UIA Associations
ROUND TABLE
Asia-Pacific 2021

PROGRAMME
21 – 22 October 2021, Tokyo
"DMO SHIBA, Tokyo Bay" provides one-stop support for holding business events in the Hamamatsucho, Takeshiba, and Shibaura areas located near Haneda Airport and Tokyo Station.

For those who wish to hold business events at an urban resort in the heart of Tokyo. Please feel free to contact us from our website.

https://dmo-shiba-tokyobay.jp/
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Welcome Address

Message from the Secretary-General

We welcome you to the first hybrid UIA Associations Round Table Asia-Pacific – to the first hybrid UIA Associations Round Table ever!

For over a century the Union of International Associations (UIA) has been working to promote and document the work of international associations. Since 2007, the annual UIA Associations Round Tables have given associations an opportunity to learn through networking and through practice.

As an independent research institute, the UIA is able to bring together people one wouldn’t meet anywhere else – even in any virtual environment. Many of the invitees will never be found on any other list: finding and documenting associations is, after all, the UIA’s expertise. I am confident, you will benefit greatly from the opportunity to exchange ideas, and to engage in active discussions with the speakers and each other – virtually and as well onsite.

The participants and speakers are people involved in running associations – of all sorts. The diversity of international associations at any given UIA Round Table is remarkable, yet each UIA Round Table confirms that we have more in common than our associations’ names might indicate. We share challenges and questions and concerns, exchanging ideas and engaging in active discussions with the speakers and each other. And this year, additionally, we share the new experience of a hybrid event.

For two days, the city of Tokyo will welcome representatives from international associations – professional societies, service organizations, interest groups, charities – to share their experiences in meeting challenges in membership, communication, branding, funding, governance, and more. The representatives from Japan will join either in-person or virtually, the delegates from overseas will join virtually and so will the UIA team.

We at the UIA look forward to meeting you all, to the presentations by those with experience in association work and to the thought-provoking discussions they will introduce, and to the opportunities to virtually network with our colleagues from other associations and other countries.

At the UIA we consider a Round Table a success if you go home with new ideas, with increased motivation, and with names of people with whom you want to stay in touch. And whom, later, you may want to meet face to face.

The first hybrid UIA Associations Round Table Asia-Pacific 2021 is possible thanks to the generous support of Tokyo Convention & Visitors Bureau (TCVB). We thank them.

Jacques de Mévius
Secretary-General
Union of International Associations (UIA)
Welcome Address

Welcome to the 9th UIA Round Table Asia-Pacific!

It is my great pleasure to welcome you to the 9th UIA Round Table Asia-Pacific in Tokyo, Japan. This regional Round Table is an excellent opportunity for UIA members and industry stakeholders to learn through networking and practice, meet other international associations and share experience and knowledge.

As the first Round Table in Tokyo, Tokyo Convention & Visitors Bureau (TCVB) is delighted to take this occasion to connect with international association executives and industry partners.

Due to the global pandemic, overseas speakers and delegates are being asked to attend online, and depending on their circumstances, local associations and industry partners will be allowed to participate either onsite or virtually. This is the first time UIA is holding the Round Table in a hybrid format, and we are truly honored to take on this challenge. We have prepared OnAIR to be used as the online meeting platform to connect us all, and using avatar robots, we hope to introduce new and creative methods to make your next meeting innovative.

It is with great regret that overseas delegates cannot experience Tokyo for themselves. However, as an alternative, we have prepared an online Japanese cultural experience on Day 2. We will provide a live-experience of the magic of green tea, which has long been the center of our culture. Please visit the online Exhibition area for information on Tokyo’s meeting venues, cultural experiences, and must-see spots.

We hope this year’s Round Table will be an engaging experience for all onsite and virtual delegates. And when the situation allows, we hope to welcome you all to our exciting and inspirational city, Tokyo.

