

EU-Japan Centre
for Industrial Cooperation
一般財団法人
日欧産業協力センター



Nanotech Business Mission in Japan
15-18 December 2026
Pre-Departure Briefing

Co-funded by the European Union

enterprise europe network
Business Support on Your Doorstep

Yann Botrel
EEN Japan, Coordinator
19 November 2026

Pre-Departure Briefing

1. Team Introduction

Business Mission



Hitoshi KOYANO (Mr)	Europe Office, Belgium
Mission Manager; **recruitment, follow-up**	
Japanese, English	



Daniel GRALKI (Mr)	Head Office, Japan
Senior Coordinator; **mission co-lead**	
Japanese, English, German, French	



Yann BOTREL (Mr)	Head Office, Japan
Coordinator; **mission co-lead**	
Japanese, English, French	

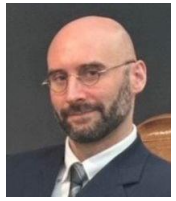


Lola BOKOBZA (Ms)	Head Office, Japan
Coordinator; on-site support	
Japanese, English, French	

Training



Diane LULA (Ms)	Europe Office, Belgium
Manager Business & Partnering Support Services; **business training module 1**	
French, English, Dutch	



Jonas VERZYCK (Mr)	Head Office, Japan
Manager Training Programmes & Business Support Services; **business training module 2**	
Dutch, English, Japanese, German	

Individual Company Meetings (ICM)



Maki KINOSHITA (Ms)	Head Office, Japan
Coordinator ICM & EEN Japan; **company meetings**	
Japanese, English	



Louis ANGLIONIN (Mr)	Head Office, Japan
Coordinator ICM & EEN Japan; **company meetings**	
Japanese, English, French	

Pre-Departure Briefing

2. Mission in Japan

Date	Monday (14 Dec.)	Tuesday (15 Dec.)	Wednesday (16 Dec.)	Thursday (17 Dec.)	Friday (18 Dec.)
Event and Venue	Arrival in Japan	Side event in Tsukuba	Nano Tech Expo 2026 (Tokyo Big Sight - South Hall 3 Booth # 3S-U09)		
	- Arrival at Tokyo Haneda or Narita Airport - Hotel check-in	- Departure from Tokyo (08:30 TBC) - Visit to the National Institute of Materials Science (NIMS) (10:00-12:00) - Networking lunch with Japanese organisations at Tsukuba University (12:20-14:00) - Return to Tokyo (14:30~)	(DAY 1) - Exhibition / Seminars (10:00-17:00)	(DAY 2) - Exhibition / Seminars (10:00-17:00) - Seminar / Pitching by the participants (13:45-15:15) - Happy Hour at our booth (15:15~) - Nano Biz Networking Reception (17:30 – 19:30)	(DAY 3) - Hotel check-out - Exhibition / Seminars (10:00-17:00)
Area		Tsukuba, Ibaraki Prefecture	Tokyo Big Sight, Tokyo	Tokyo Big Sight, Tokyo	Tokyo Big Sight, Tokyo

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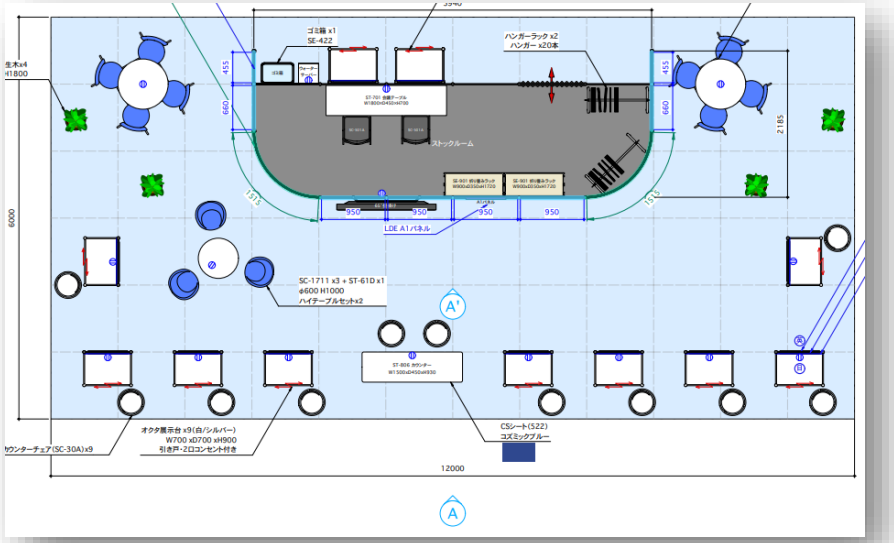
3. Our Booth at nano tech expo

