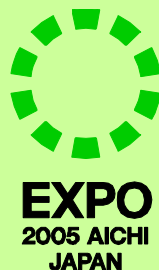


**EXPO2005 GUIDELINES  
FOR  
OFFICIAL PARTICIPANTS**

**GL2-2-2**

**Guidelines on Financial Support  
for Developing Countries  
for the 2005 World Exposition, Aichi, Japan  
(Part 2)**

**(August 2004)**



**Japan Association for the 2005 World Exposition**

## Contents

List of Financial Supports for Developing Countries by the Japanese Government and the Association.....	1
iv. Simplification of application procedures to be followed by countries that will exhibit in joint pavilions regarding expenses incurred for standard pavilion interior and exterior construction (including works required for air-conditioning, water supply and drainage, and electric power supply, for exhibition display and design works, and for relevant facilities and equipment) .....	2
vii. Improvement of application procedures regarding expenses for public relations (including catalog production expenses) to be paid in Japan before and during the Expo.....	4
viii. Increase in financial support for customs clearance, transportation (round-trip cost between the Expo site and the Port of Nagoya etc.) and storage costs inside Japan for exhibits to be displayed at the Expo (excluding costs for commercial products) .....	5
xii. Partial provision of expenses incurred for special events, such as National Days, to be held during the Expo (including expenses for travel and accommodations for ten nights for a maximum of ten persons appearing in ceremonies or shows for entertainment etc.).....	6
xiii. Travel and accommodation (for a maximum of ten nights) costs for one person (curator) to take charge of the exhibition in an exchange program for the arts, such as sculpture and photography .....	10

# List of Financial Supports for Developing Countries by the Japanese Government and the Association

(Financial support amount includes consumption tax.)

	Category of countries eligible for support	Least-Developed Countries (LDCs) and Low-Income Countries (LICs) *GNP of less than \$745	Low Middle-Income Countries (LMICs) *GNP of \$746-\$2,975	Joint pavilion participating countries *GNP level does not matter. International organizations (*) can only receive support items - xiii.
	Items eligible for financial support			
i	1. Module construction cost	○	○	○
ii	2. Support in exhibit planning (dispatch of specialists: one or two specialists per country)	○	○	○ Support for plan production etc.
iii	3. Preliminary staff training for pavilion operation etc. (acceptance of trainees: one or two persons per country)	○	○	○
iv	4. Expenses incurred for standard pavilion interior and exterior construction (including works required for air-conditioning, water supply and drainage, and electric power supply), for exhibition display and design works, and for relevant facilities and equipment	○ Not exceeding ¥26.25 million	○ Not exceeding ¥21 million	○ Full amount under conditions stipulated separately
v	5. Travel (economy class) and accommodations for two persons to work full-time at the pavilion secretariat during the preparation period (one month) and during the Expo (six months)	○	○	○
vi	6. Personnel cost for one Japanese attendant to be stationed on a full-time basis at the pavilion secretariat during the Expo	○	○	○
vii	7. Expenses for public relations to be paid in Japan before and during the Expo (including catalog production expenses)	○ Not exceeding ¥1.05 million	×	○ Not exceeding ¥1.05 million
viii	8. Customs clearance, transportation and storage costs inside Japan for exhibits to be displayed at the Expo (round-trip cost between the Expo site and the Port of Nagoya etc.). However, costs for commercial products are not included.	○ (Increased) <u>Not exceeding ¥3.9 million</u>	×	○ Not exceeding ¥2.1 million <u>(¥3.9 million for LDCs and LICs)</u>
ix	9. Expenses for security control, cleaning, utilities, and liability insurance coverage necessary for pavilion operation during the Expo	○ Not exceeding ¥6.3 million	○ Only utility rates; not exceeding ¥2.1 million	○ Full amount under conditions stipulated separately
x	10. Pavilion dismantling and disposal costs after the Expo closes	○ Exemption of full amount	○ Exemption of full amount	○ Exemption of full amount
xi	11. Expenses incurred for the stay in Japan of a head of delegation for National Day ceremonies (Notice: Round-trip airfare will not be covered.)	○	○	○
xii	12. Expenses incurred for special events, such as National Days, to be held during the Expo (This includes expenses for travel and accommodations for ten nights for a maximum of ten persons appearing in the ceremonies or shows for entertainment etc.)	○ Partial	×	○ Partial (only LDCs and LICs eligible)
xiii	13. Travel and accommodation (for ten nights) costs for one person (curator) to take charge of the exhibition in an exchange program for the arts, such as sculpture and photography	○ Partial	×	○ Partial (only LDCs and LICs eligible)

\* (1) Regarding item i, the content is explained in Special Regulation No. 4 and GL4-1.