Kazuko Toda
Senior Director, Business Events Team
Tokyo Convention & Visitors Bureau (TCVB)
# Outline

<table>
<thead>
<tr>
<th>Name</th>
<th>UIA Associations Round Table Asia-Pacific 2021</th>
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<tbody>
<tr>
<td>Dates</td>
<td>21 (Thu.) – 22 (Fri.) October 2021</td>
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<tr>
<td>Format</td>
<td>Hybrid Format (Onsite in Tokyo + Online)</td>
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</tbody>
</table>
| Venue | Congrès Square Nihonbashi, Tokyo, Japan  
Online meeting platform: OnAIR |
| Organiser | Union of International Associations (UIA) |
| Host Partner | Tokyo Convention & Visitors Bureau (TCVB) |
| Official Website | https://uia.org/roundtable/2021/asiapacific/ |
| Logo Design Concept | The design incorporates Tokyo’s sites in a traditional cut glass called Edo kiriko, Edo being the historical name for Tokyo. Edo kiriko has been crafted in Tokyo since the middle 1800s, using a manufacturing method in which translucent colors and delicate patterns are cut into the glass. |
| Inquires on Registration and Log-in Details | UIA Associations Round Table Asia-Pacific 2021 Secretariat  
c/o Congrès Inc.  
3-10-5 Onward Park Building,  
Nihonbashi, Chuo-ku  
Tokyo, 103-8276, Japan  
E-mail: uiartap2021-sec@congre.co.jp |

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**Dates and Venue**

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**Venue**

For onsite delegates

**Congrès Square Nihonbashi**

Address: Congrès Square Nihonbashi, Tokyo Tatemono Nihonbashi Bldg.
1-3-13 Nihonbashi, Chuo-ku
Tokyo, 103-0027 Japan

Website: [https://congres-square.jp/nihonbashi/](https://congres-square.jp/nihonbashi/)

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**Map of Nihonbashi Area**
Virtual Platform: OnAIR

Online delegates will be connected via OnAIR, a dedicated virtual conferencing platform built by EventsAIR (an Australian company). OnAIR provides a rich and interactive experience that is easy to use and engaging for both speakers and attendees.

You may watch presentations and workshops in real-time, and submit your questions and comments through the OnAIR portal. You may also view the Virtual Exhibition and network with others from the Meeting Hub.

The credentials to log in the virtual platform have been emailed from the Secretariat.

If you have not received the credentials, please contact: uiartap2021-sec@congre.co.jp
### Programme

All times are shown in Japan Standard Time (JST).

<table>
<thead>
<tr>
<th>21 October</th>
<th>9th UIA Associations Round Table Asia-Pacific 21 &amp; 22 October 2021</th>
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<tr>
<td>12:00 - 13:00</td>
<td>Database training on UIA’s Yearbook of International Organizations and International Congress Calendar</td>
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<tr>
<td>13:00 - 14:00</td>
<td>Lunch for onsite delegates</td>
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| 14:00 - 14:25 | **Round Table Session 1**  
Welcome Message by UIA & TCVB  
Welcome Message/Keynote by **Cyril Ritchie**, President of UIA, First Vice-President of CoNGO  
“Associations in the World: Speaking Truth to Power” |
| 14:25 - 14:40 | Break |
| 14:40 - 15:50 | Introduction of all speakers & Panel Discussion |
| 15:50 - 16:00 | Break |
| 16:00 - 17:30 | **Round Table Session 2**  
Presentations and Q&A Sessions:  
**Belinda Moore**  
“Using Your Strategic Plan to Maximise Positive Impact”  
**Chris Dingcong**  
“Building Your Brand Through Your Visual Conversation”  
**Toni Brearley**  
“Leading the Uncertain Association” |
| 17:45 - 19:45 | Reception for onsite delegates |
All times are shown in Japan Standard Time (JST).

22 October

9:30 - 11:05

**Round Table Session 3**
Opening Message
Presentations and Q&A Sessions:

**Chris Christophers**
“How Telepresence Avatar Robots and Digital Twin can enhance everyday communication”

**Cyril Ritchie**
“The United Nations and Civic Associations”

**Julian Moore**
“Sponsorship in Post COVID World – How to maximise your revenue”

11:05 - 11:25 Break

11:25 - 13:00

**Round Table Session 4**
Panel Discussion with all speakers
Closing Keynote by **Chris Dingcong**
“The Role of Branding for Associations”

13:00 - 14:00

Virtual Japanese Cultural Experience
Lunch for onsite delegates
Associations are essentially groupings of citizens who have joined together to promote a good cause (human rights, environmental protection, aid to refugees, gender equality, good health and a thousand more) or to eliminate an evil (human trafficking, recruitment of child soldiers, racism and far too many more). Many associations are academic, scientific, technical, professional or legal, setting and raising national and international standards.

