



Platform for business negotiations on Tokyo tourism

Tokyo Tourism Connection

USER MANUAL FOR OVERSEAS TOURISM OPERATORS

※The website screens shown in the manual may differ from the actual web screens.



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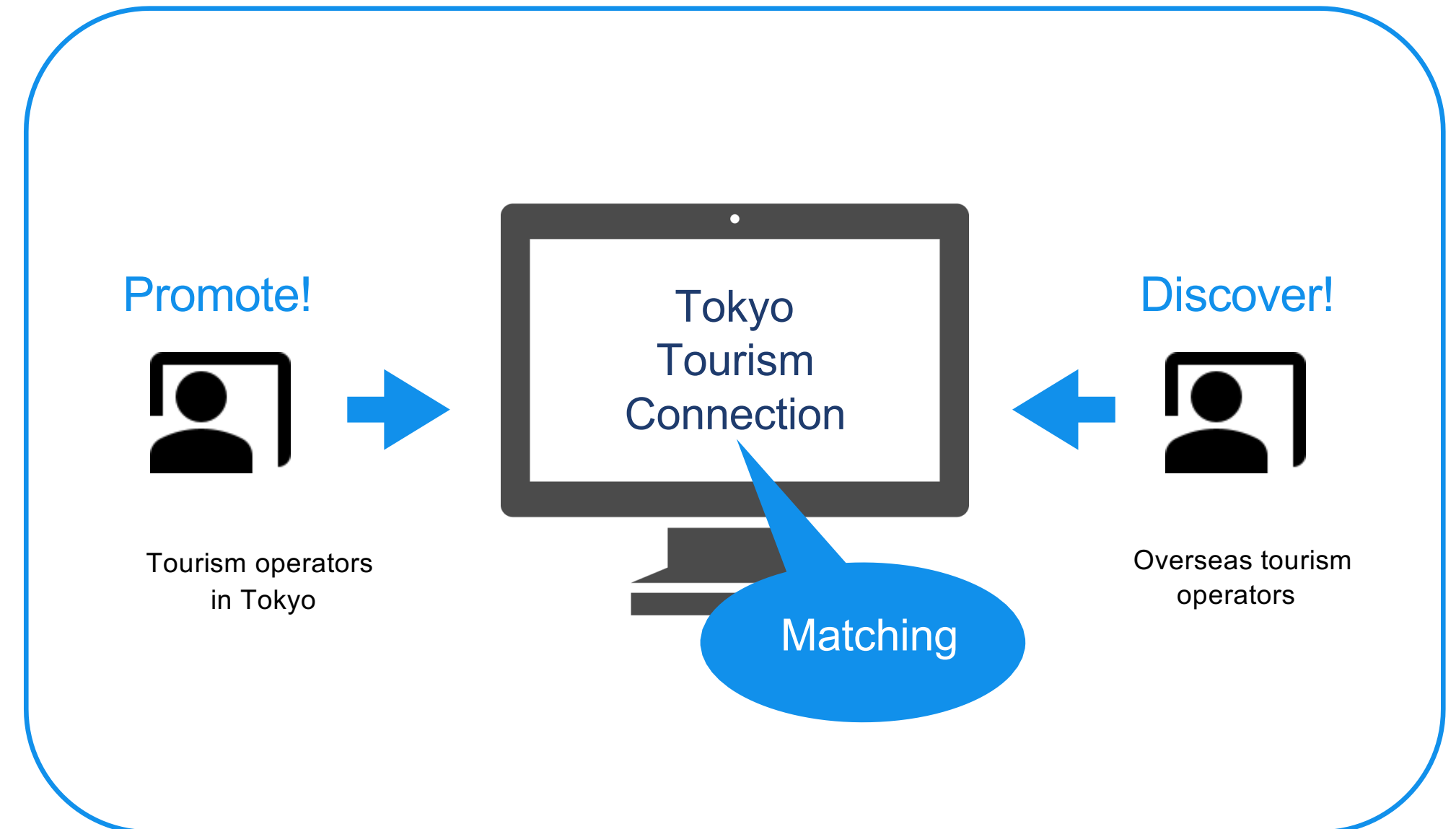
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1.About Tokyo Tourism Connection

Tokyo Tourism Connection (TTC) is the official B2B platform provided by the Tokyo Metropolitan Government and Tokyo Convention & Visitors Bureau.

TTC provides diverse business matching opportunities for all users. Without the need to travel, you can participate in online business meeting events and seminars, as well as access to business partners 24/7, all year round.

TTC will help you to connect with current and potential business partners and build a strong network for Tokyo tourism.



2.Features of Tokyo Tourism Connection

Take advantage of TTC



Online **matching**

TTC is the official B2B platform for matching tourism businesses in Tokyo with overseas tourism businesses.



Accessible **anytime**

Gather information and contact businesses online anytime.



Qualified **business partners**

Tourism businesses registered with TTC have passed screening standards to promote matching with qualified business partners.



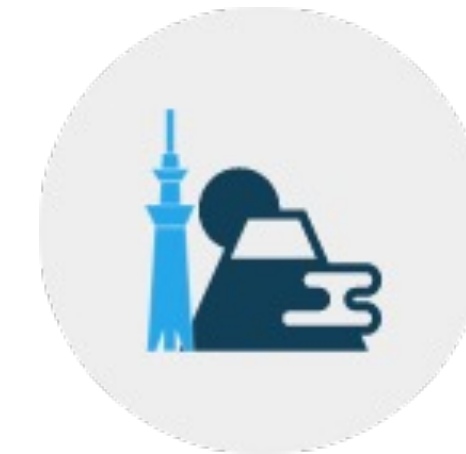
Promote business highlights with **engaging profiles**

Create content-rich business profiles featuring travels products, services and sales materials for use in your marketing efforts and to promote your business.



Participate in **business events and seminars**

Take part in various business events and seminars geared for different markets. Videos of past events are also available for viewing.



Various **information and contents** for Tokyo tourism

The appeals of Tokyo as a tourist destination and links to various useful sites.

3.Member Registration guide

- 1 Visit the TTC website and click on the Member Registration button in the upper right corner to register your overseas tourism business.
- 2 On the member registration page, enter the required information, including the name of your organization.
- 3 Seven sections need to be completed: 1) Basic information, 2) Representative information, 3) Log-in information, 4) Category, 5) Experience in products for Japan, 6) Interested tourism service category, 7) Notifications by email.
- 4 Registration must be verified. Once the registration verification is complete, the My Account page will be created and you will have full access to the TTC service.
- 5 You can register your company's business profile and selling points in the My Account page. By continuously enhancing the My Account page, it is possible to effectively appeal to businesses in the tourism industry in Tokyo.

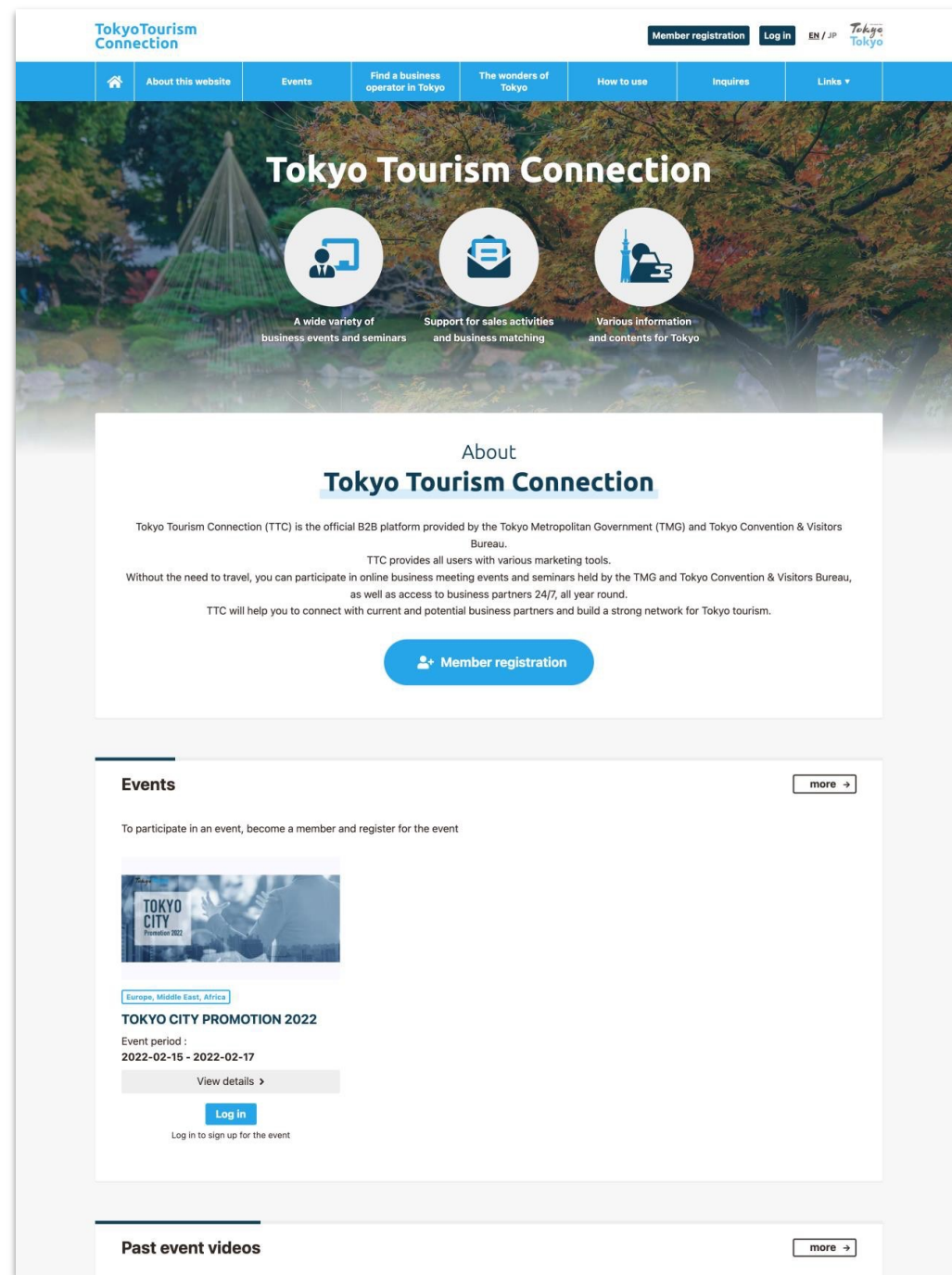
※The website screens shown in the manual may differ from the actual web screens.