(2) Regarding item ii, the Association will contact Participants individually in accordance with their exhibit plans.

(3) Regarding item iii, additional information will be given separately.

(4) Regarding items iv through x, the content is explained in GL2-2-1.

(5) Regarding item xi, the content has already been communicated.

(6) International organizations here refer to SICA Secretariat, PIF Secretariat and CAN Secretariat.

**iv Simplification of application procedures regarding expenses incurred for standard pavilion interior and exterior construction (including works required for air-conditioning, water supply and drainage, and electric power supply, for exhibition display and choreography works, and for relevant facilities and equipment)**

1. Simplification of application procedures to be followed by joint pavilion participants

(1) Details

Participants that will exhibit in the same pavilion may jointly apply for this financial support by submitting one copy each of Forms iv-401 and 402, and may jointly report on change, if any, by submitting one copy of Form iv-403.

In such case, however, such joint pavilion participants must elect one representative participant and designate the same constructors and construction supervisors.

(2) Concrete procedures

When a representative of joint pavilion participants fills out Forms iv-401, iv-402 or iv-403, it is necessary to read:

“Name of Official Participants” as “Name of Joint Pavilion”;

“Name of Commissioner General of Section” as “Name of Representative of Joint Pavilion”; and

“Name of signatory in print and signature” as “Name of signatory for Representative of Joint Pavilion.”

The application forms should be accompanied by official documents giving evidence that the Commissioners General of Section of all countries participating in the joint pavilion have entrusted the representative participant with the procedures relating to the financial support (letter(s) of attorney: letters of attorney received from all the joint pavilion participants or a letter of attorney with the joint signatures of all participants).

2. Abolishment of application for financial support for facility construction

(1) Details

In the past, participants wishing to receive support for construction of air-conditioning, water supply and drainage, electricity and other facilities(\*) were required to submit application forms. In order to reduce such participants’ paperwork and facilitate early commencement and completion of facility construction within their modules, the Association has decided to execute such facility construction for all participants. Therefore, participants no longer need to submit application forms for financial support for facility construction or select

companies to execute facility construction work for them.

(\* “Air-conditioning, water supply and drainage, electricity and other facilities” are defined in “1. Content of support,” “(2) Definitions,” “① Among the items of standard interior and exterior construction, facility construction based on facility design plans” on page 10 of GL 2-2-1.)

## (2) Concrete procedures

Regarding facility construction, submission of application forms is no longer necessary. However, to receive support for expenses incurred for standard interior and exterior construction, participants still must apply to JETRO for such support. Participants wishing to receive such support must submit Forms iv-401 and iv-402, or iv-403 where necessary, as soon as possible.

In filling out these Forms, please assume that the following changes have been made to the Forms:

### ① Form No. iv-401: Application Form for Financial Support of Facility, Interior and Exterior Construction

- The title has been changed from “Application Form for Financial Support of Facility, Interior and Exterior Construction” to “Application Form for Financial Support of Interior and Exterior Construction.”
- In “Facility Constructor(s) and Supervisor(s) for Support” to be attached to the application form, the whole section under “Facility Constructor(s)/Construction Supervisor(s)” has been deleted.

### ② Form No. iv-402: Application Form for Financial Support of Construction/Supervision Work

- The attachment “5. Facilities plan (including disaster prevention equipment plan)” has been deleted.

### ③ Form No. iv-403: Report of Changes in Application for Financial Support of Facility, Interior and Exterior Construction

- The title has been changed from “Report of Changes in Application for Financial Support of Facility, Interior and Exterior Construction” to “Report of Changes in Application for Financial Support of Interior and Exterior Construction.”

**vii Improvement of application procedures regarding expenses for public relations (including catalog production expenses) to be paid in Japan before and during the Expo**

1. Details of Improvement

Under the preceding guidelines, applicants for this financial support should be the Commissioners General of Section of the participating countries. With this revision, however, if the Commissioner General of Section of the participant has already consigned work to a service provider in Japan, said service provider may file an application on behalf of the participant.

2. Simplified Application Procedures

When a service provider entrusted by a participant fills out Form vii-701 on behalf of the participant, it is necessary to read:

“Name of Commissioner General of Section” as “Name of service provider in Japan”; and  
“Name of signatory in print and signature” as “Address of, and name and seal of the representative, of the service provider.”