- **Your display space will include:**
  - Company name board with logo and slogan
  - A1 poster with backlit LED lighting
  - Display cabinet for brochures and promotional materials
  - 100V power outlet

- **Shared booth facilities:**
  - Reception and networking area
  - Refreshment counter
  - Screen displaying promotional videos
  - On-site support from the EU-Japan Centre team and interpreters



Draft layout – subject to final adjustments.



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4. Your Exhibitor My Page

- **Please complete your Exhibitor My Page**

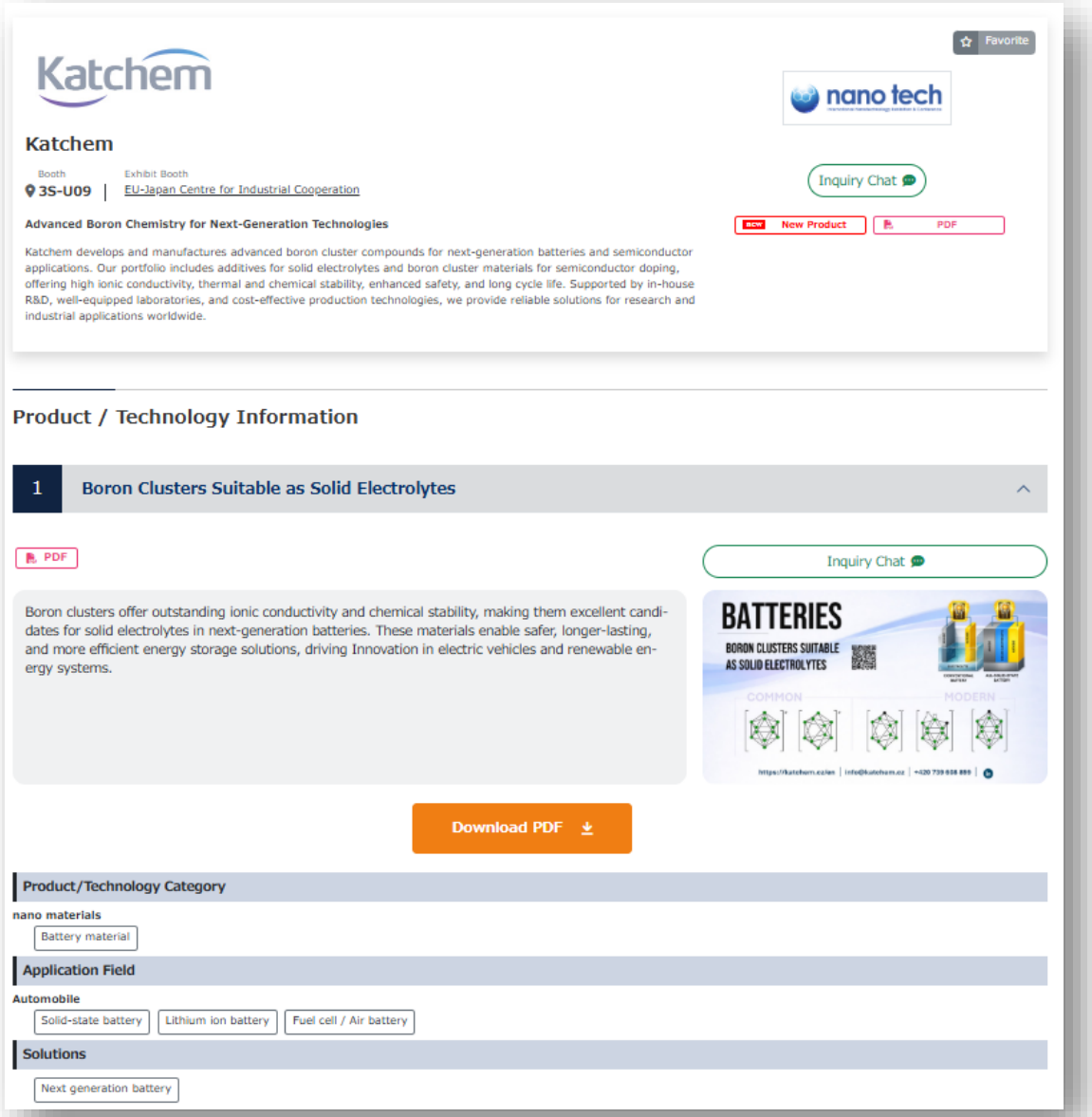
Your company page is an additional way for visitors and potential business partners to discover your organisation.