The screenshot displays the 'Overseas business membership registration' page on the Tokyo Tourism Connection website. The page has a blue header with navigation links: Home, About this website, Events, Find a business operator in Tokyo, Reason to choose Tokyo, How to use, Inquiries, and Links. The main content area is titled 'Overseas business membership registration' and includes a sub-header 'Basic information'. Below this, there are several input fields with example text: 'Business name' (ex) Example Company, 'Business address' (ex) ... Shinjuku-ku, Tokyo, Japan, 'Country or region' (Select dropdown), 'Business phone number' (ex) 0012345678, 'Business website' (ex) https://example.com, 'Number of employees' (Select dropdown), and 'Business Introduction' (text area). A note below the phone number field states: '*The phone number you entered will be published on the business search screen.' Another note below the business introduction field states: '* Only single-byte alphanumeric characters, up to 300 characters are accepted'. Below the 'Basic information' section is the 'Representative information' section, which includes a sub-header and a note: 'Enter information about the business representative who is utilizing this service.' This section contains three input fields: 'Representative name' (with a note: '* Only single-byte alphanumeric characters are accepted'), 'Representative department' (with a note: '* Enter in English'), and 'Representative phone number' (with radio buttons for 'Do not disclose phone number' and 'Disclose phone number').

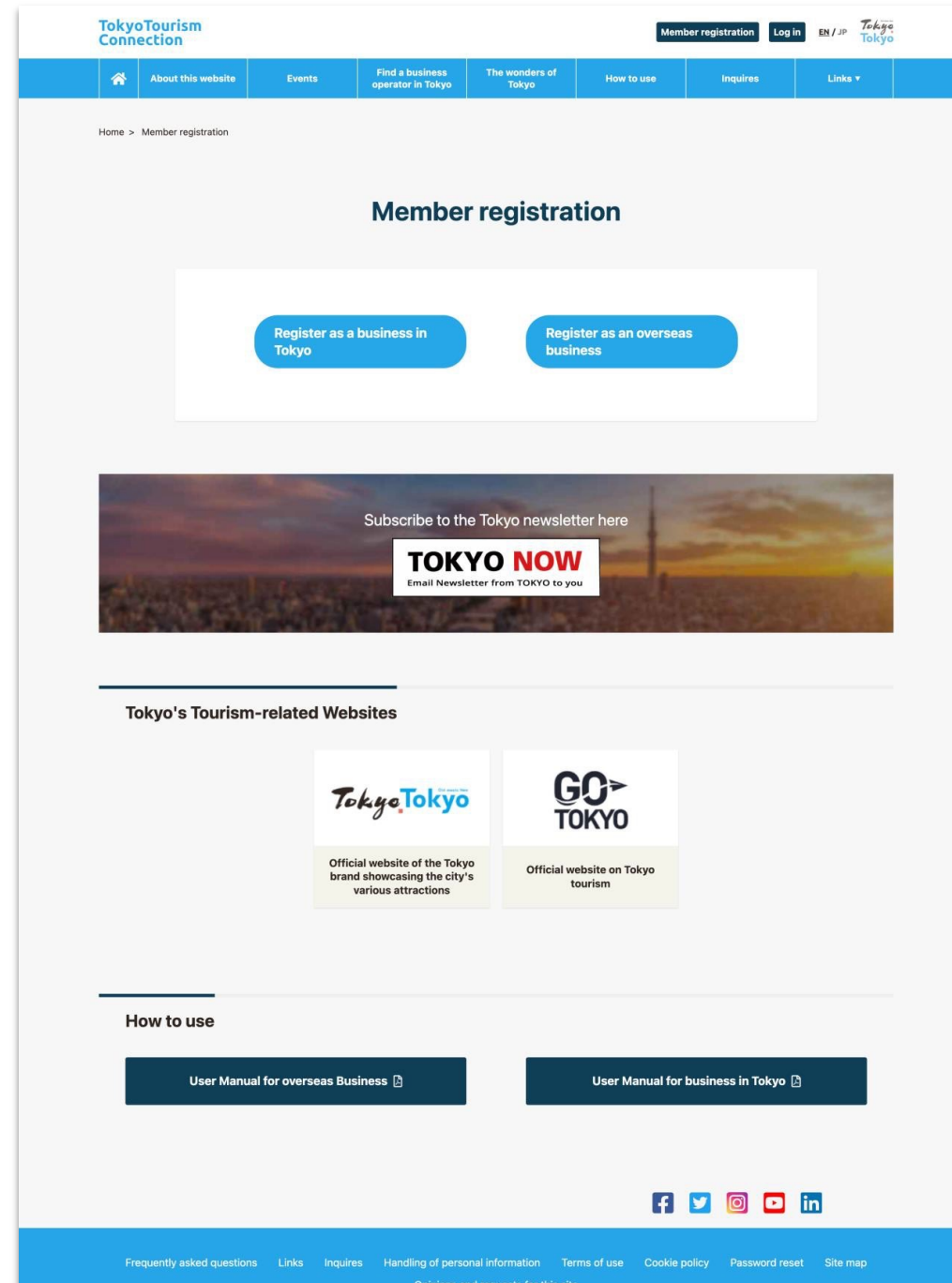
▲ Overseas business membership registration screen

3.Member Registration guide

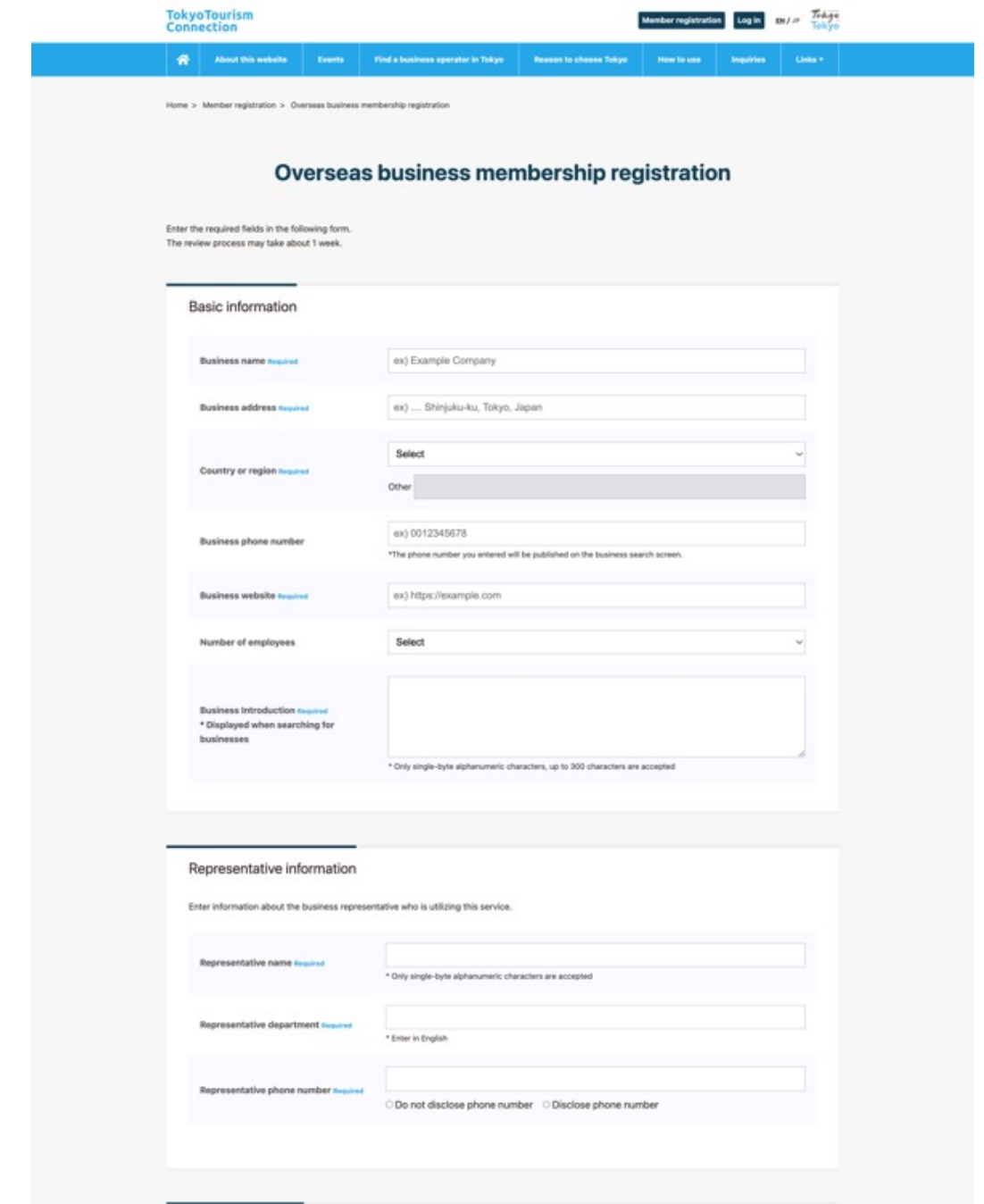
Visit the TTC ▶ Complete the Member registration form ▶ Verification ▶ Approval



