

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

Co-funded by
the European Union

enterprise
europe
network
Business Support on Your Doorstep

Yann Botrel
Business Partnering Support Service – EEN Japan, Coordinator

Kick-Off Briefing

Outline

1. Team introduction
2. Mission Basics
3. Pre-departure - Mission Info and Training
4. Mission in Japan
5. Logistics
6. Preliminary Checklist
7. Q&A

Kick-Off 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	

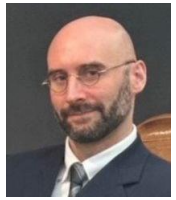


Lola BOKOBZA (Ms)	Head Office, Japan
Coordinator; on-site support	
Japanese, English, French	

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	

Tailored 1-to-1 meeting support



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	

2. Mission basics – what is covered?

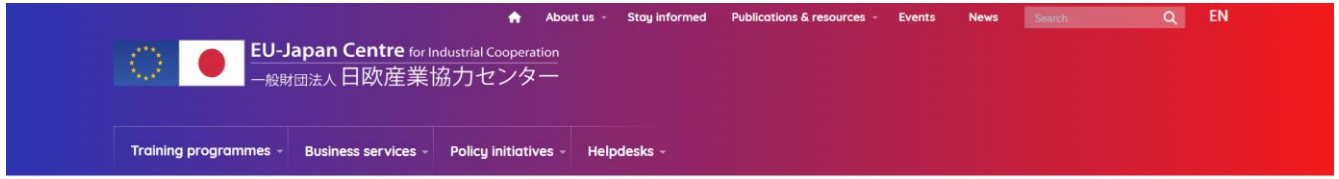
- The EU-Japan Centre **covers** expenses related to exhibition booth fees, poster translation/printing and interpretation services.
- Accommodation from the night before the first mission day until the morning of the last mission day will be **provided**.
- The Centre does **not cover** the cost of flights, extended stays or accommodation upgrades. Miscellaneous expenses related to your stay, such as meals and local transport, are not covered either.

2. Mission basics – important principle

- The mission selects **1 participant (a person)** who represents the organisation. In principle, services do not extend to accompanying colleagues.
  - Consult with Centre staff about any change if, due to unforeseen circumstances, someone else needs to represent your company in the mission.
  - In case you are travelling with colleagues, please make sure to make additional reservations yourself and cover the cost.
  - Where possible, and as long there is no additional cost involved, Centre staff will support participation of colleagues.

3. Pre-departure - Mission info

- One webpage summarising all the essentials
- Dates
- Practical info
- Continuously updated





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

3. Pre-departure – Business Training Module

- **Day 1 (19 November, 2026)**
  - 09.00 – 10.30 (CET): Update on Mission logistics, information on Centre Helpdesks
  - 10.45 – 13.30 (CET): Cross-cultural training session

- **Day 2 (20 November, 2026)**
  - 09:00 – 11:00 (CET): Industry expert session

The pre-mission questionnaire (to be filled by Monday, 12 October 2026) will include questions that help the industry expert (and Centre staff) to better understand your business.

4. 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	Pre-event in Tsukuba	Nano Tech Expo 2026 (Tokyo Big Sight - South Hall 3)		
	- Arrival at Tokyo Haneda or Narita Airport - Hotel check-in	- Visit to the National Institute of Materials Science - Other side-event activities (TBC)	(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) - 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

4. 1. Nano tech expo

- Booth number **3S-U09**
- Exhibitor my page (will be shared later on)
- Pitching session on 17 December
- Networking reception on 17 December
- Tailored 1-to-1 meeting support (Individual Company Meeting / ICM)
  - Information contact will be initiated with you by the ICM team
- A screen at the booth for a company promotional video to be included in a loop (optional)