In this case, the application form should be accompanied by a duplicate of a letter of attorney (an official document giving evidence that the procedures relating to financial support have been entrusted to the service provider).

**viii Increase in financial support for customs clearance, transportation (round-trip cost between the Exhibition site and the Port of Nagoya etc.) and storage costs inside Japan for exhibits to be displayed at the Expo (excluding costs for commercial products)**

Details of Increase

The total amount of support provided for customs clearance, transportation and storage costs inside Japan for exhibits to be displayed at the Expo (round-trip cost between the Exhibition site and the Port of Nagoya etc.) to Least-Developed Countries (LDCs) and Low-Income Countries (LICs) will be increased to as much as ¥3.9 million from ¥2.1 million.

Countries eligible for increased support

(1) Least-Developed Countries (LDCs):

⇒ Countries designated least developed among the developing countries designated by UN resolution

(2) Low-Income Countries (LICs):

⇒ Countries with per capita GNP of US\$745 or less in the 2001 World Bank Social Indicators of Development

Regarding the content of support and application procedures for other countries eligible for assistance, no change has been made to the provisions of Chapter 2-II-viii of GL2-2-1 “Guidelines on Financial Support for Developing Countries for the 2005 World Exposition, Aichi, Japan (Part 1).”

**xii. Partial provision of expenses incurred for special events, such as National Days, to be held during the Expo (including expenses for travel and accommodations for ten nights for a maximum of ten persons appearing in ceremonies or shows for entertainment etc.)**

1. Countries Eligible for Assistance

(1) Least-Developed Countries (LDCs):

⇒ Countries designated least developed among the developing countries designated by UN resolution

(2) Low-Income Countries (LICs):

⇒ Countries with per capita GNP of US\$745 or less in the 2001 World Bank Social Indicators of Development

2. Assistance Recipients

Persons appearing in special events, such as National Days, to be held by countries eligible for assistance during the Expo

3. Content of support

The Association will provide expenses for travel (round-trip) and accommodations in Japan for a maximum of ten nights for up to ten persons appearing in the special events, such as National Days, to be held by countries eligible for assistance during the Expo.

(1) Travel expenses (for a maximum of ten persons for one round trip)

① Pex or equivalent round-trip air tickets\* and domestic travel expenses between Nagoya Station and ports of entry/departure at the time of arrival and departure (proviso: using routes that are economical and generally the shortest)

\* Pex or equivalent round-trip air tickets mean economy-class discount tickets with the following restrictions:

- Airfare seasonality
- Valid for less than three months
- Restrictions on selection of airlines
- Change of reservation not allowed

② Airport usage fee for departure from Japan

③ Air ticket delivery costs to assistance recipients

Note: Expenses other than those listed above are not eligible for financial support.

Examples of expenses to be borne by participants:

- Expenses relating to visa applications
- Departure taxes and airport usage fee incurred at time of departure for Japan

(2) Accommodation expenses (for a maximum of ten persons for up to ten nights)

Daily allowance and accommodation expenses: ¥23,000 per day (flat rate)

(For the last day: ¥8,000 per day (flat rate))

4. Application Procedures

(1) Applications

Applicants should complete the attached Form F-002 (“Application Form for Financial Support of Expenses for Persons Appearing in Special Events”) and submit it to the Association at least three months before the assistance recipients arrive in Japan. The application form should be accompanied by a copy of each assistance recipient’s passport page on which his/her name is written.



(2) Assistance method

① Based on the aforementioned applications, the Association will provide the following financial support to assistance recipients.

○ Air tickets, accommodation in Japan

⇒ Arrangements to be made by the Association on behalf of assistance recipients

The Logistics Support Center for EXPO 2005 AICHI, JAPAN will make airline and hotel reservations and send air tickets and hotel information directly to assistance recipients.

If you have any request regarding hotels etc., consult with the Association.

○ Domestic travel expenses at the time of arrival in/departure from Japan, accommodation expense and daily allowance

⇒ To be handed to assistance recipients in person

The Logistics Support Center for EXPO 2005 AICHI, JAPAN will hand assistance recipients in person the above assistance money after deducting expenses the Association has paid on behalf of the assistance recipients, such as bills from the hotel arranged by the Association, airport tax included in the air ticket to Japan and domestic travel expenses.