Click the Member registration button in the upper right corner.



Choose "Register as an overseas business."



Enter necessary information in the member registration form.

4.How to enter member information



Enter the required fields in the following form.
The review process may take about 1 week.

Basic information

Business name <small>Required</small>	<input type="text" value="ex) Example Company"/>
Business address <small>Required</small>	<input type="text" value="ex) Shinjuku-ku, Tokyo, Japan"/>
Country or region <small>Required</small>	<input type="text" value="Select"/> <input type="text" value="Other"/>
Business phone number	<input type="text" value="ex) 0012345678"/> <small>*The phone number you entered will be published on the business search screen.</small>
Business website <small>Required</small>	<input type="text" value="ex) https://example.com"/>
Number of employees	<input type="text" value="Select"/>
Business Introduction <small>Required</small> <small>* Displayed when searching for businesses</small>	<input type="text"/> <small>* Only single-byte alphanumeric characters, up to 300 characters are accepted</small>

Enter basic information including the name of your organization in English.

4.How to enter member information



Representative information

Enter information about the business representative who is utilizing this service.

Representative name Required
* Please enter using alphabets

Representative department Required
* Enter in English

Representative phone number Required
 Do not disclose phone number Disclose phone number

Enter representative information.

Choose whether you wish to disclose

※The website screens shown in the manual may differ from the actual web screens.

4.How to enter member information



Log-in information

Log-in email address Required

ex) example@example.com

Re-enter the email address to confirm

ex) example@example.com

Password Required

* 8-16 characters using letters or numbers

Re-enter the password to confirm

Enter your email address and a password.
A password must be 8 to 16 characters.
Use only half-width English alphabet and numbers.
Create a password that is difficult to guess.

4.How to enter member information

Enter Basic information

Enter Representative information

Enter Log-in information

Select Category

Experience in products for Japan

Interested tourism service category

Category Required

Select from below the type of service closest to the service you provide (You can select more than one).

Tourism

- Wholesaler
- Retailer
- Tour Operator
- Airline Company
- Travel Agency

Other

MICE-related

- Professional Congress Organizers
- Event Planners
- Convention Venues

Other

Media

- TV · Radio
- Newspaper
- Magazine (Trade Journal)
- Magazine (General)
- Website
- Blogger, Influencer

Other

Other

The categories are divided into four genres: Tourism, MICE-related, Media and Other. Check the categories closest to the service your company provides.

You can select more than one category.

4.How to enter member information



Experience in arranging products for travelers to Japan (Cumulative of past three years) Required

✓ Select

Experienced

No experience

None at the moment, but considering

Please select the option that best describes your organisation's experience in arranging products for travelers to Japan.

Please select from the following three options.

- Experienced
- No experience
- None at the moment, but considering

4.How to enter member information



Interested tourism service category (Optional; you can choose more than one) Required

Tourism	<input type="checkbox"/> Travel Agencies & Land Operators (including OTAs) <input type="checkbox"/> Transportation (Airlines, Railways, Buses, Taxis, Hire cars, Sharing services, etc.) <input type="checkbox"/> Tourism & Leisure Facilities <input type="checkbox"/> Hotels & Accommodations <input type="checkbox"/> Shops & Souvenirs <input type="checkbox"/> Shrines & Temples/Cultural Facilities/Historic Monuments/Unique Venues <input type="checkbox"/> Parks & Gardens
Business Events/MICE-related	<input type="checkbox"/> Convention Venues & Halls <input type="checkbox"/> Professional Congress Organizers, Meeting Coordinators & Event Planners <input type="checkbox"/> Security, Personnel & Staffing <input type="checkbox"/> Technical, Equipment, Audio, Lighting, Visual, Streaming, Setup & Construction
Services & Experience Providers	<input type="checkbox"/> Food & Drink <input type="checkbox"/> Interpretation & Translation <input type="checkbox"/> Media, PR, Design & Advertisement <input type="checkbox"/> IT Services <input type="checkbox"/> Educational Institution <input type="checkbox"/> Entertainment & Experiences
Public Organizations	<input type="checkbox"/> Tourism Associations, Government Agencies, Local Municipalities & Public Organizations <small>*Please select this option only if you are part of a government agency or an independent administrative agency.</small>

Categories are divided into four genres. Check the corresponding categories.

Settings related to notification emails about our events or seminars. Even if you select "Do not receive email notifications," we will still send you emails regarding your membership registration and changes to the "Terms of Use. Please see the Terms of Use for details.

5.How to amend member information

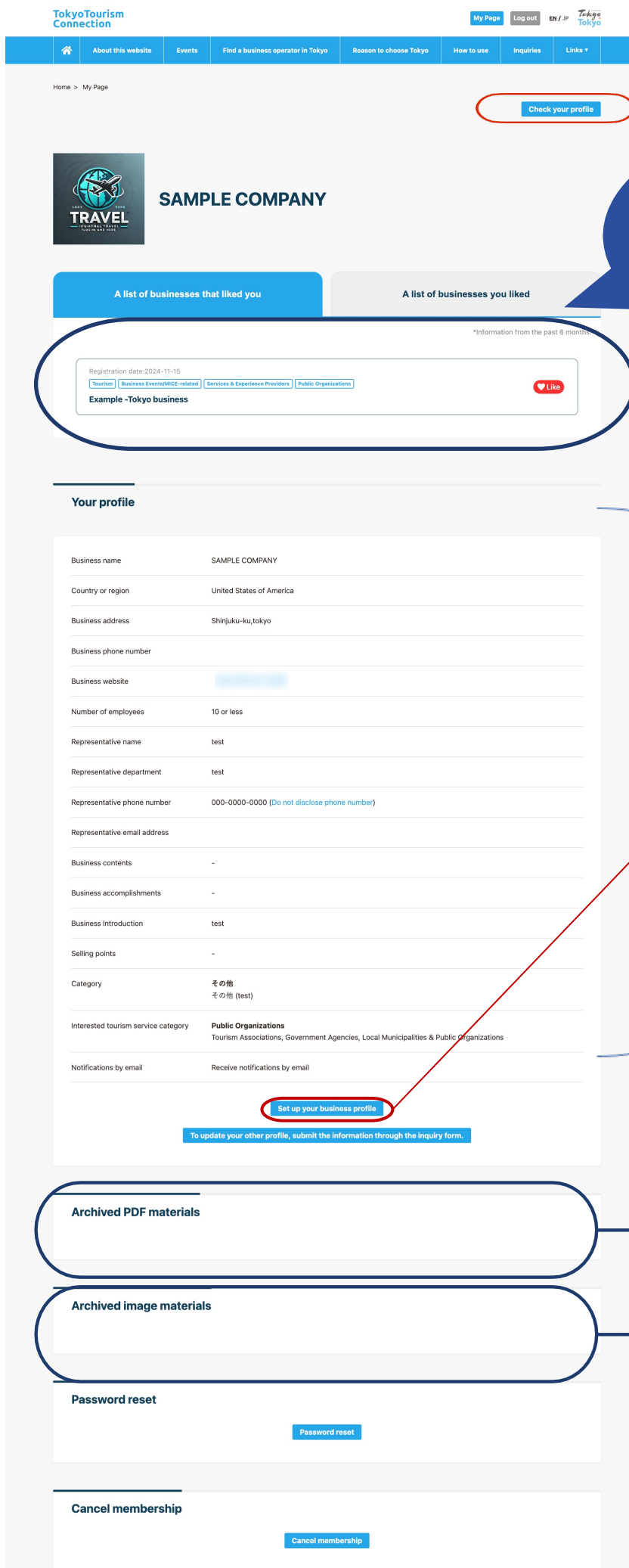


● If you would like to change an item that cannot be changed in the "Profile Settings" section of My Page, please contact us at the following address.

