

The EIT and its Innovation Communities present:

Connect & Experience Japan 2024 – Call for applications

EIT Global Outreach is excited to **officially open the call** for the Connect & Experience cohort to Japan in 2024. EIT Global Outreach invites you to gain exclusive access to one of the leading tech ecosystems in the world - Tokyo, Japan - and join a European community that offers a platform for peer learning and collaboration to enhance start-up growth and open innovation in your ecosystem.

Content

Preface.....	1
Who are we?.....	2
Call for Participation.....	2
What is Connect & Experience?.....	2
Programme's structure.....	3
Why should I apply?	4
Who should apply?	4
Assessment and selection process.....	5
Finance.....	5
Timeline.....	6
Agenda Outline to the visit.....	6
How to apply?.....	8
FAQ.....	8
Annex.....	10

Who are we?

Over the past decade, the **European Institute of Innovation and Technology (EIT)** established nine Knowledge and Innovation Communities (KICs) to strengthen Europe's capacity to innovate and solve global societal challenges.

In 2018, acknowledging the importance of international cooperation in tackling such challenges, the EIT and its KICs established the **EIT Global Outreach** Programme. Contributing to the EU's Global Approach to Research & Innovation, it is the first EIT Community coordinated effort at the global level. The EIT Global Outreach programme bridges the EIT's innovation ecosystem with those of outreach locations, forging synergies with global innovation leaders. EIT Health, EIT Climate-KIC, EIT Manufacturing, EIT Digital, EIT Culture & Creativity, and EIT Food currently lead the EIT Global Outreach initiative.

The **EIT Global Platform** is A unique platform for European innovation actors to explore global ecosystems and gain access to best practices and know-how. In a rapidly changing world and a fast-paced global market, we want to give a real-time response. Using a lean model for ecosystem development that executes through piloting programmes in strategic ecosystems worldwide, without a long-term commitment, allows an efficient and accurate way to establish your "boots on the ground."

Call for Participation

You are invited to apply to a one-of-a-kind, interactive programme and become part of an exclusive European¹ active innovation community.

What is Connect & Experience?

The programme encompasses three elements:

1. Intensive 5-day in-person professional training in Tokyo, Japan (23-27 June 2024)
2. European "Connect & Experience Playground" follow-up conference (February/March 2025)
3. Full access to the Connect & Experience innovation community network

1. Professional Training in Tokyo, Japan

Embark on a 5-day exploration of Tokyo's dynamic tech hub, delving into Japan's innovation ecosystem. This programme goes beyond introductions and provides deep diving into key drivers like government funding, academia-startup synergy, community building, and corporate engagement. Tokyo, a tech epicenter, offers distinct advantages with a robust commitment to technology and a history of pioneering contributions. Immerse in the unique dynamics of Tokyo's ecosystem, featuring influential figures shaping Japan's tech success.

¹ And Horizon Europe-associated countries.

During the programme the delegation will meet and visit key figures from various corporates, VCs, accelerators, and governmental institutes such as Sony Corporation, Toyota Motor Corporation, Fujitsu, Sampo, Rakuten, Global Brain Corporation, Mitsubishi UFJ Capital, Samurai Incubate Inc., Jetro, Tokyo Metropolitan Government, Waseda University, The University of Tokyo, Open Network Lab, CIC, GEN Japan, and more².

The programme leverages Tokyo's tech heritage, offering practical insights, mentorship, and tools for ecosystem leaders. Benefit from the expertise of Japanese tech leaders, gaining a comprehensive understanding of commercializing ideas and intellectual property. Tokyo's tech ecosystem emphasizes resilience and sustainability, creating an ideal environment for innovation. The programme guides participants in navigating pitfalls and building a lasting system beyond temporary successes.

Immerse in Tokyo's tech landscape to tap into global innovation and leverage Japan's commitment to technology and sustainable entrepreneurial growth for your ecosystem's and startup's success.

2. “Connect & Experience Playground” Follow-up Conference

The annual highlight of the C&E community network - European Playground, is a professional conference that offers practical tools and strategies to develop and manage innovation communities and startup support systems, bringing together professionals from all across Europe.

Members will be offered the opportunity to design and co-facilitate content and workshops with a European peer who has experience in connecting the public and private sectors, startups, and corporate players. As such, the playground can be used as a testbed for new ideas and initiatives, receiving real-time feedback and potential collaborations from leading experts in the field.