The assistance recipient shall produce a receipt for the money by signing his/her name.

(3) Change in application content

Any change in application content shall be promptly communicated to the Association. If there are many changes, a new application form should be completed and submitted to the Association. It should be noted, however, that, once the Japanese government has decided on the assistance, the Association will not accept any change that causes an increase in assistance (such as additional travel expense payments due to an increase in the number of assistance recipients or additional daily allowance payments due to extension of stay in Japan).

5. Travel Procedures

For visa application and other procedures required for assistance recipients, please refer to GL12-4 "Procedural Guidelines for Visas, Immigration and Alien Registration."

6. Overseas Travel Insurance

Assistance recipients shall obtain overseas travel insurance coverage against illness or accident while traveling or in Japan. The insurance premiums shall be paid using the daily allowances described above. For details, the Logistics Support Center for EXPO 2005 AICHI, JAPAN will separately send information along with air tickets and hotel information.

Contact/Submit Application To:

Official Participation Group

Japan Association for the 2005 World Exposition

1533-1 Ibaragabasama, Nagakute-cho

Aichi 480-1101, Japan

E-mail: ofipat@expo2005.or.jp

Tel : +81-561-61-7318

Fax: +81-561-61-7607

催事出演者支援費申請様式 F-002

Application Form for Financial Support of Expenses  
for Persons Appearing in Special Events (Form F-002)

2005 年日本国際博覧会協会宛

To: Japan Association for the 2005 World Exposition

FAX : +81-52-569-2114

受 付 欄/Received
第 (No.) 号
Date: ____ 年 ____ 月 ____ 日 (Y) (M) (D)

( この欄は記入しないで下さい。 )  
(\* Leave this space blank.)

**本フォームは複写式です。タイプ打ちで記入してください**

**\* This form has a duplicate underneath. Please complete the form using a typewriter.**

200 年 \_\_\_\_ 月 \_\_\_\_ 日  
Date \_\_\_\_\_, 200\_\_

財団法人 2005 年日本国際博覧会協会

事務総長 中村 利雄 殿

To: Mr. Toshio Nakamura, Secretary General

Japan Association for the 2005 World Exposition

陳列区域名 Name of Section	
政府代表名 Name of Commissioner General of Section	
政府代表署名 Signature of Commissioner General of Section	

「愛・地球博」における当国ナショナルデー等の催事出演者として下記のとおり派遣します。10名分の旅費及び国内滞在費につき、支援を申請します。

We hereby apply for financial support for travel expenses and domestic accommodation expenses (in Japan) for ten persons, as detailed below, who will be sent to Japan to appear in our National Day and other special events to be held at the 2005 World Exposition, Aichi, Japan.

	派遣者氏名/Names of visitors	渡航期間/Period of stay
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

派遣者に関する個人情報は、別紙「催事出演者（支援対象者）データシート」に記入願います。

2005 年日本国際博覧会協会は、上記の渡航期間のうち、最長 10 泊 11 日分に限り、宿泊費及び日当を支給致します。それ以外の期間については支援の対象とはなりませんので留意してください。

\* Please enter personal details about visitors on the attached "Data Sheet on Person Appearing in Special Events (Assistance Recipients)."

\* The Japan Association for the 2005 World Exposition will bear accommodation expenses for a maximum of ten nights and provide daily allowances for a maximum of eleven days. The remainder of the above period of stay will not be covered by the financial support.

催事出演者支援費申請様式 F-002  
 Application Form for Financial Support of Expenses  
 for Persons Appearing in Special Events (Form F-002)  
 2005 年日本国際博覧会協会宛  
 To: Japan Association for the 2005 World Exposition  
 FAX : +81-52-569-2114

**本フォームは複写式です。タイプ打ちで記入してください**

**\* This form has a duplicate underneath. Please complete the form using a typewriter.**

(別紙)

(Attachment)

### 催事出演者(支援対象者)データシート

#### Data Sheet on Person Appearing in Special Events (Assistance Recipients)

申請月日: 200 年 月 日

Application date: , 200

写真貼付 (パスポートサイズ)  Attach photograph (Passport size)	氏 名 (姓に下線) Name ( <u>surname</u> <u>underlined</u> )			性別 Gender
	署 名 Signature			男・女 M / F
	国 籍 Nationality	生年月日 (年齢) Date of birth (Age)	1 9 _ 年 _ 月 _ 日 (Y) (M) (D) ( 歳 ) ( years)	
	旅券番号 Passport No.			
所 属 団 体 名 Organization				
所属団体所在地 Address of organization			Tel	
			Fax	