<https://tokyotourismconnection.jp/contact>

6.How to fill in My Page

Once you are logged in, click the My Page link at the top of the page to view the My Page.



Provide as much information as possible on the My Account page to promote your organization to Tokyo tourism businesses.

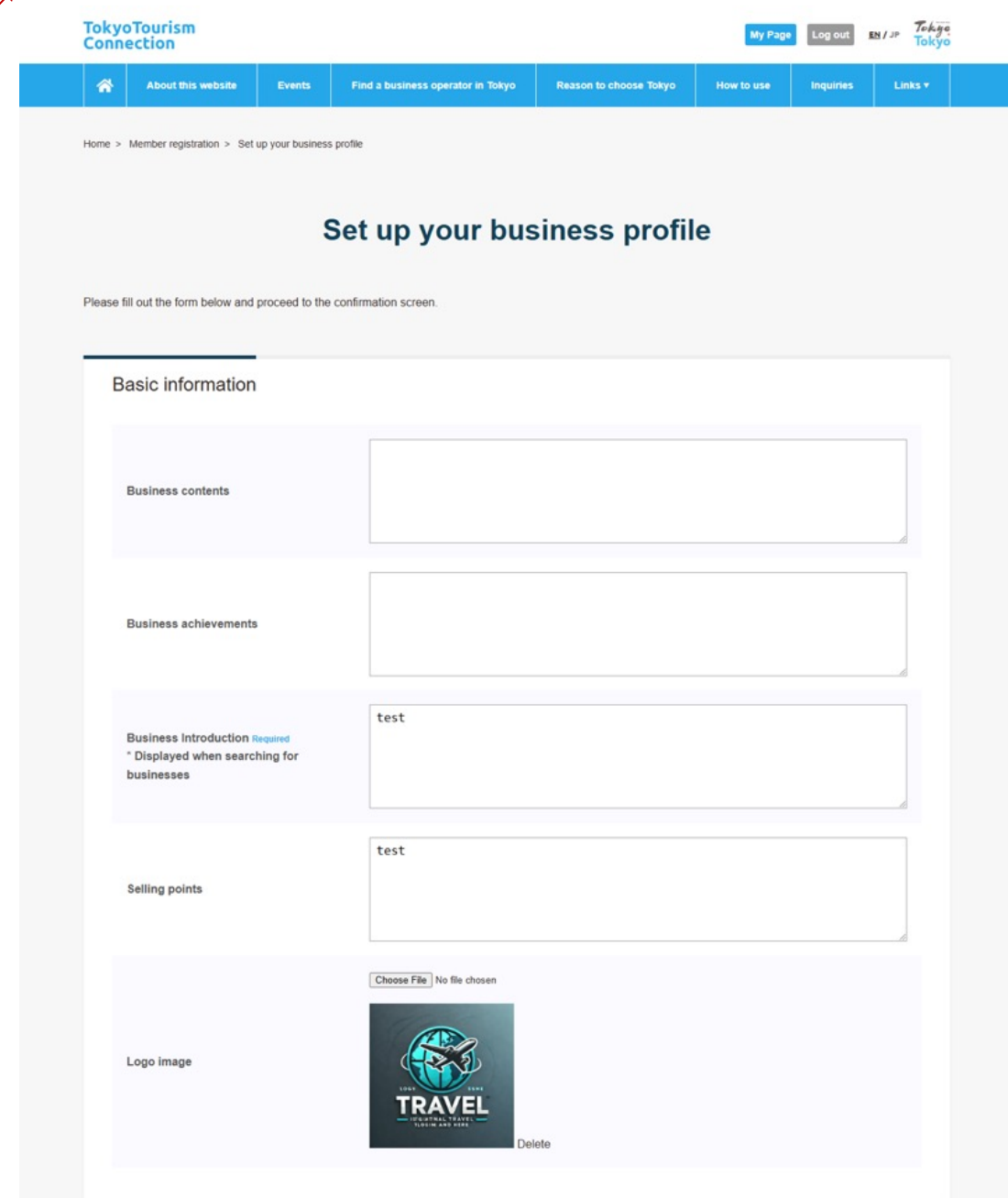
You can check your history for 6 months.

Information you have entered at the time of registration will appear.

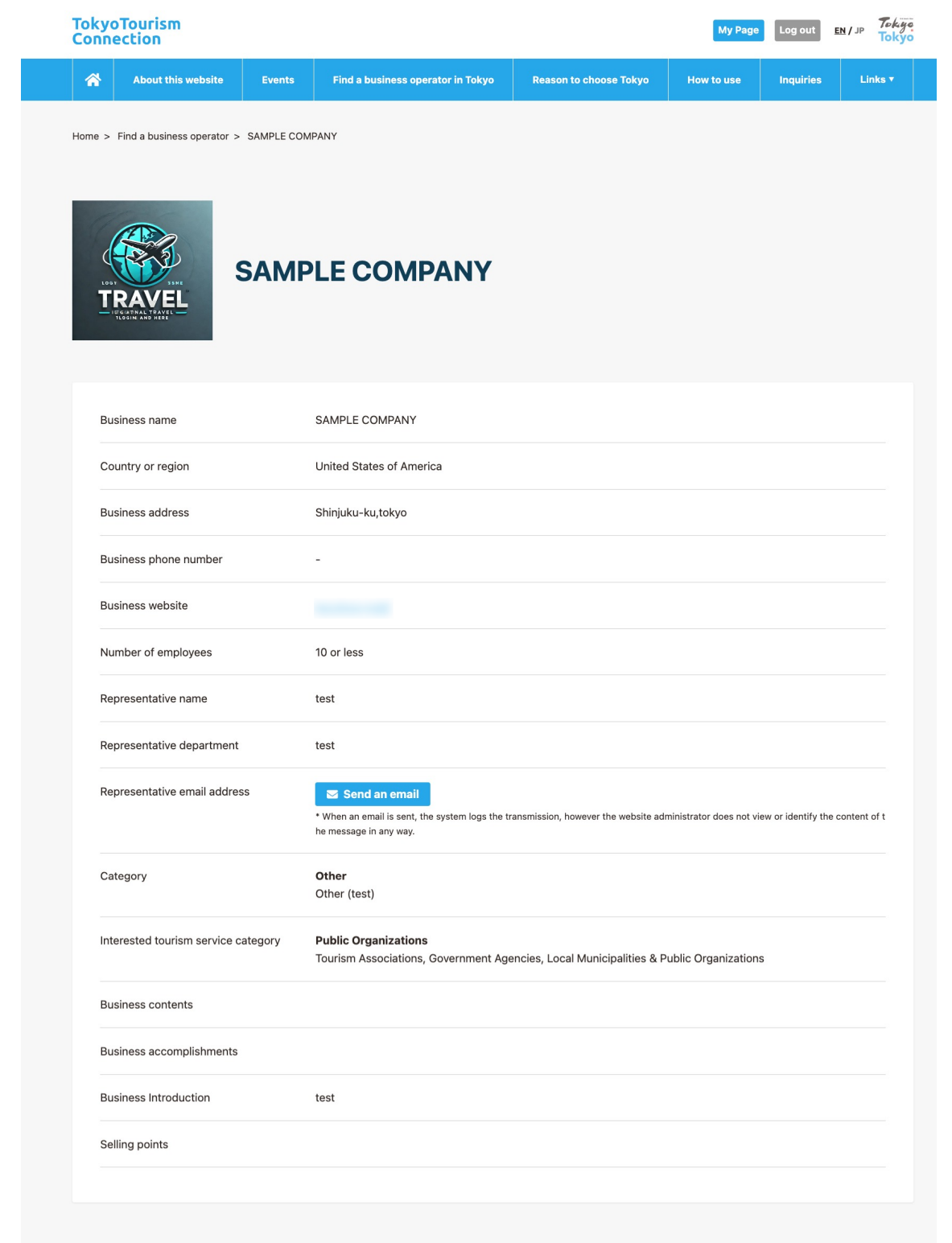
Upload a PDF file that will promote your business.

Upload a jpg file that conveys an image of your business.

▼ Enter description of business. It is possible to register the logo (jpg) of your organization.