Please check and complete:

- Company profile and description
- Products and technologies
- Relevant company information
- Brochures and other materials, where available

- **Action required**

If you have not completed your page yet, please do so as soon as possible.



5. Optional Promotional Video

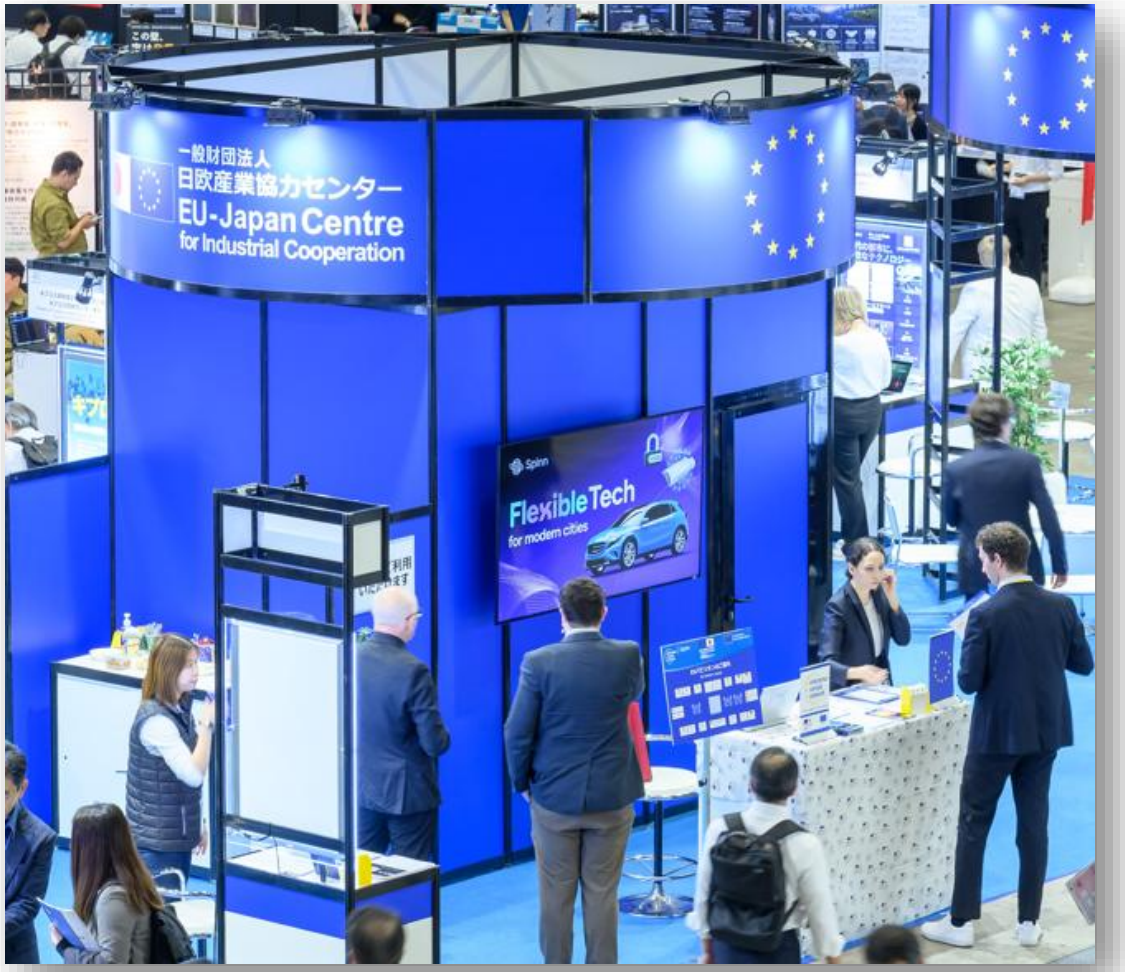
Showcase your company on our booth screen

We will display a continuous loop of promotional videos from participating companies.

- Company or product promotional video
- Displayed on the screen at the EU-Japan Centre booth
- Participation is optional

Submission deadline: 4 December 2026

If you would like your video to be included, please send it to us by the deadline.