C&E alumni of 2024 will be entitled to a complimentary ticket to the Playground if they are eligible for reimbursement.

3. Full access to the active C&E Community Network

Connect & Experience offers more than training. The C&E community network is an active EU online and offline community offering easy access to opportunities, curated content, matchmaking, soft landing services, and support. The community provides a space for community builders from Europe, and Horizon Europe-associated countries to interact, share best practices, and collaborate to enhance your startup community.

² The list is subject to change

Why should I apply?

- A **leading ecosystem-building** programme with a high caliber of participants and expert facilitators;
- **Provides you with top tools to become a leader in your field by** learning best practices of ecosystem management, including community building, tech tools, network leveraging, and more;
- **Experience the startup journey** and practical tools to support it, developed exclusively for the 2024 cohort;
- Get **immersed** and build sustainable partnerships **in one of the most innovative countries in the world;**
- Become a part of a **closed community network** of strategic players in ecosystem building, get ongoing support, access to events, and a matchmaking service from the EIT Global Outreach.

Who should apply?

The ideal participant is an experienced European senior professional at the management/decision-making level in an organization boosting European startup growth, significantly impacting the European ecosystem. The participant should deal with **innovation** or **business creation**, with at least **five years** of relevant professional experience from at least one of the following sectors: industry, academia, and government. As such, they should be able to contribute knowledge, expertise, and network to the programme and provide added value to their peers.

For example, heads of accelerators, VCs, innovation agencies, labs, incubators, or other business creation activities from academia, industry, government, and TTOs.

The programme is not suited for individual startups or consultants.

Eligible applicants are divided into four categories:

1. **EIT KIC Partners³** and KIC cooperating entities under the EIT Regional Innovation Scheme (RIS) from the six KICs involved in the Global Outreach cluster: EIT Health, EIT Climate- KIC, EIT Manufacturing, EIT Digital, EIT Food, and EIT Culture & Creativity.
2. **EIT KIC Staff** – from the 6 KICs involved in the Global Outreach cluster: EIT Health, EIT Climate- KIC, EIT Manufacturing, EIT Digital, EIT Food, and EIT Culture & Creativity.
3. **Partner/staff from other KICs** - EIT InnoEnergy, EIT RawMaterials, and EIT Urban Mobility

³ All 9 KIC's are invited to apply, however funding will be offered to the 6 KIC's active in the the Global Outreach cluster: EIT Health, EIT Climate- KIC, EIT Manufacturing, EIT Digital, EIT Food and EIT Culture & Creativity. See more in the finance section.

4. Ecosystem Managers, non-EIT Partners

Assessment Process

Each application will be reviewed and ranked by the following criteria:

- Impact of your organization and programme on the European Innovation ecosystem (i.e., number of startups you meet weekly) – 50% of the score
- Professional role and seniority level – 30% of the score
- Motivation and added value to the programme - 20% of the score
- An individual online interview might be scheduled as an additional evaluation criterion.
- The selection will be competitive and based on excellence and the above criteria. The final selection will be made by the EIT Global Outreach (with members representing the 6 KICs: EIT Health, EIT Climate- KIC, and EIT Manufacturing, EIT Food, EIT Digital, and EIT Culture & Creativity).

Finance

The total cost of the programme is 6,000 EUR; however, EIT Global Outreach can offer partial funding of the programmes and/or Travel & Accommodation reimbursement based on the following categories:

Category Number	Participant Category	Eligible KIC's	Eligibility for Programme Funding	Eligibility for Travel and Accommodation Reimbursement
1	KIC Partners and KIC cooperating entities under the EIT Regional Innovation Scheme(RIS)	6 KICs: EIT Health, EIT Climate- KIC, EIT Manufacturing, EIT Digital, EIT Food, and EIT Culture & Creativity.	Fully funded	Reimbursement up to €2,600 per participant per module
2	KIC Staff	6 KICs: EIT Health, EIT Climate- KIC, EIT Manufacturing, EIT Digital, EIT Food, and EIT Culture & Creativity.	Fully funded	Financed by the KIC's resources

3	Partner/Staff from other KIC's	EIT InnoEnergy, EIT Raw Materials, and EIT Urban Mobility.	85% Funded; Price: €1.000	Financed by participant own resources
4	Ecosystem Manager (Non EIT)	Any individual professional can apply.	66% Funded; Price: €2.000	Financed by participant's resources

Timeline

Call for applications:

- Application Opening: **28th February 2024**
- Application Closes: **29th April, 2024 (11:00 AM, CET)**

Selection announcement and travel arrangements – **9th May 2024**

Onboarding webinar (for accepted participants) – **6th June 2024, 10:00 CET**

Visit to Japan – **23rd-27th June, 2024**

Follow-up conference European “Playground” – **February/March 2025**

All communication about the programme will be done through the email address provided by the applicants in the application form

Agenda Outline for the Japan Visit

*The agenda below is subject to change

Cultural Immersion to Tokyo – Day 0 (23.6.2024)

Begin your journey with a cultural immersion into the human, cultural, and geographical landscape of Tokyo, gaining an understanding of what stands the foundation of this ecosystem.

Day 1 – Welcome to the Tech Tokyo Ecosystem (24.6.2024)

The day's focus is to immerse participants in the rich tapestry of the Tokyo Tech Ecosystem, uncovering its unique dynamics, success drivers, and innovative methodologies. Delve into the deep-seated connections and origins of Tokyo's innovation landscape, spanning traditional industries and pioneering ventures that have reshaped the city's societal and economic fabric.

Engage in presentations and intimate discussions led by influential ecosystem stakeholders, including:

- **Governmental Support:** Gain insights from the Japan External Trade Organization (JETRO) and Tokyo Metropolitan Government on practical tools and funding platforms

fostering innovation. Explore the evolving needs of Tokyo's innovation ecosystem and its global impact.

- **Academic Innovation:** Learn from leading experts in Tokyo's academia about innovative programs and best practices in technology transfer from laboratory research to market applications.
- **Success Stories:** Hear firsthand accounts from top Japanese startups on their journeys to commercialization, showcasing Tokyo's prowess in transforming ideas into market-ready solutions.
- **Venture Capital:** Discover Tokyo's unique venture capital funding model, which attracts substantial international capital and attention. Explore how VC funding fuels innovation and drives growth in the city's startup ecosystem.

Day 2 – Leading Innovation Ecosystem Workshop (25.6.2024)

Building on insights from exploring the Tokyo Tech Ecosystem, participants will engage in a hands-on workshop tailored to their specific ecosystem challenges and initiatives. Led by local Japanese experts, the workshop will provide a platform for participants to share their experiences and collaboratively develop strategies to address key ecosystem management issues.

During the workshop, participants will:

- Present Ecosystem Challenges
- Implement Management Model
- Leverage Local Insights

Through interactive discussions, group exercises, and collaborative problem-solving, participants will gain valuable insights and practical strategies to drive ecosystem growth and innovation within their own communities. This workshop will serve as a catalyst for meaningful action and collaboration beyond the program.

The day will conclude with a VIP Cocktail event to raise our glasses to EU-Japanese collaborations in innovation and technology and celebrate the partnerships built between the European and Japanese innovation ecosystems. It will be an excellent opportunity to meet ecosystem leaders, VCs, and industry players from Europe and Japan and expand your global network.

Day 3 - Ecosystem development (26.6.2024)

Our excursion will delve into the unique ecosystem of Akihabara, where technology, creativity, and community converge. We'll meet with key figures from organizations such as Akihabara UDX and Tokyo Denki University to gain insights into the district's ecosystem development. Learn how Akihabara fosters collaboration between tech startups, electronics retailers, and academic institutions, driving innovation and entrepreneurship forward.

Explore the bustling streets lined with electronics shops, gaming centers, and anime stores, soaking in the electric atmosphere of innovation and creativity. Engage in discussions with local entrepreneurs and innovators, uncovering the secrets behind Akihabara's success as a tech hotspot. Discover how Akihabara embraces its unique cultural heritage while embracing cutting-edge technologies, and learn valuable strategies for nurturing a thriving tech ecosystem.

Day 4- Moving Forward (27.6.2024)

After you were exposed to the Japanese Ecosystem, it's time to reflect and think of what's next.

We will also discuss how we can tailor the lessons and opportunities learned in Tokyo to your unique ecosystem characteristics. We will expose the C&E community and share plans and events.

How to apply?