渡航予定 (経由含む) 旅程表添付可 Travel plan (including transit points) (You may attach itineraries.)	希望出発日 Preferred departure date	希望出発都市(経由含む) Preferred departure city (including transit points)		
緊急連絡先 Emergency contact			Tel	
			Fax	
特記事項 ( ) Special note (*)				

( ) 特記事項には、催事出演者(支援対象者)本人に対して、健康上の事情等、特に配慮すべき事項があれば記載してください。

(\*) If person(s) appearing in the special event (assistance recipient) require special attention for health or other reasons, describe same in this section.

**xiii. Travel and accommodation (for a maximum of ten nights) costs for one person (curator) to take charge of the exhibition in an exchange program for the arts, such as sculpture and photography**

1. Countries Eligible for Assistance

(1) Least-Developed Countries (LDCs):

⇒ Countries designated least developed among the developing countries designated by UN resolution

(2) Low-Income Countries (LICs):

⇒ Countries with per capita GNP of US\$745 or less in the 2001 World Bank Social Indicators of Development

2. Assistance Recipients

Persons responsible for exhibit staging and supervision of exhibitions of countries eligible for assistance

3. Content of Support

The Association will provide expenses for travel (round-trip) and accommodations in Japan for a maximum of ten nights for a person who will take charge of exhibit staging and supervision of exhibitions to be held at the Expo.

(1) Travel expenses (for one person for one round trip)

① Pex or equivalent round-trip air tickets\* and domestic travel expenses between Nagoya Station and ports of entry/departure at the time of arrival and departure (proviso: using routes that are economical and generally the shortest)

\* Pex or equivalent round-trip air tickets mean economy-class discount tickets with the following restrictions:

- Airfare seasonality
- Valid for less than three months
- Restrictions on selection of airlines
- Change of reservation not allowed

② Airport usage fee for departure from Japan

③ Air ticket delivery cost to the assistance recipient

Note: Expenses other than those listed above are not eligible for financial support.

Examples of expenses to be borne by the Participant:

- Expenses relating to visa applications
- Departure taxes and airport usage fee incurred at time of departure for Japan

(2) Accommodation expenses (for one person for a maximum of ten nights)

Daily allowance and accommodation expenses: ¥23,000 per day (flat rate)

(For the last day: ¥8,000 per day (flat rate))

4. Application Procedures

(1) Applications

Applicants should complete attached Form F-001 (“Application Form for Financial Support of Exhibition Manager Expenses”) and submit it to the Association at least three months before the assistance recipient arrives in Japan. The application form should be accompanied by a copy of the assistance recipient’s passport page on which his/her name is written.

(2) Assistance method

Based on the aforementioned applications, the Association will provide the following financial support to assistance recipients.

○ Air tickets, accommodation in Japan

⇒ Arrangements to be made by the Association on behalf of assistance recipients

The Logistics Support Center for EXPO 2005 AICHI, JAPAN will make airline and hotel reservations and send air tickets and hotel information directly to assistance recipients.

If you have any request regarding hotels etc., consult with the Association.

○ Domestic travel expenses at time of arrival in/departure from Japan, accommodation expense and daily allowance

⇒ To be handed to assistance recipients in person

The Logistics Support Center for EXPO 2005 AICHI, JAPAN will hand assistance recipients in person the above assistance money after deducting expenses the Association has paid on behalf of the assistance recipients, such as bills from the hotel arranged by the Association, airport tax included in the air ticket to Japan and domestic travel expenses.

The assistance recipient shall produce a receipt for the money by signing his/her name.

(3) Change in application content

Any change in application content shall be promptly communicated to the Association. If there are many changes, a new application form should be completed and submitted to the Association. It should be noted, however, that, once the Japanese government has decided on the assistance, the Association will not accept any change that causes an increase in assistance (such as additional travel expense payments due to increase in the number of assistance recipients or additional daily allowance payments due to an extension of stay in Japan).

5. Travel Procedures

For visa application and other procedures required for assistance recipients, please refer to GL12-4 "Procedural Guidelines for Visas, Immigration and Alien Registration."

6. Overseas Travel Insurance

Assistance recipients shall obtain overseas travel insurance coverage against illness or accident while traveling or in Japan. The insurance premiums shall be paid using the daily allowances described above. For details, the Logistics Support Center for EXPO 2005 AICHI, JAPAN will separately send information along with air tickets and hotel information.