Associations thus exert - increasing - influence in public affairs both nationally and internationally, and their voices must be heard in the corridors of power: whether in parliaments, ministries, municipal councils, corporate board rooms, or United Nations conference halls.

The UIA President’s Keynote will explore the What, Why, How and When of all the above.

The United Nations System, now in its 76th year, has achieved and made possible vastly more good in the world than its founders imagined in 1945. A few illustrations would be Rights of the Child, the Law of the Sea, International Telecommunications coordination, World Heritage protection, the advancement of women, safeguarding biodiversity, peacekeeping...

The United Nations - or rather its member governments - have also fallen short in too many areas: preventing armed conflicts and genocide, reversing climate change, short-circuiting health crises, getting all girls into primary schools...

In all the above, the role of Civic Associations (NGOs, CSOs, CBAs, PVOs, MGoS...) has been permanent but often undervalued or simply overlooked, whether in operational fieldwork or in advocacy for better solutions. The Workshop will describe these often nebulous contributions towards achieving a more just world, and examine how to enhance results-oriented participation.

President of UIA – Union of International Associations (since 2017)
First Vice-President of CoNGO – Conference of Non-Governmental Organizations in Consultative Relationship with the United Nations (since 2018), formerly President (2011-2018)
Honorary President of the Council of Europe Expert Council on NGO Law (since 2018), formerly President (2008-2018)
Senior Policy Advisor of WFC – World Future Council (since 2012)
Chair of ELCI – Environment Liaison Centre International (since 2000)
Titular of the World Order of the Smile (since 1979)
Chair of WOCSOC – World Conference on Civil Society (1999)
Most associations are faced with diverse communication needs to engage members and promote activities. Often though, coherent visual language that can strengthen communication and captivate audience is overshadowed either by the demands of running an association or lack of a corporate identity system. Critically, when associations neglect to leverage their visual conversation as part of a holistic strategy of brand communication, the outcome is likely to be generic, less effective and will fail to provide the opportunity to build brand recognition and establish a competitive advantage.

In this session, we will show what can be done to create a more effective communication system for your association. We will discuss the importance of using the branding assets of your association to establish a brand identity structure aimed at making a real connection with your members and target audience.

This is a presentation on the broader and strategic role of brand in associations’ core performance and internal role in expressing the organisation’s purposes, values and appeal. How branding gives associations a dynamic tool to excite more prospects and increase membership engagement. Also a discussion on how associations stay relevant as a brand giving leadership a clearer vision of how to focus future efforts and resources to maximise membership experience.

With much more necessity for associations to demonstrate their ongoing value to their members, there is no critical time than now for associations to embrace branding.

Chris Dingcong
Founder and the Managing Director of Springtime Design

Chris is a seasoned speaker at international conferences and has spoken in various events in Hong Kong, Shanghai and the Philippines. As the founder and the Managing Director of Springtime Design, he has more than 20 years of industry experience on branding and marketing, from corporate identity design, retail and environmental branding and identity system creation. In the past years, Chris is at the helm of Springtime Design as brand consultants and design partner to the company’s clients such as AIA, Disney Media Distribution, FedEx, Godiva, adidas and KPMG among others.

Prior to the founding of Springtime Design, Chris has delivered momentous projects from the worldwide implementation of the retail stations of Caltex Petroleum Corporation and as the principal designer in creating the signage system maps of the Mass Transit Railway of Hong Kong.

Chris was also visiting lecturer at the Hong Kong Polytechnic University and City University of Hong Kong. He has obtained a degree in Bachelor of Fine Arts in Industrial Design from the University of the Philippines.
Session  21 October

‘Leading the Uncertain Association’

The year of 2020 was indeed remarkable. The environments in which we operated were unpredictable, uncertain and there was no safety net of drawing from the past to predict the future. It also seems that in any given week we are reminded that as leaders we cannot control the degree of change, uncertainty and complexity we face. So how as Association leaders do we navigate this environment to ensure that our associations are relevant and are delivering true value for members in such uncertain times?

This session will explore case studies of Association Leaders and their leadership styles as they guided their organisation through the crisis of 2020 without losing site of the future. The session will also uncover leadership lessons learned and unveil some distinct traits of successful leaders that have led their associations to not only survive but thrive into the future.