- Apply [Here](#)
- Applicants will be required to include a CV and a letter of support signed by their organization in their submission.
- As detailed above, participants will be assessed according to their European innovation impact, seniority level, professional experience, and motivation. An individual online interview might be scheduled as an additional evaluation criterion.
- Final selection of participants is expected by **9th May 2024**.
- For any questions, please contact: ido.rosenblum@go-eit.eu

FAQ

- **Does the programme require me to attend the week in Tokyo physically?**
Yes, participation in Tokyo is required, and the core Connect & Experience event provides you with professional training and builds the community. You will have the chance to travel around the city, meet Japanese peers, and learn from one of the world's leading innovation ecosystems.
- **Who will we meet during the programme?**
The cohort will be comprised of ecosystem leaders from all over Europe that were carefully selected to join the programme. You will meet peers and ecosystem leaders from Tokyo and Japan, top speakers and lecturers on several topics, executives from global companies active in Tokyo, and many more.
- **Who is considered an ecosystem leader?**
An ecosystem leader is an experienced senior professional at the management/decision-making level in an organization boosting European start-up

growth, significantly impacting the European ecosystem. They should deal with innovation or business creation in any of the following sectors: industry, academia, and government. For example, VCs, TTOs, heads of accelerators, innovation agencies, labs, incubators, or other business creation activities from academia, industry, and government.

- **What topics will be covered during the bootcamp in Tokyo?**

The programme encompasses various subjects, including an overview of the Tokyo ecosystem and meetings with leading figures from the industry. You will have the chance to get your hands 'dirty' and delve into an ecosystem-building workshop, learn the dos and don'ts of branding, visit academia and governmental offices, meet with VCs, and become inspired by the many opportunities that will expose themselves.

- **How much does the programme cost?**

This depends on a financial category that varies from participant to participant. Check out the finance section for more information.

- **What does the selection process look like?**

The applicants will be ranked according to the criteria noted here, and the Global Outreach steering committee will make the final decision as to the participants. Applicants will receive responses by 9th May 2024.

If you wish to submit a complaint about the answer you got following the selection process, you can email Ido: ido.rosenblum@go-eit.eu

Please explain your complaint as clearly as possible; the deadline is 15th May 2024.

- **What can I expect as an outcome of the programme?**

Past participants have established long-standing collaborations with experts they met in Japan and cohort members. You can expect to be left with a change of mindset that will enable you to approach your day-to-day activities with a newfound sense of purpose, as well as a tangible toolkit to establish the best practices you were exposed to. The Connect & Experience community is extremely active, with joint ventures taking place weekly; you can expect to expand your network and be part of a supportive and professional group of people.

- **Why Tokyo?**

Dive into the heart of global innovation at Tokyo's vibrant tech ecosystem, ranked as the top hub in Japan, 3rd in East Asia, and a powerhouse amongst global players. Immerse yourself in the energy of the world's 3rd largest economy, concentrated in this dynamic city. Leverage the expertise of Japan's world-renowned educational system, ranked 4th globally, with Tokyo at its helm. Use Tokyo as a friendly bridge to unlock the vast potential of Asian markets. Collaborate with government initiatives leveraging significant funding programmes, and tap into leading domains like advanced manufacturing, robotics, AI, and life sciences.

Annex 1: Sub-grant Agreement

EIT Health Financial support agreement

(Travel support)

February 2024

This financial support agreement, hereinafter the “**Agreement**”, shall have an effect as of [1 June 2024] and is entered into by and between:

EIT Health InnoStars e.V.

Having its registered seat at Mies-van-der-Rohe-Str. 1C, 80807 Munich, Germany

Registration number: VR 206595

VAT number DE308252541

Represented by Balázs Fürjes, managing director

(hereinafter referred to as: “InnoStars”)

And

<Entity Name>

Having its registered seat at: <xxxxx>

Registration number: <xxxxx>

VAT number: <xxxxx>

Represented by <xxxxx>

hereinafter referred to as the “Recipient”;

Hereinafter, jointly or individually, referred to as “Parties” or “Party”;

WHEREAS:

InnoStars has set up a project, being the project Connect and Experience Japan, hereinafter referred to as the “**Project**”.

The Recipient will be involved in the Project and will receive financial support from InnoStars

In this Agreement the Parties wish to lay down the contractual arrangements between them regarding the implementation of the Project and the financial support, transposing to the extent needed the provisions of the binding agreements that InnoStars has entered into with the EIT and EIT Health e.V.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

Article 1: Definitions

1.1 Definitions

“**Effective Date**” shall mean the date first referenced above.

“**EIT**” or “**granting authority**” shall mean the European Institute of Innovation and Technology, currently regulated by Regulation (EU) 2021/819 of the European Parliament and of the Council of May 20, 2021 (“**EIT Regulation**”).