6. Side-Event in Tsukuba



Tuesday, 15 December – Tsukuba, Ibaraki Prefecture

DON'T FORGET TO BRING YOUR BUSINESS CARDS

- **Departure from Tokyo (08:30 TBC)**
- **Morning – Visit to NIMS (10:00–12:00)**
  National Institute for Materials Science
- **Transfer to Tsukuba University**
  After the NIMS visit, we will move to Tsukuba University.
- **Networking Lunch (12:20–14:00)**
  Networking lunch with Japanese organisations.
  - **Before lunch:**
    - Each European participant will have approximately **30 seconds to 1 minute to introduce their company.**
    - **Please prepare a short introduction in English.**
- **Afternoon – Return to Tokyo (14:30~)**

Chartered bus departure time and meeting point will be communicated separately once confirmed.

7. nano tech expo 2026



nano tech expo 2026

16–18 December 2026
10:00–17:00 each day

Venue

Tokyo Big Sight – South Hall 3
EU-Japan Centre Booth (3S-U09)

A few recommendations:

- Arrive in good time and be ready to welcome visitors.
- Bring enough business cards for the whole mission (~ 200 or more).
- Keep business cards and promotional materials available.

On-site support

EU-Japan Centre staff and interpreters will be available during the exhibition.

8. 17 December: Key Activities

Thursday, 17 December

13:45–15:15 – Participant Pitching Session

- Seeds & Needs Stage B
- Each company: up to 5 minutes
- Please submit your presentation slides before **Friday, December 4**.

15:15–16:15 – Happy Hour

- At the EU-Japan Centre booth
- Informal networking with visitors and exhibitors

17:30–19:30 – Nano Biz Networking Reception

- Tokyo Big Sight
- Opportunity to connect with Japanese companies and other stakeholders





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9. Accommodation



Hotel arranged through the EU-Japan Centre

Sotetsu Grand Fresa Tokyo Bay Ariake
相鉄グランドフレッサ東京ベイ有明

- Check-in: 14 December
- Check-out: 18 December
- Single use of a double room
- Breakfast is not included



Important reminders

- Please make sure your booking has been completed.
- Extensions, additional rooms and other optional requests must be handled directly with the travel agent.
- Additional costs are the participant's responsibility.

10. Practical Information for Your Stay in Japan

Getting around

- Google Maps and Japan Transit Planner are useful for checking routes and train schedules.

Payments and cash

- Credit cards are widely accepted, but carrying some cash is advisable.
- ATMs are available at convenience stores such as 7-Eleven, Lawson and FamilyMart.

Electricity

- Japan uses 100V electricity.
- Frequency is between 50-60 Hz
- Power sockets are Type A (two flat pins).
- Bring a suitable travel adapter and check your equipment's voltage compatibility.

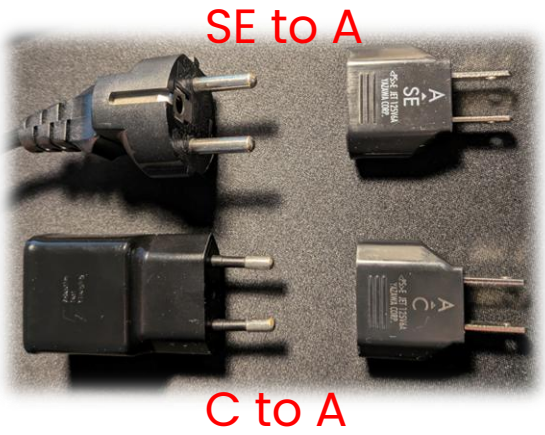
Weather

- December is almost winter in Japan.
- Bring a warm coat and appropriate clothing.

Emergency numbers

- Police: 110
- Fire and ambulance: 119





11. Final Checklist & Questions

Before travelling to Japan

- Confirm your hotel booking.
- Complete your Exhibitor My Page.
- Send your pitching slides by 4 December.
- Prepare your short company introduction for the Tsukuba networking lunch.
- Optional: send your promotional video by 4 December.
- Bring business cards and promotional materials.
- Check your flight and arrival arrangements.



Latest mission information
https://www.eu-japan.eu/nanotech-business-mission-japan-2026



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Thank you for your attention.

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Website with latest practical info:
https://www.eu-japan.eu/nanotech-business-mission-japan-2026

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