Biography

Toni Brearley is the CEO of the Australasian Society of Association Executives (AuSAE), the peak professional membership body for individuals working in the Association sector in Australia and New Zealand. Having spent over 16 years in the association and not-for-profit sector Toni has developed a unique understanding of both the challenges and rewards of working “for purpose”.

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Belinda Moore

Director of Strategic Membership Solutions (SMS)

Session  21 October

‘Using Your Strategic Plan to Maximise Positive Impact’

A great strategic plan conveys a compelling shared vision of the future of your association – as well as a clear roadmap to get there. In this session, Belinda will discuss current trends and success factors in association strategic planning practices. She will share practical insights you can use to ensure your strategic planning process creates a tangible and long-lasting positive impact for your association and its members.

Biography

Belinda Moore is speaker, author, researcher, consultant, & facilitator specialising in associations. Known for her enthusiastic and engaging style, Belinda is frequently engaged by associations to facilitate organisational and membership strategy development. Belinda is a skilled facilitator who ensures the desired outcomes from planning sessions are achieved both within time and exceeding expectations. Using insights from her personal and professional experiences over more than 25 years working with associations, she ensures participants walk away with practical ideas and insights they can immediately apply. Belinda has written four books: The Membership Machine, Membership Fundamentals, The Membership Managers’ Handbook, and Association Annie: Herding Cats. She authored the white papers Associations Evolve, Association Apocalypse, Membership is Dead?, COVID & Beyond Research Paper, and writes the popular Association Annie comic strips.

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Toni Brearley

CEO of Australasian Society of Association Executives (AuSAE)

Belinda Moore

Director of Strategic Membership Solutions (SMS)
Chris Christophers  
Founder and CEO of iPresence

Session  
22 October

‘How Telepresence Avatar Robots and Digital Twin can enhance everyday communication’

Combining the latest technologies, such as robotics and digital twins, we are able to create a new remote communications experience. I will illustrate how a combination of digital twin (a virtual copy of real space or buildings) and telepresence avatar robots can enhance events and networking, providing more complete interactivity to remote participants, creating truly hybrid experiences. Our technology helps hospitalized children attend school remotely, enhance a national heritage space and how a father can stay in touch remotely with his distant family. I will also be discussing how this concept can be utilized by participants in everyday business scenarios.

Biography

Born in Kobe, Japan, in 1980 to a Japanese mother and English father. Moved to England at the age of 14. After graduating with a B.A. in architecture at the University of Sheffield, returned to Japan to work as a designer and architect for five years and then moved into the world of IT and communications. Established iPresence Ltd. after discovering the concept of Remote Presence Robot and seeing the future potential of how such communication technology and robotics can enhance people’s everyday lives. Currently working on a wide range of projects, from service design to robot design and communication design. Striving to spread new styles of communication using cutting-edge technologies such as avatar robots and digital twins.

Julian Moore  
Director of Strategic Membership Solutions (SMS)

Session  
22 October

‘Sponsorship in Post COVID World – How to maximise your revenue’

COVID has impacted everything including sponsorship. What sponsors want, and how we approach them, has changed since the COVID crisis began. In this session, Julian will outline how associations around the world have adapted and the key things you should be doing to secure long term, high value sponsors in a post COVID world.

Biography

Julian specialises in training, motivating and up-skilling boards and staff to improve sponsorship performance. His work predominately includes sponsorship coaching, sponsorship seeking, in-house training and facilitation, and keynote speaking. He draws on his extensive experience in Australia and the United Kingdom to deliver sponsorship outcomes for clients. Julian is also an entertaining speaker who regularly presents at events around the world. Throughout his presentations he gives real world examples and case studies that inspire and motivate attendees. He focuses on providing practical and useful ideas that can be implemented immediately to start benefiting your organisation.
22 October (Day 2)
Green Teatime from Tokyo:
Share the Magic of Green Tea and Its Place in Japanese Culture

During this online experience we will share the magic of green tea, and it’s special place in Japanese culture. We will learn together the easy brewing techniques that will result in a perfect cup of healthy green tea.

Learn about
- Why tea is so healthy
- How to brew every cup so it is delicious and NOT bitter
- All about the many different kinds of tea out there
- How to source great green tea around the world
- Tea seasons
- The secret relationship between green tea and seaweed (nori)

Then while we sip together we can share my hidden secret tea spots in Tokyo, tea tips, and tea history PLUS answer any questions posted in the chat that you have about Japan, Tokyo, Tea and Travel!
Let’s share a relaxing cup, and connect across the globe.