“**Project**” shall mean the participation of the Recipient in the Project Connect and Experience Japan.

Article 2: Purpose

The purpose of this Agreement is to lay down the contractual arrangements between the Parties regarding the implementation of the Project and the financial support provided by InnoStars

Article 3: Entry into force, duration, and termination

3.1 Entry into force and duration

This Agreement shall have effect from the Effective Date and shall apply until the end date of the Project. The expected end date of the Project is 31.12.2023.

However, this Agreement may be terminated in accordance with Article 3.2 of this Agreement.

3.2 Termination

3.2.1. In the event that the Recipient is in breach of its obligations under this Agreement, InnoStars may give formal notice to the Recipient requiring that such breach will be remedied within 14 calendar days of this formal notice, unless such breach cannot be remedied.

If such breach is substantial and is not remedied within that period or, is not capable of remedy, InnoStars may terminate this Agreement upon notice

3.2.2. InnoStars may terminate this Agreement with immediate effect through written notice to the Recipient in the event the further implementation of the Project is prevented or delayed with more than two weeks by Force Majeure.

3.3 Effects of termination

Termination shall not affect the obligation of the Recipient to provide all input, deliverables, and documents for the period that the Agreement was still in force and effect.

Article 4: Implementation of the Project

The Recipient must take part in the efficient implementation of the Project and cooperate, perform and fulfil, promptly and on time, all of its obligations under this Agreement

Article 5: Reporting

The Recipient shall comply with any reporting requirement of InnoStars in a timely manner. The Travel and Accommodation Support Report (Annex 3) must be submitted no later than 30 days after the Tokyo visit (July 27 2024). Reports that are submitted after the deadline will not be eligible for reimbursement.

Article 6: Financial provisions

6.1. Financial contribution

The Recipient shall receive a financial contribution to cover actual costs related to travel and accommodation. The Recipient shall receive financial contribution only for its tasks in the Project carried out. The Recipient shall receive a financial contribution for its travel and accommodation costs incurred in relation to the Connect and Experience Japan programme - to the Tokyo delegation

The maximum amount of financial contribution to the Recipient under this Agreement is in total **2,600 EUR (All eligible costs described in annex 2)**

6.2 Payment Schedule

The payment will be awarded as follows:

The financial support granted to the Recipient is provided within 30 days after submission and acceptance of the Travel and Accommodation Support Report.

If the Agreement is terminated before the completion of the Project, the Recipient shall refund all payments it has received except the amount corresponding to the costs already incurred and accepted by InnoStars.

6.3 Payments

Payment by InnoStars to the Recipient hereunder, shall be made to the following bank account:

Official name and legal form of Recipient:

IBAN: 

BIC: 

Bank: 

Bank Address: 

or any other bank account details as may be provided by the Recipient to InnoStars after the execution of this Agreement, which new details shall only be effective five working days after receipt by InnoStars of written notice from Recipient in that respect.

Payments will be made from any of InnoStars' registered bank accounts.. Any recoveries shall be made to this bank account.

Article 7: Co-branding and communication

The Recipient shall take into account and respect any co-branding and communication guidelines requested by InnoStars.

Article 8: Liability towards each other

8.1 Limitations of contractual liability

No Party shall be responsible to the other Party for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts, provided such damage was not caused by a wilful act, gross negligence or by a breach of confidentiality.

8.2 Damage caused to third parties

Each Party shall be solely liable for any loss, damage or injury to third parties resulting from the performance of the said Party's obligations by it or on its behalf under this Agreement.

8.3 Force Majeure

No Party shall be considered to be in breach of the Agreement if it is prevented from fulfilling its obligations under the Agreement by Force Majeure.

Each Party will notify the other Party of any Force Majeure without undue delay.

Article 9: Confidentiality

The Parties must keep confidential any data, documents or other material (in any form) that is identified as confidential or sensitive (“Confidential” Information)

Unless otherwise agreed between the Parties, they may use Confidential Information only to implement this Agreement.

Article 10: Miscellaneous

10.1 Applicable law

This Agreement shall be construed in accordance with and governed by the laws of Belgium.

The Parties shall endeavour to settle their disputes amicably.

All disputes arising out of or in connection with this Agreement, which cannot be solved amicably, shall be finally settled before the courts of Brussels.