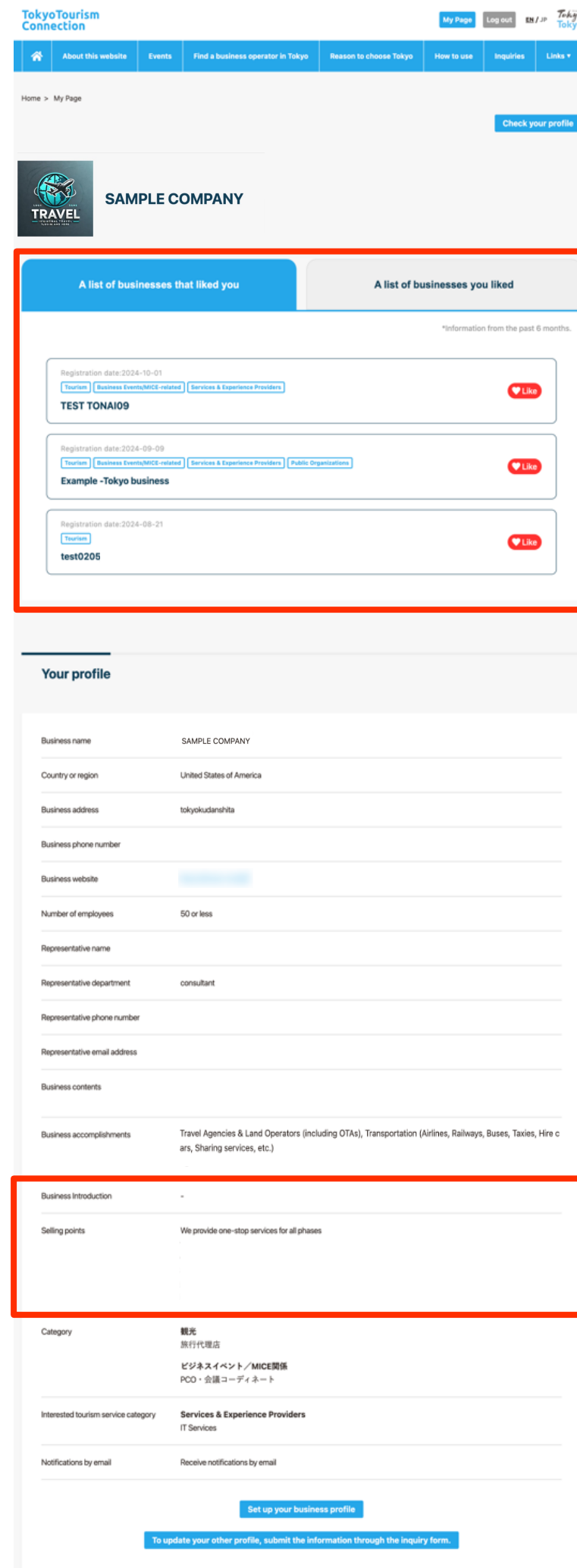
▼ How businesses in the tourism industry in Tokyo view your page.



※The website screens shown in the manual may differ from the actual web screens.

6.How to fill in My Page

Once you are logged in, click the My Page link at the top of the page to view the My Page.



▼ "Like" Function

From the My Page, you can check the businesses that have liked you and the ones you have liked.

You can check your history for 6 months.

By clicking on the business name, you can view the details.

Additionally, you can remove a "Like" at any time.

▼ The difference between business introduction and selling points

【Business introduction】

This information is required when registering as a member.

Only alphanumeric characters can be used, and there is a character limit of 300 characters.

The information entered will also be displayed when searching for businesses.

【Selling points】

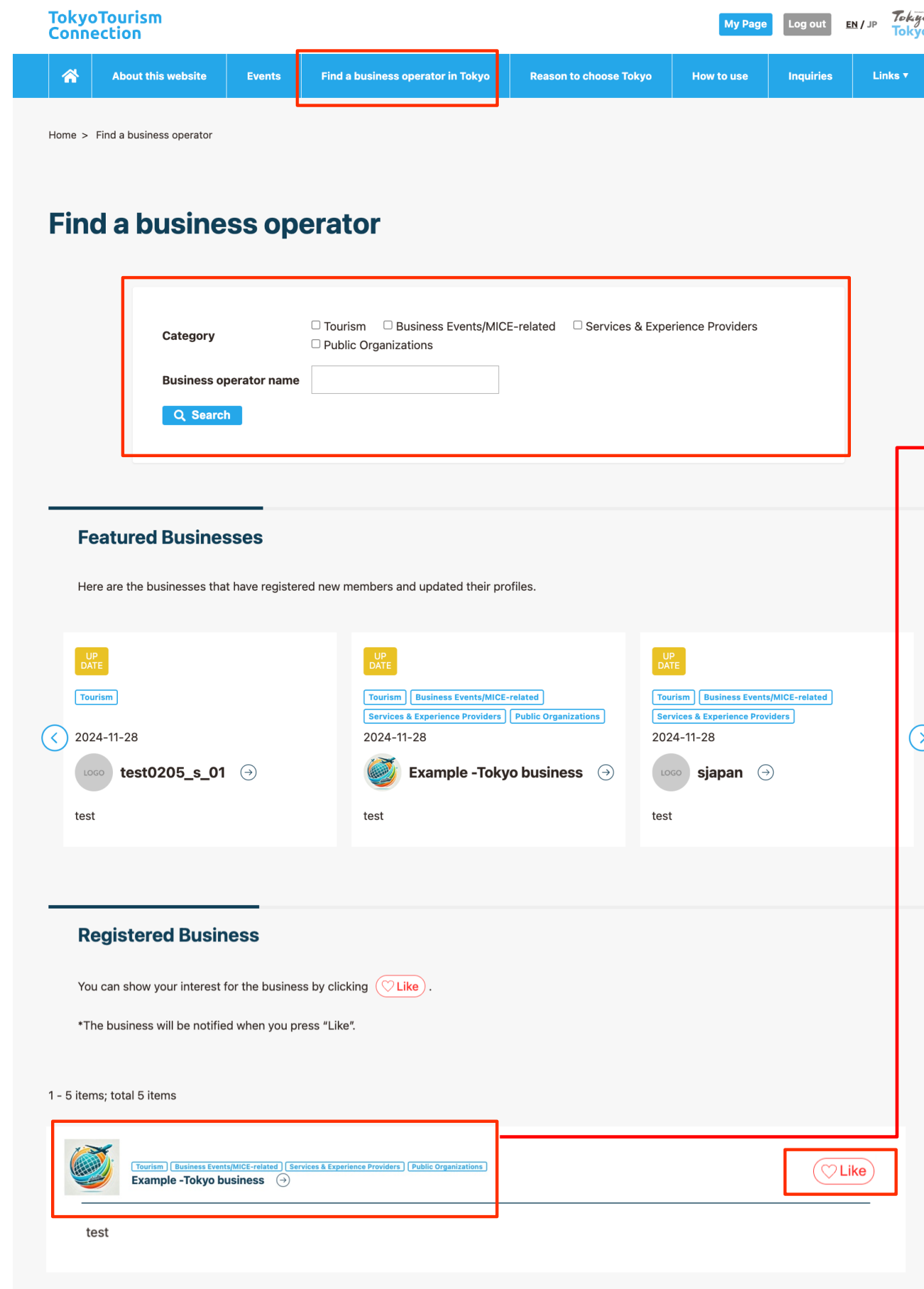
In addition to the business introduction, you can include the company's sales points.

There are no restrictions on input or number of characters.

The information entered will be displayed on the business detail page.

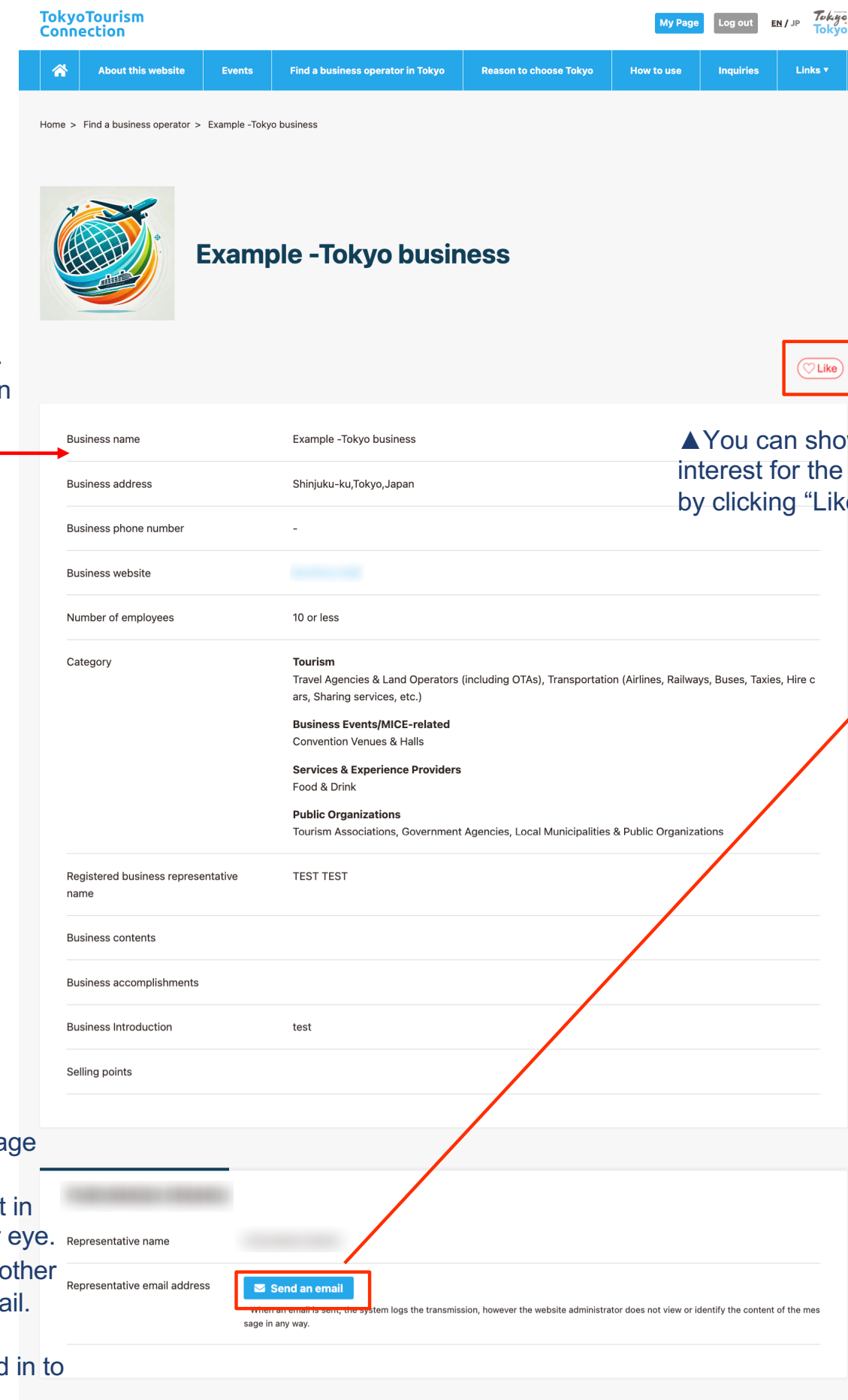
7. Contact businesses in the tourism industry in Tokyo

▼ Visit "Find a business operator in Tokyo" to search for organizations to contact.