Biography of Cultural Experience Host,
Lauren Shannon

Lauren comes from a background of entrepreneurial business development in the content writing, travel, technology, food/beverage and hospitality industries. She is a partner and General Manager of Arigato Japan Travel, A culinary tourism company in Japan. From 2014-2016, Lauren was the content and community director for Odigo Japan, a travel planning/itinerary building and sharing website and iOS application. She previously launched her own creative agency “True Taste Tokyo - Stories from Japan.” The agency was focused on social media, and content marketing for small creative travel and other businesses based in Japan. Lauren is a Pennsylvania native, but has lived in Japan for over 20 years. She is an avid traveler, reader, writer and creator of projects, her Arigato Japan partners nicknamed her the Arigato Japan CoMT “chief of many things”
Tokyo, Japan’s bustling capital city, is a modern, vibrant megalopolis that combines business, knowledge, creativity, and innovation. The city is the epitome of fusion, where over 400 years of Japanese history is juxtaposed with modern Tokyo, providing a unique experience for all visitors. There is something for everyone - visitors can choose from over 100,000 restaurants, including 218 Michelin-starred restaurants, enjoy any one of its 80 plus parks, immerse themselves in the aesthetics of the Japanese tea ceremony, or indulge in a night of unique Japanese culture at a Kabuki theater.

Tokyo was named the World’s Top City in Conde Nast Traveler Reader’s Choice Awards 2021 annual survey. TIMES selected Tokyo as one of the World’s 100 Greatest Places of 2021. In the newly released Economist Intelligence Unit Safe Cities Index 2021, Tokyo was rated as the top performing city in Health Security. In Monocle’s 2017 Quality of Life Survey, which is based on 60 metrics, Tokyo was ranked as the most livability city.

Tokyo is often perceived as an expensive destination; however, it is great value for money. Its most significant value is quality – hotels are affordable, the infrastructure is well organized, transportation is efficient, the service and professionalism are second to none.

From historical spots like Asakusa, the Meiji Shrine, and the Imperial Palace to the newest icon TOKYO SKYTREE®, Tokyo offers unique experiences which blend heritage and modernity. Tokyo’s vibrant fashions are as much a feature of the city as its numerous Michelin-starred restaurants. Art and culture lovers will have opportunities to indulge themselves, as will sports fans and nature lovers.
In an era where sustainability is an essential factor in selecting a meeting destination, Tokyo Convention & Visitors Bureau offers a selection of exciting programs called “Sustainability Experience in Tokyo,” to make events in Tokyo more sustainable. The proposed programmes integrate SDGs perspectives with the essence of Tokyo’s rich traditional culture and history, which traces back 400 years, and the City’s environmental and social aspects. All 11 programs were created so that visitors can enjoy Tokyo charms and at the same time contribute to the future of the City.

For more information and updates on Tokyo, please visit the websites and social media links listed below.

- Business Events Tokyo
- GO Tokyo
- About Tokyo
- Tokyo Travel Guide (English)
- Tokyo Tokyo
- LinkedIn
“...to serve as a centre for documentation, study, service, and the promotion of closer relations between international associations.”

The Union of International Associations (UIA) is a non-profit, independent research institute documenting the current and historical work of international nongovernmental organizations (INGOs) and intergovernmental organizations (IGOs) and promoting the public awareness of their activities.

Since its foundation, the UIA has focused on recording the nature and evolution of international civil society. The UIA’s focus today is on promoting the internationality of these organizations and in representing the collective views of international bodies.

The UIA collects, hosts and provides up-to-date, reliable information on global civil society, and maintains the most comprehensive source of information on international associations, their activities and concerns, and their meetings activities.

The UIA has existed since 1907 when it was founded by two Belgians, Henri La Fontaine and Paul Otlet. La Fontaine was an international lawyer, professor of international law, and a member of the Belgian Senate for 36 years. He was a socialist, a renowned bibliographer, and a devoted internationalist. In 1913 he was awarded the Nobel Peace Prize for his work as “the effective leader of the peace movement in Europe”. He and his sister Léonie La Fontaine were also early advocates for women’s rights and suffrage, founding the Belgian League for the Rights of Women in 1890.