10.2 Data Protection

The Recipient ensures that any processing of personal data shall be performed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

The collected personal data will be used solely for the implementation, follow-up, reporting and management of this Agreement by the Recipient and its subsidiaries and for dissemination of information and communication purposes foreseen for this Agreement. Data subjects have the right to access, rectify or delete their personal data. Data subjects can also object to its processing. To exercise these rights, data subjects can contact Recipient.

Article 11: Rights under EIT agreements

The Recipient acknowledges and agrees that InnoStars must be able to comply with its obligations under the binding agreements it has entered into with EIT Health e.V (including the so-called Internal Agreement and the Financial Support Agreement) and therefore Recipient agrees to provide, when relevant, the rights necessary to InnoStars to ensure compliance, a.o regarding auditing.

Signatures

The Parties have caused this Agreement to be duly signed by the undersigned Authorised Representatives.

The signature of a Party via a scanned or digitized image of a handwritten signature (e.g. scan in PDF format) or an electronic signature (e.g. via DocuSign), shall have the same force and effect as an original handwritten signature for the purposes of validity, enforceability and admissibility. Each Party receives a fully executed copy of the Agreement. Delivery of the fully executed copy via e-mail or via an electronic signature system shall have the same force and effect as delivery of an original hard copy.

InnoStars

Name:

February 2024

Title :

Signature _____

Recipient:

Name:

Title:

Signature _____

ANNEX 1 – Programme description

Embark on a 5-day exploration of Tokyo's dynamic tech hub, delving into Japan's innovation ecosystem. This programme goes beyond introductions and provides deep diving into key drivers like government funding, academia-startup synergy, community building, and corporate engagement. Tokyo, a tech epicenter, offers distinct advantages with a robust commitment to technology and a history of pioneering contributions. Immerse in the unique dynamics of Tokyo's ecosystem, featuring influential figures shaping Japan's tech success.

The programme leverages Tokyo's tech heritage, offering practical insights, mentorship, and tools for startups. Benefit from the expertise of Japanese tech leaders, gaining a comprehensive understanding of commercializing ideas and intellectual property. Tokyo's tech ecosystem emphasizes resilience and sustainability, creating an ideal environment for startups. The programme guides participants in navigating pitfalls and building a lasting system beyond temporary successes.

Immerse in Tokyo's tech landscape to tap into global innovation and leverage Japan's commitment to technology and sustainable entrepreneurial growth for your startup's success.

The 'Connect and Experience' in Japan will take place between 23-27 June 2024. The participants should take into account an additional kick-off online meeting before the delegation and a wrap-up meeting in the weeks after the delegation.

ANNEX 2 – Eligible costs

The following expenditures are eligible under the current agreement:

- Round-trip flights to New York (from Europe or Horizon Europe associated countries) economy class **only**
- Travel by taxi only allowed to and from the airport, but as an alternative, you are encouraged to use train or bus as well on this route. During the program, we reimburse you for 1 Tokyo Metro pass
- Accommodation in Tokyo City.

Accommodation is a pre-booked group reservation, please get in contact with our Travel Manager, Petra Bán (petra.ban@eithealth.eu). The group reservation costs EUR XXX/4 nights in xxx hotel, she is holding the rooms already. The recipient must calculate the available budget based on this amount and look for a flight to be within budget.

It is the Participant's responsibility to have a valid visa to enter Japan, no reimbursement is given in case of visa cancellation. Most EU and Horizon Europe-associated countries don't need a visa to enter Japan for tourism purposes.

Eligible date range: **23-27 June 2024**

-in case participants are extending their trip a screenshot MUST be saved comparing the extension is cheaper than the flight matching the agenda.

The recipient must keep the records and the original documents justifying the costs declared, such as tickets, boarding passes, invoices and receipts as follows:

- Flight: ticket, boarding pass, invoice
- Public transportation: ticket
- Taxi: receipt
- Accommodation: invoice

All invoices must be addressed to the Recipient (Subgrantee).

ANNEX 3 – Accommodation and Travel Support Report

****This report is to be filled out after the programme**

Contact

Recipient's name:		Phone:	
Email:		Address:	

Actual use of funding

Invoice date and number	Subject	Net value	VAT value	Gross value (in original currency)	Currency	Exchange rate (exchange rate based on the issuance date of the invoice)	Gross value EUR
TOTAL Travel and Accommodation Costs in EUR							

Exchange rate to be used:

https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html

Place and date

Signature