◀ Enter business operator name or select categories and click the search button. Search results will appear in the lower part.

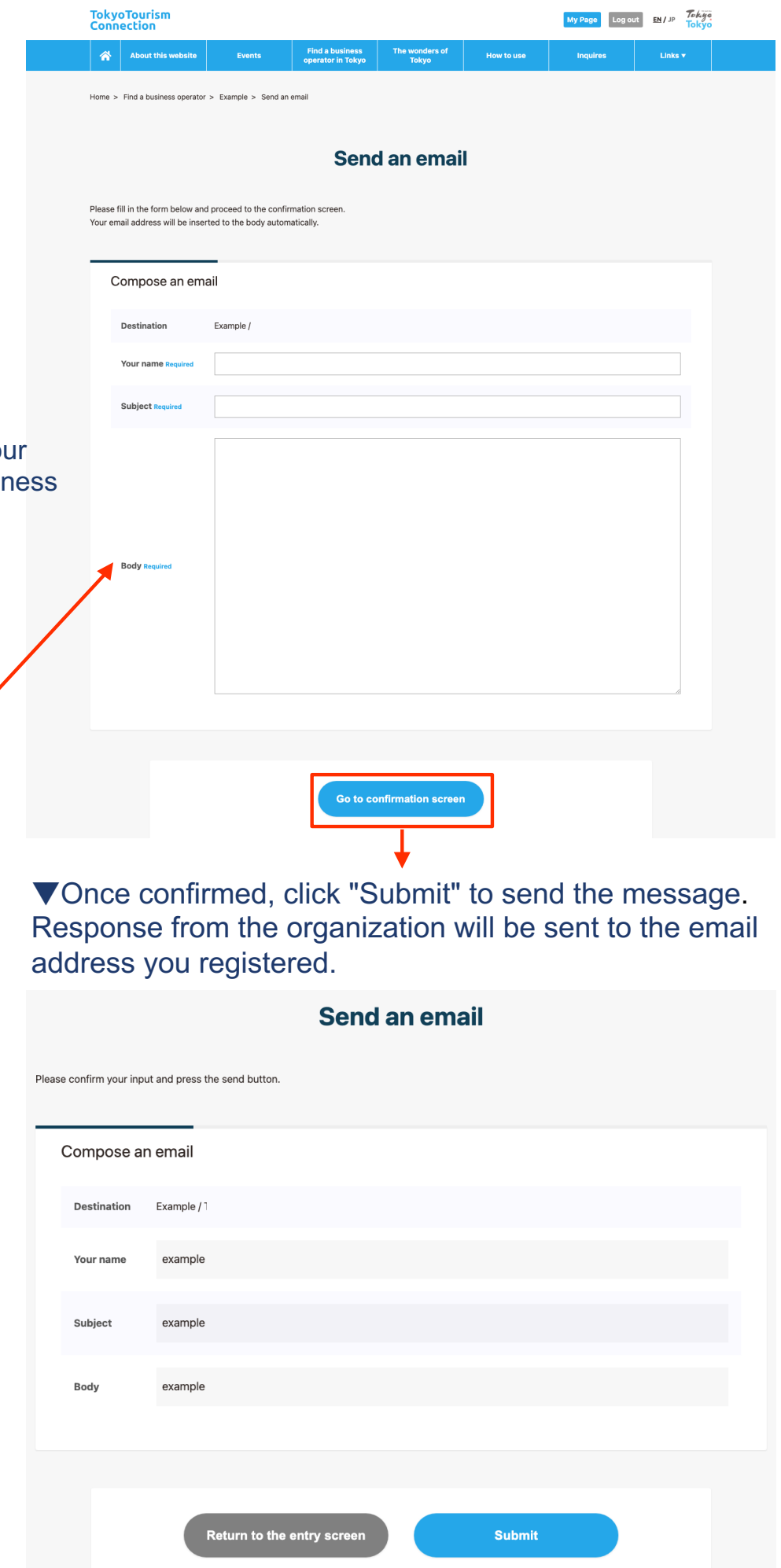
▼ The organization's profile page will open.



▲ You can show your interest for the business by clicking "Like".

◀ The Business Search page now has a "Like" feature. Use it to show your interest in businesses that catch your eye. When you click "Like", the other party will be notified by email. *It will only be sent to businesses that have opted in to receive emails from TTC.

▼ An email form will open. Enter your name, subject and text, then click "Go to confirmation screen"



▼ Once confirmed, click "Submit" to send the message. Response from the organization will be sent to the email address you registered.

7.Contact businesses in the tourism industry in Tokyo

▼ Visit "Find a business operator in Tokyo" to search organizations you can contact.

The screenshot shows the Tokyo Tourism Connection website. The navigation bar includes "My Page", "Log out", and language options "EN / JP". The main menu has "Find a business operator in Tokyo" highlighted with a red box. Below the search bar, there are filters for "Category" (Tourism, Business Events/MICE-related, Services & Experience Providers, Public Organizations) and a "Business operator name" search field. A "Search" button is present. Below the search bar, there is a "Featured Businesses" section with a red box around three business cards: "Example -Tokyo business" (updated 2024-11-08), "sjapan" (updated 2024-06-20), and "TRAVEL" (updated 2023-11-30). Below this is a "Registered Business" section with a "Like" button and a note: "The business will be notified when you press 'Like'".

◀ Newly registered businesses and those who have recently updated their profiles will be featured in the "Featured Businesses" section.

In addition, it is recommended that you register your business logo to increase visibility.

▼ The organization's profile page will open.

The screenshot shows the profile page for "Example -Tokyo business". The page includes a header with "Tokyo Tourism Connection" and navigation links. The profile information is displayed in a table-like format:

Business name	Example -Tokyo business
Business address	Shinjuku-ku, Tokyo, Japan
Business phone number	-
Business website	[Link]
Number of employees	10 or less
Category	Tourism Travel Agencies & Land Operators (including OTAs), Transportation (Airlines, Railways, Buses, Taxis, Hire cars, Sharing services, etc.) Business Events/MICE-related Convention Venues & Halls Services & Experience Providers Food & Drink Public Organizations Tourism Associations, Government Agencies, Local Municipalities & Public Organizations
Registered business representative name	TEST TEST
Business contents	
Business accomplishments	
Business introduction	test
Selling points	