Otlet was a lawyer, bibliographer, political activist, and a Utopian with an internationalist agenda. His seminal work in documentation included the creation of the Universal Decimal Classification system. Otlet envisioned an international Network for Universal Documentation: a machine which would allow users to search, read and write to a database stored on millions of index cards, and which could be accessed from great distances. The idea of networked documents was so novel that no one had a word to describe these relationships until Otlet invented one: links. Today, Otlet is considered one of the fathers of information science.

The UIA has Consultative Relations with UNESCO, UN/ECOSOC, and ILO. It collaborates with the Council of Europe and the European Commission. A special ECOSOC resolution of 1950 establishes cooperation between the United Nations and the UIA for the preparation of the Yearbook of International Organizations.

The UIA is in regular contact with some 30,000 active international non-governmental organizations documented in the Yearbook.
UIA’s Purpose

The UIA’s aims as stated in its statutes are to:

- Facilitate the evolution of the world-wide network of non-profit organizations.
- Promote understanding of how such bodies represent valid interests in every field of human activity – scientific, religious, artistic, educational, trade, labour.
- Collect and disseminate information on these bodies and their interrelationships.
- Present such information in experimental ways, as a catalyst for the emergence of innovative bodies.
- Promote research on the legal, administrative and other problems common to these bodies.

The UIA seeks to achieve these goals primarily in three ways:

1. **By documenting global civil society activity.**

   The UIA’s associations database – the basis of the *Yearbook of International Organizations* both online and in print – attempts to cover all “international organizations”, according to a broad range of criteria. It therefore includes many bodies that may be perceived as not being fully international, or as not being organizations as such, or as not being of sufficient significance to merit inclusion. Such bodies are nevertheless included, so as to enable users to make their own evaluation in the light of their own criteria.

   In preparing and updating the organization profiles, the UIA gives priority to information received from the organizations themselves, then checks this information against other sources (periodicals, official documents, media, etc.) to present a reliable picture of a dynamic situation. The information presented by the UIA is structured, comprehensive and concise. A standard framework makes comparison possible.

2. **By publishing research reports.**

   The UIA’s associations database – the basis of the *Yearbook of International Organizations* both online and in print – is continuously updated and includes descriptions of some 70,000 international organizations – NGOs and IGOs – active in all fields of human endeavour, in all corners of the world, and throughout centuries of history.

   Its meetings database – the basis of the *International Congress Calendar* both online and in print – currently includes half a million international meetings of these bodies, from 1850 to far into the future.

   The organization profiles and meetings profiles are complemented by bibliographies, biographies, statistical reports, and descriptions of problems perceived and strategies adopted by international associations as well as the values and approaches that animate them. Over 500,000 hyperlinks facilitate navigation through this data.

   The UIA also produces customized reports on demand for a variety of governmental, non-governmental, and commercial bodies.
3. By providing training and networking opportunities for international association staff
Since 2006 the UIA hosts annual Associations Round Tables, bringing together representatives of international associations to learn practical skills and share experience. In 2021 the 9th Round Table Asia-Pacific is in Tokyo, Japan on 21 & 22 October (hybrid event). The 14th Round Table Europe is in Prague, Czech Republic, on 18 & 19 November. For more information, visit roundtable.uia.org.

Contacting the UIA
Union of International Associations (UIA)
Rue Washington 40, B-1050 Brussels, Belgium
Tel: (32 2) 640 18 08
E-mail: uia@uia.org
Website: http://www.uia.org/
Tokyo Convention & Visitors Bureau (TCVB) is the official destination marketing and management organization for Tokyo. We communicate the ever-evolving image of Tokyo to global audiences to attract visitors and business events to our city. Our goal is achieved through the coordinated group efforts of the community, partners, and staff working together.

The Business Events Team at TCVB is an experienced and reputable one-stop resource for all your needs for an association meeting. In collaboration with our local professional partners, we are here to support meeting organisers in every way possible to plan a safe and successful event in the exciting city of Tokyo.

Business Events Tokyo attends multiple trade shows, workshops, and forums worldwide to promote Tokyo as a world-class destination for international business events. We look forward to meeting you and speaking to you in person!

Please contact us at:
businessevents@tcvb.or.jp
https://businesseventstokyo.org/contact_us/