/> SNS <input type="checkbox"/> Newspaper / Magazines <input type="checkbox"/> TV / Radio <input type="checkbox"/> Flyer(s) <input type="checkbox"/> Internal Publication of Your Company <input type="checkbox"/> Announcement from Organizers	Name of Media: <input type="text"/> Name of Media: <input type="text"/> Name of Paper / Magazine: <input type="text"/> Title of Show: <input type="text"/> <input type="checkbox"/> Poster(s) <input type="checkbox"/> Information from Your Colleagues or Friends <input type="checkbox"/> Other <input type="text"/>
Are you planning to attend the Travel Solution Exhibition 2026? *	<input type="radio"/> Yes	<input type="radio"/> Undecided <small>*Only for purpose of survey. Checking 'Yes' will NOT automatically register you.</small>

Confirm

If you cannot click on the "Confirm" button, please read the notice at the top of this page, then check the box titled "I agree".

※ QR Code is a registered trademark of DENSO WAVE INCORPORATED.

Login URL : <https://tej2026.icdbizmatch.jp/en/Login>
 Login ID : email address you registered
 Password : set by you

What you can do on your My Page

The screenshot shows the top navigation bar with 'Edit Profile' (A) and 'Apply for TEJ Conference' (B). The main content area has a 'Welcome' section with a summary of recent actions. Below this are three large buttons: 'Edit Basic Profile' (A), 'Apply for TEJ Conference' (B), and 'Download documents Required on the day of event' (C). To the right is a 'Notices' section with logos for the Japan Travel and Tourism Association, JATA, and JNTO.

- A** You can edit information you entered (Basic Profile)
- B** You can apply for TEJ Conference
- C** You can download/print out necessary documents and material for your visit to the venue

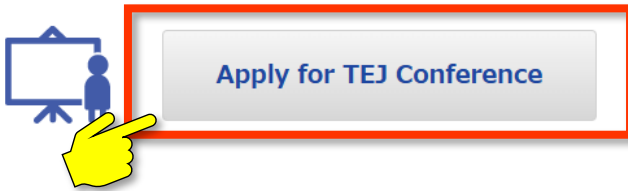
The screenshot shows a download window with two items: '[Required] ID Pass' and 'Floor Plan', each with a 'DOWNLOAD' button. A yellow hand icon points to the 'ID Pass' button. A red dashed box contains the following text:

Print out your ID Pass
【 A4 size 】 【 full color 】
Make sure that the QR code is printed legibly (without blurs or smudges)
 ※If printed in different size or in black and white, you will need to have the pass issued at the site, so please be careful.

You can apply for TEJ Conference from your My Page

1

Click "Apply for TEJ Conference" button on the HOME screen of your My Page.



2

Click the program you wish to apply for, then scroll down to the bottom of the page to "Confirm" button.

Apply for TEJ Conference (Thematic Symposia, Tourism Professional Seminars)

Please input Keywords.

Search

Please select the programs you wish to attend, and click the **Confirm** button at the bottom of the page.
Please view this page on the event website for the full details of the program.

Thursday, September 24

Friday, September 25

Application Record

Thursday, September 24

TEJ Conference
[6F Conference Room • A Stage]

Tourism Professional Seminars
[East 8 Business Meeting Room(1 • 2 • 3) • A Stage]

[Seller only]
MICE • Education
Networking
[B Stage]

You can check the record of the seminars you have applied for when you click this "application record".

	6F Conference Room	A Stage
10:00 - 10:15	[Seminar]	
10:15 - 10:30	<input type="checkbox"/> Apply for Seminar	



3

Check content of your application, and if there are no mistakes, click "Confirm" button.

Confirmation: Apply for TEJ Conference

Please check the information you have registered and click the "Confirm" button below.

*Please be careful not to register for seminars which will be held at the same time with t

Code	Type
Date & Time	Venue
2026/09/24 10:00 ~ 10:30	

6F Conference Room

[Seminar]

Applied

Cancel

Return to Previous Page

Confirm

NOTE) If you cannot make it to the conference you applied for, make sure to cancel them by Tuesday, September 22, 11:59 p.m.

For general inquiries regarding Tourism EXPO Japan

Tourism EXPO Japan Promotion Office

TEL: +81-3-5510-2004

Email: event@t-expo.jp

Office Hours: Weekdays 9:30 a.m.-5:30 p.m. JST

For inquiries regarding Business Meeting

Tourism EXPO Japan

Business Meeting Secretariat

TEL: +81-3-6737-9389

Email: bizmtg@bsec.jp

Office Hours: Weekdays 10:00 a.m.-5:00 p.m. JST

*Office hours differ according to the office, so please be careful.