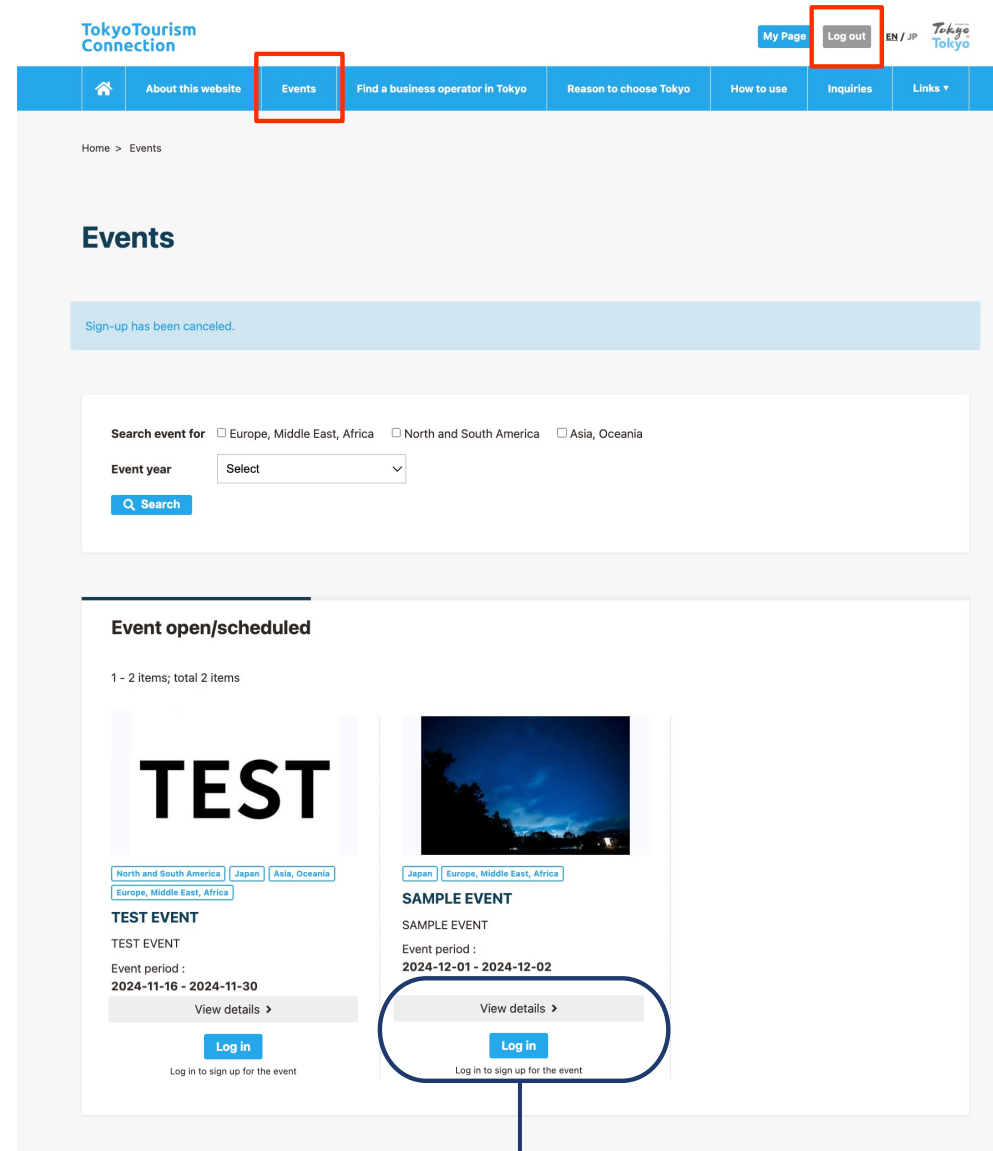
Below the profile information, there is a "Representative name" field, a "Representative email address" field with a "Send an email" button, and a note: "When an email is sent, the system logs the transmission, however the website administrator does not view or identify the content of the message in any way." Below this are sections for "PDF materials" (with a "TEST" document and "Add to archive" button) and "Image materials" (with a "TEST" image and "Add to archive" button).

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8.How to participate in events - Before the event

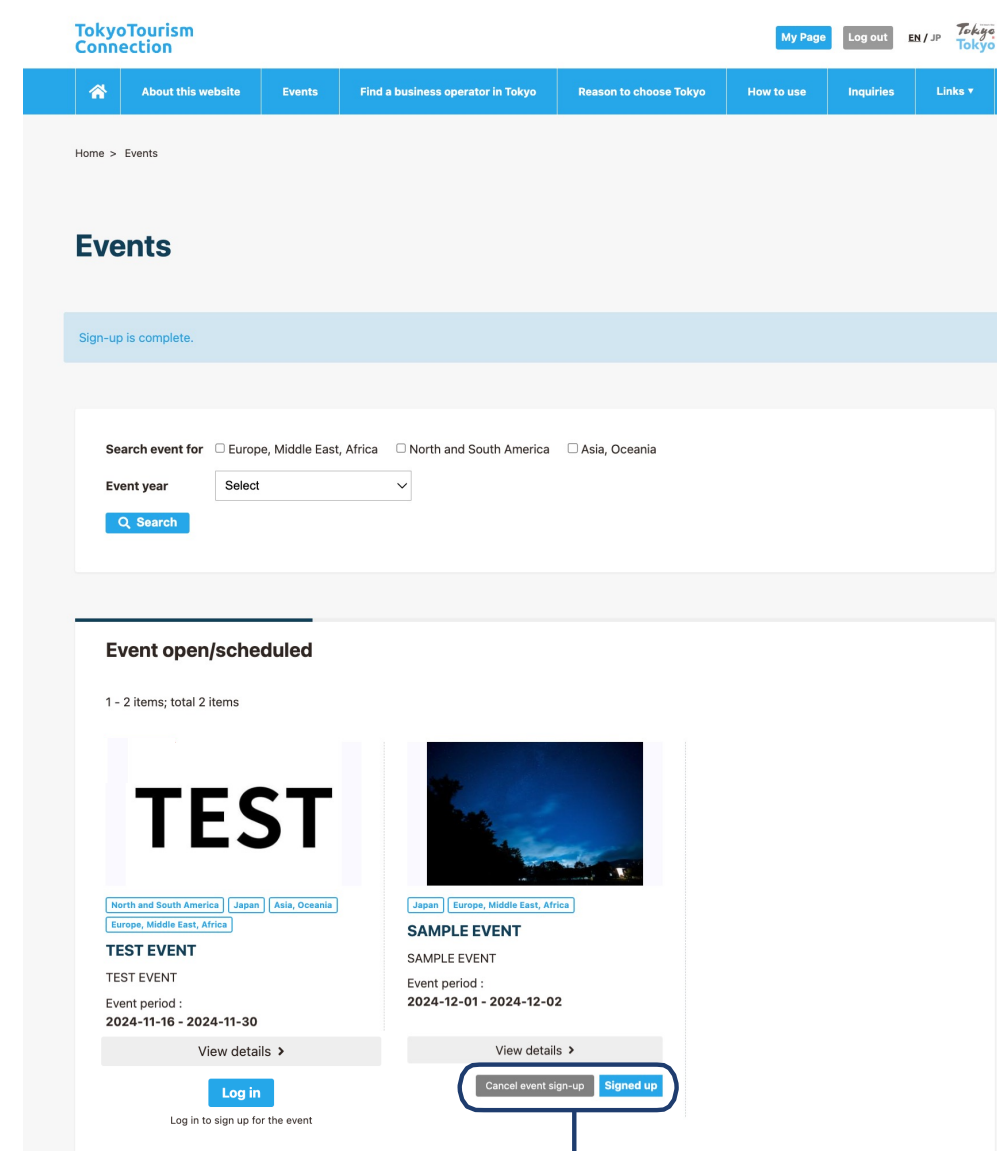
▼To register and view the event, you must be logged in

Step1



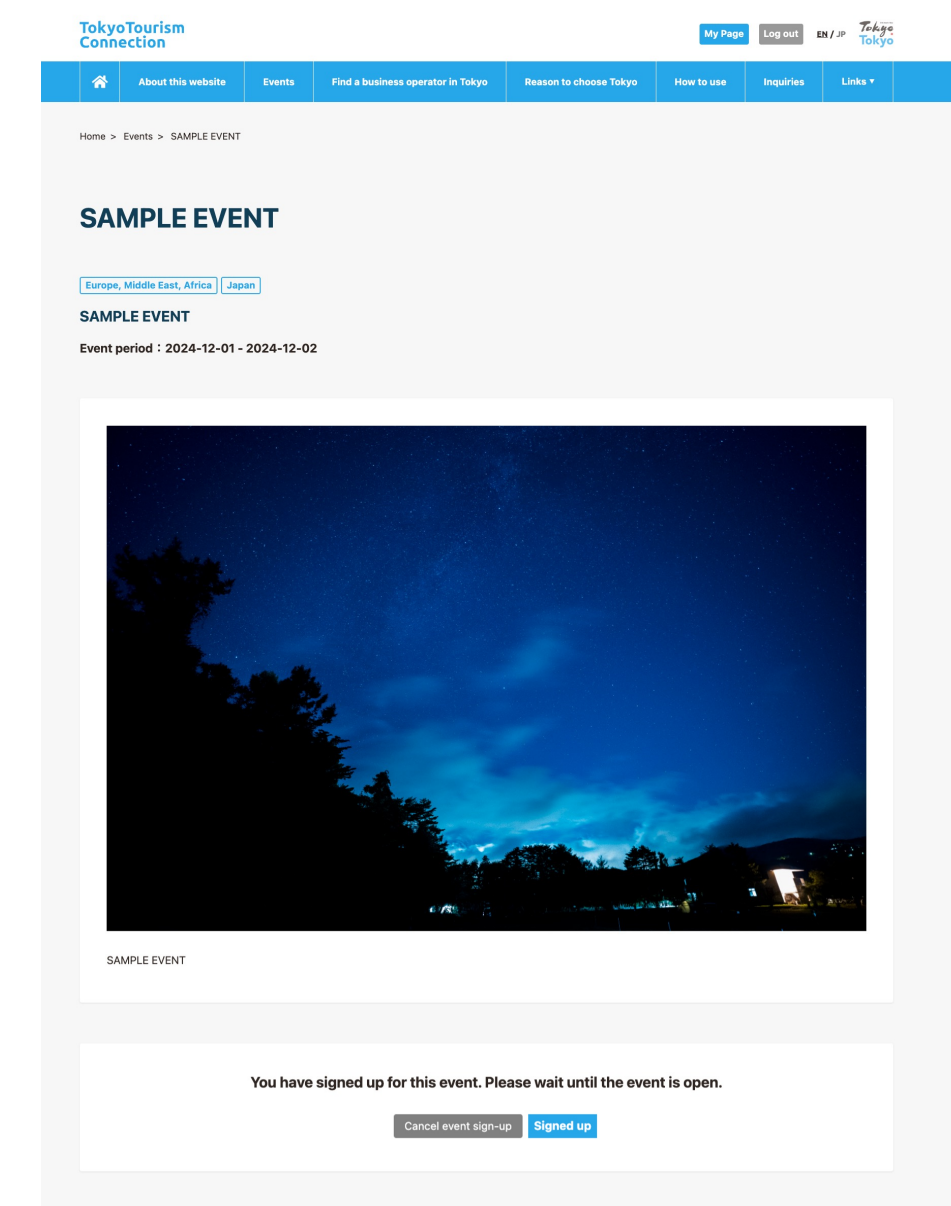
Click on "View details" to view a summary of the event. Clicking on "Signed up for the Event" will allow you to watch the event during the event period.