Contact/Submit Application To:

Official Participation Group

Japan Association for the 2005 World Exposition

1533-1 Ibaragabasama, Nagakute-cho

Aichi 480-1101, Japan

E-mail: ofipat@expo2005.or.jp

Tel : +81-561-61-7318

Fax: +81-561-61-7607

展示責任者支援費申請様式 F-001

Application Form for Financial Support of Expenses  
for Persons Appearing in Special Events (Form F-002)

2005 年日本国際博覧会協会宛

To: Japan Association for the 2005 World Exposition

FAX : +81-52-569-2114

受 付 欄/Received
第 (No.) 号
Date: ____年 ____月 ____日 (Y) (M) (D)

( この欄は記入しないで下さい。 )

(\* Leave this space blank.)

**本フォームは複写式です。タイプ打ちで記入してください**

**\* This form has a duplicate underneath. Please complete the form using a typewriter.**

200 年 \_\_\_\_ 月 \_\_\_\_ 日  
Date \_\_\_\_\_, 200\_\_

財団法人 2005 年日本国際博覧会協会

事務総長 中村 利雄 殿

To: Mr. Toshio Nakamura, Secretary General

Japan Association for the 2005 World Exposition

陳列区域名 Name of Section	
政府代表名 Name of Commissioner General of Section	
政府代表署名 Signature of Commissioner General of Section	

「愛・地球博」における当国陳列館の展示監修責任者として下記のとおり派遣しますので、  
1 名分の旅費及び国内滞在費につき、支援を申請します。

We hereby apply for financial support for travel expenses and domestic accommodation expenses (in Japan) for one person, as detailed below, who will be sent to Japan to take charge of exhibit supervision for our pavilion at the 2005 World Exposition, Aichi, Japan.

派遣者氏名 Name of visitor	
( 渡航期間 ) (Period)	( 期間 : _____ ) (Period: )
	( 役割 : _____ ) (Duty: )

派遣者に関する個人情報は、別紙「展示責任者(支援対象者)データシート」に記入願います。

2005 年日本国際博覧会協会は、上記渡航期間のうち、最長 10 泊 11 日分に限り、宿泊費及び日当を支給致します。それ以外の期間については支援の対象となりませんので留意してください。

\* Please enter personal details about the visitor on the attached "Data Sheet on Exhibition Manager (Assistance Recipient)."

\* The Japan Association for the 2005 World Exposition will bear accommodation expenses for a maximum of ten nights and provide daily allowances for a maximum of eleven days. The remainder of the above period of stay will not be covered by the financial support.

**本フォームは複写式です。タイプ打ちで記入してください**

**\* This form has a duplicate underneath. Please complete the form using a typewriter.**

(別紙)

(Attachment)

**展示責任者(支援対象者)データシート**

**Data Sheet on Exhibition Manager (Assistance Recipient)**

申請月日：200 年 月 日  
 Application date: , 200

写真貼付 (パスポートサイズ) Attach photograph (Passport size)	氏 名 (姓に下線) Name (surname underlined)				性別 Gender
	署 名 Signature				男・女 M / F
	国 籍 Nationality		生年月日 (年齢) Date of birth (Age)	19 年 月 日 (Y) (M) (D) ( 歳 ) ( years)	
	旅券番号 Passport No.				
	所属機関名 Organization				
所属機関所在地 Address of organization		Tel			
		Fax			
役 職 名 Title	担当業務 内 容 Duties				
職 歴 Employment history	期間/Period	機関名・企業名(所属部署・役職)/Organization/company (department, position)			
使用可能言語 / レベル Language/ proficiency level	英語 (レベル ) English (level ) その他 ( ) Other ( )	訪日経験の有無 Previous visits to Japan	有 ( ) 回 / 無 Yes ( ) times / No 最新時期 : 年 Year of last visit:		
渡航予定 (経由含む) 旅程表添付可 Travel plan (including transit points) (You may attach itineraries.)	希望出発日 Preferred departure date		希望出発都市 (経由含む) Preferred departure city (including transit points)		
緊急連絡先 Emergency contact			Tel		
			Fax		
特記事項 ( ) Special note (*)					

( ) 特記事項には、展示責任者(支援対象者)本人に対して、健康上の事情等、特に配慮すべき事項があれば記載してください。

(\*) If the exhibition manager (assistance recipient) requires special attention for health or other reasons, describe same in this section.