



## Check list: **Preparing a visit of a Japanese delegation**

		OK?	Memo
<b>Pick up from the airport</b>	Organize a taxi transfer from the airport or Pick up in person		
<b>Hotel</b>	Many Japanese prefer a room with a bath tub		
<b>Taxi transfer to your company</b>	Organize or explain (with print-out)		
<b>Evening entertainment and sight-seeing</b>	Plan evening and weekend events, e.g. golf, sight-seeing, business dinner  Give some time for shopping		
<b>Lunch and dinner</b>	Plan lunch and dinner If possible, accompany the Japanese If they stay longer: cafeteria lunch is ok  Print-out with good restaurants around the hotel		
<b><u>In the meeting</u></b>			
<b>Reception</b>	“Welcome- sign” in the lobby is nice to have		
<b>Inform employees</b>	„No-Jeans in meetings with Japanese“		
<b>Drinks in the meeting room</b>	Japanese prefer water non-carbonated water		
<b>Handouts</b>	Print out all the PP Adjusted to Japanese style?		
<b>Background information</b>	As much background information about your company as possible		
<b>Presents</b>	Do you have presents? Nice wrapping?		
<b>Pictures</b>	Take pictures after the meeting Send per e-mail to stay in touch		
<b>Interpreter</b>	If needed, have an extra meeting to explain the subject Give the interpreter time to translate		
<b>Have patience</b>	Dealing with Japanese takes time. So please stay patient.		
<b>After the meeting</b>	Accompany to taxi and wait there until taxi is around the corner		



## Check list: Preparation for you first Japan visit

		OK?	Memo
<b>Hotel reservation</b>	How do I get from the airport to the hotel? Print-out of directions		
<b>Cash / credit card</b>	Get cash directly at the airport ATM in banks are closed on weekends ATM are also in convenience stores, like Seven Eleven, Lawson, etc.		
<b>Electricity adapter</b>	US-adapter for laptops, cell phones, etc. 100 Volt in Japan		
<b>Wi-Fi</b>	Wi-Fi is available in all hotels and public transportation areas		
<b>Company address</b>	Get before you leave: Addresses and how to get to map Name and division of you contacts		
<b>Presents / gifts</b>	Best cookies or chocolate to share in a office Nice wrapping		
<b>Handkerchiefs</b>	There are no paper-towels in public toilets		
<b>Proper business outfit</b>	Dark business suit & tie Short sleeve shirt in summer ok Shoes, easy to take off Take care: socks 😊		
<b><u>Meetings</u></b>			
<b>Confirm the agenda</b>	Who are your contacts? How many and who will participate in the meeting?		
<b>Business cards</b>	Take many Best in English and Japanese		
<b>Presentation</b>	Send beforehand Adjust to Japanese style (more details & more color)		
<b>Your company information</b>	Take as much information as you have Any nice print-outs?		
<b>In meetings</b>	Stay patient and don't expect any quick decisions		