Step2



For upcoming events, the text "Cancel event sign-up" and a "Signed up" button will appear.

Step3

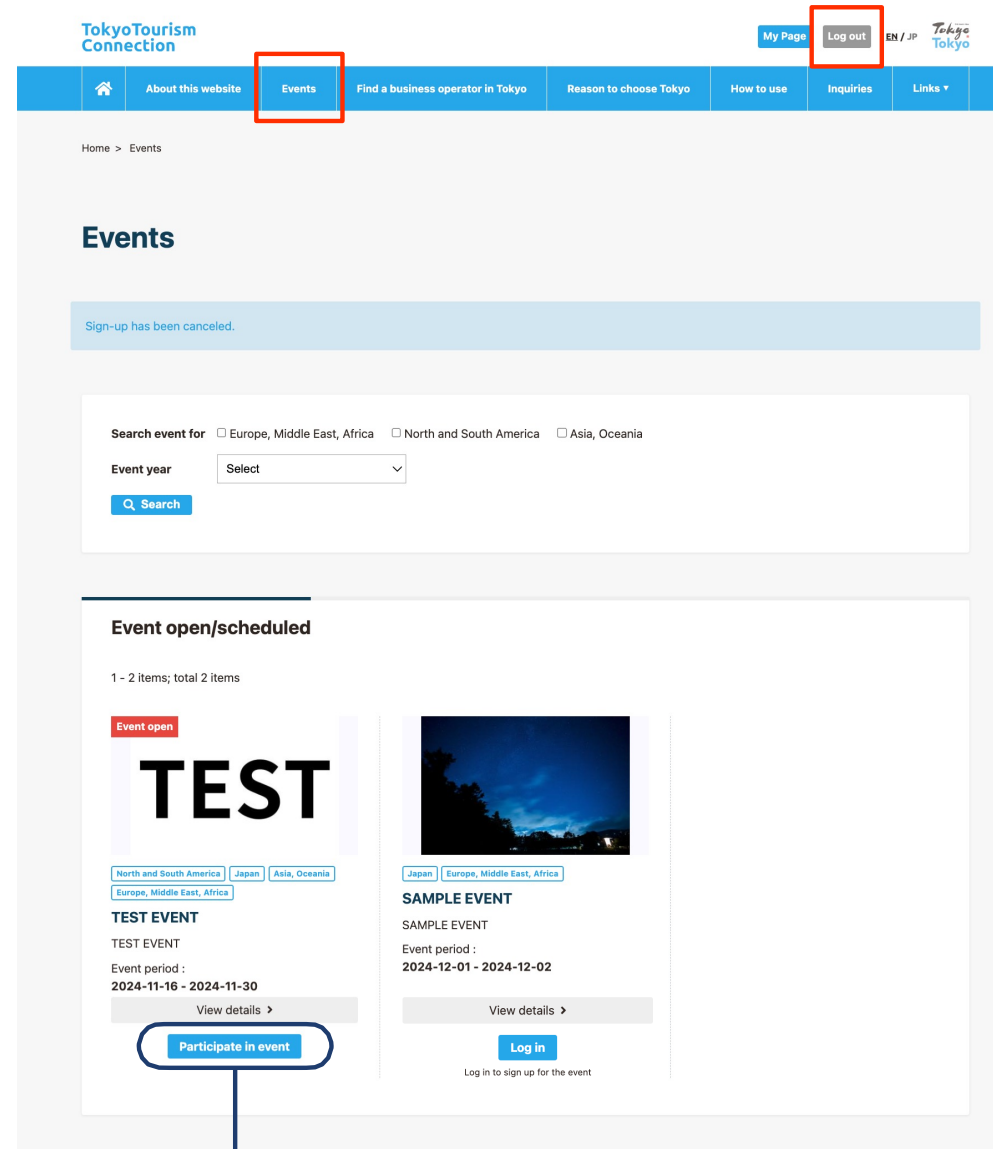


Once you have completed your registration, you will be able to watch the event during the event period. By clicking the "Participate in event" button, you can access the videos.

8.How to participate in events - Ongoing event

▼To register and view the event, you must be logged in

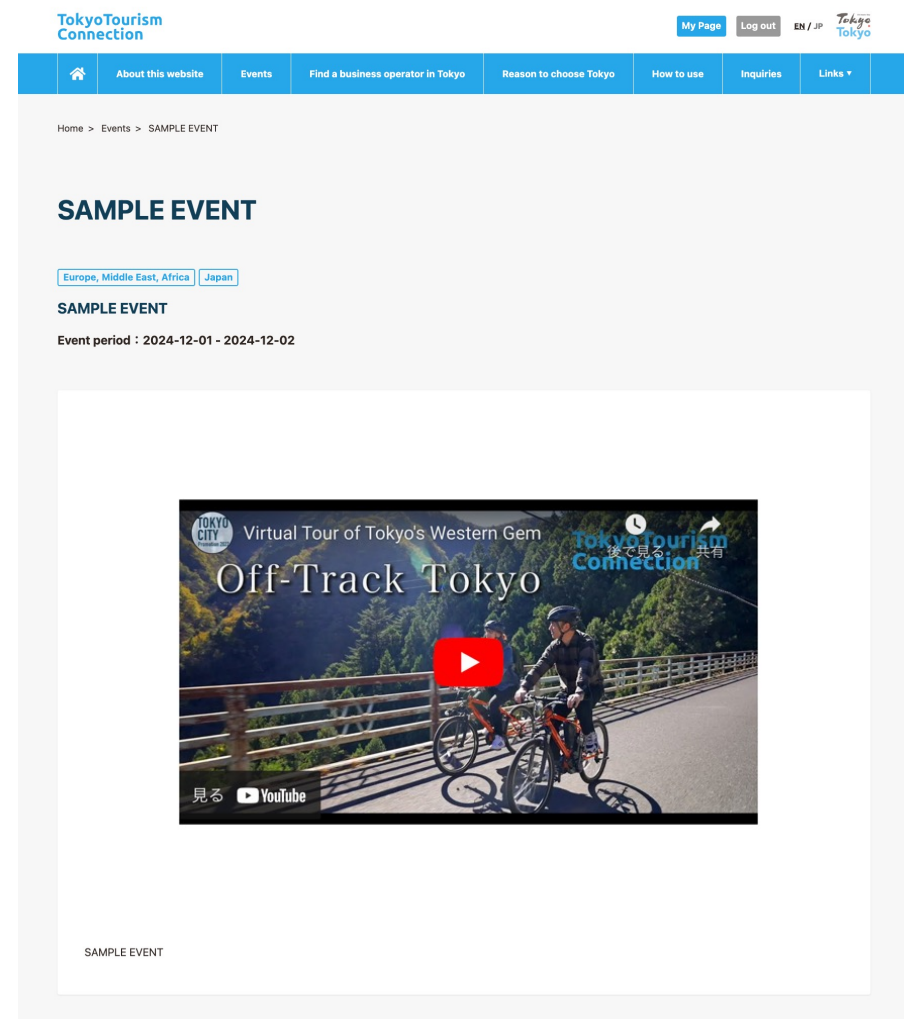
Step1



When you click “Participate in event” in an ongoing event, you will be taken to the event details page where you can view the video.



Step2



9.How to view past events

About Tokyo Tourism Connection

Tokyo Tourism Connection (TTC) is the official B2B platform provided by the Tokyo Metropolitan Government (TMG) and Tokyo Convention & Visitors Bureau.

TTC provides all users with various marketing tools.

Without the need to travel, you can participate in online business meeting events and seminars held by the TMG and Tokyo Convention & Visitors Bureau, as well as access to business partners 24/7, all year round.

TTC will help you to connect with current and potential business partners and build a strong network for Tokyo tourism.

Events

To participate, become a member and register for the event.

TOKYO CITY PROMOTION 2022

test

Event period:
2022-02-15 - 2022-02-17

View details >

Cancel event sign-up Signed up

Past event videos

Tokyo in 2021
looking after the pandemic for china
2021-12-15

View details >

- Once you are logged in, select the event you want to view from the list of past events.



Tokyo in 2021

looking after the pandemic for china
2021-12-15

test

- You will be redirected to a page where you can watch archived videos.