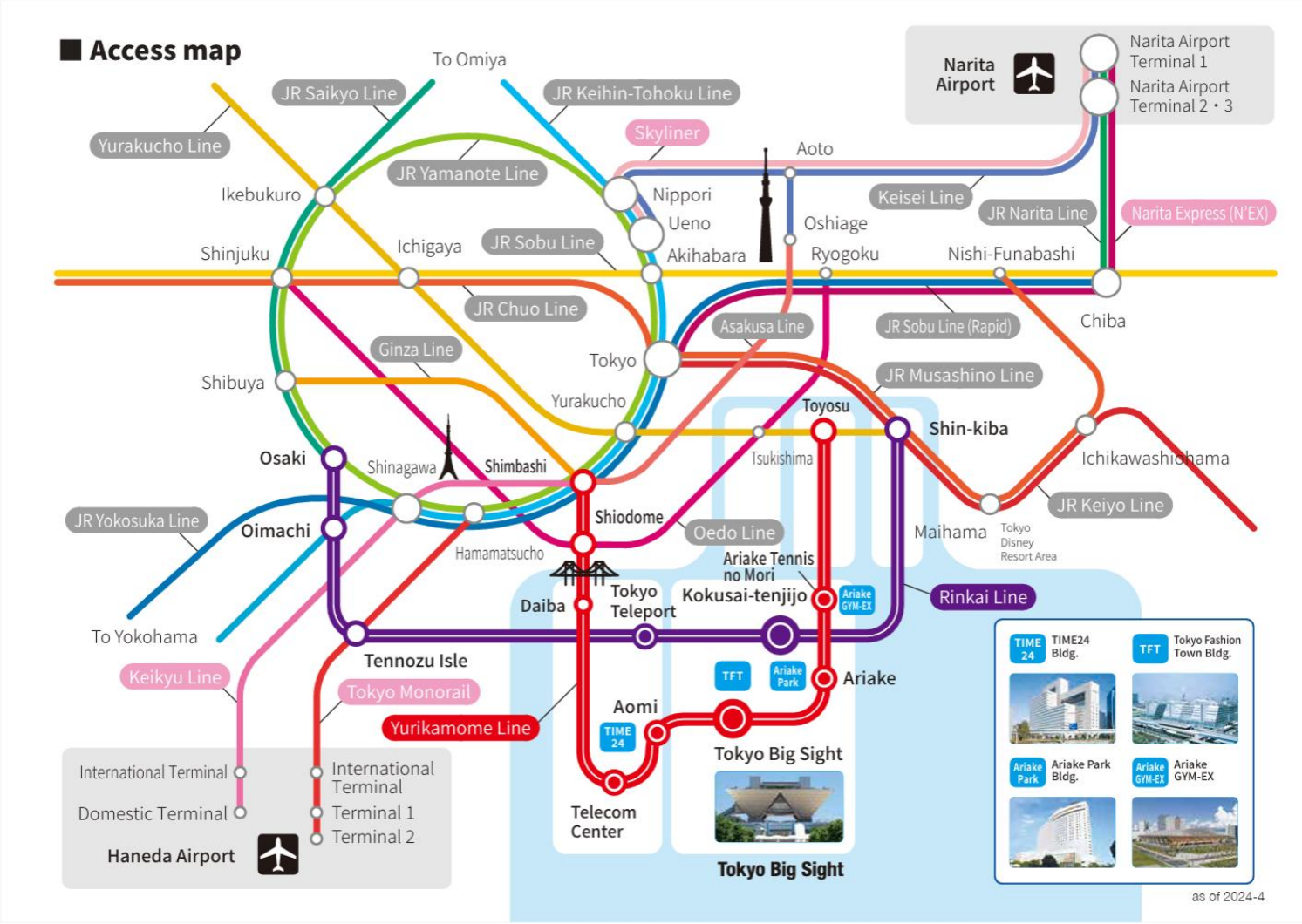
Exhibitor passes: Free
Visitor registration for the Expo: Free
Access to exhibitor my page: Free
Nano Biz Networking Reception on 17 December: Free
Nano tech event/seminar participation: Free

4. 2. Preparation – Your display space

- A company name board with company name, logo, and a short description of your company
- A1 poster board with backlit LED
  (translated into Japanese by the Centre)
  English Poster data to be submitted by **Friday, 16 October**
- A simple display cabinet to place brochures, etc. with a 100V power outlet
- On-site support from EU-Japan Centre staff and interpreters



5.1. Other logistics – Flight to and from Japan



5.2. Other Logistics – Hotel

Hotel accommodation in

- Tokyo Big Sight area
- Check-in 14 December (Mon) – Check-out 18 December (Fri)

will be provided by the EU-Japan Centre through a contracted travel agent.

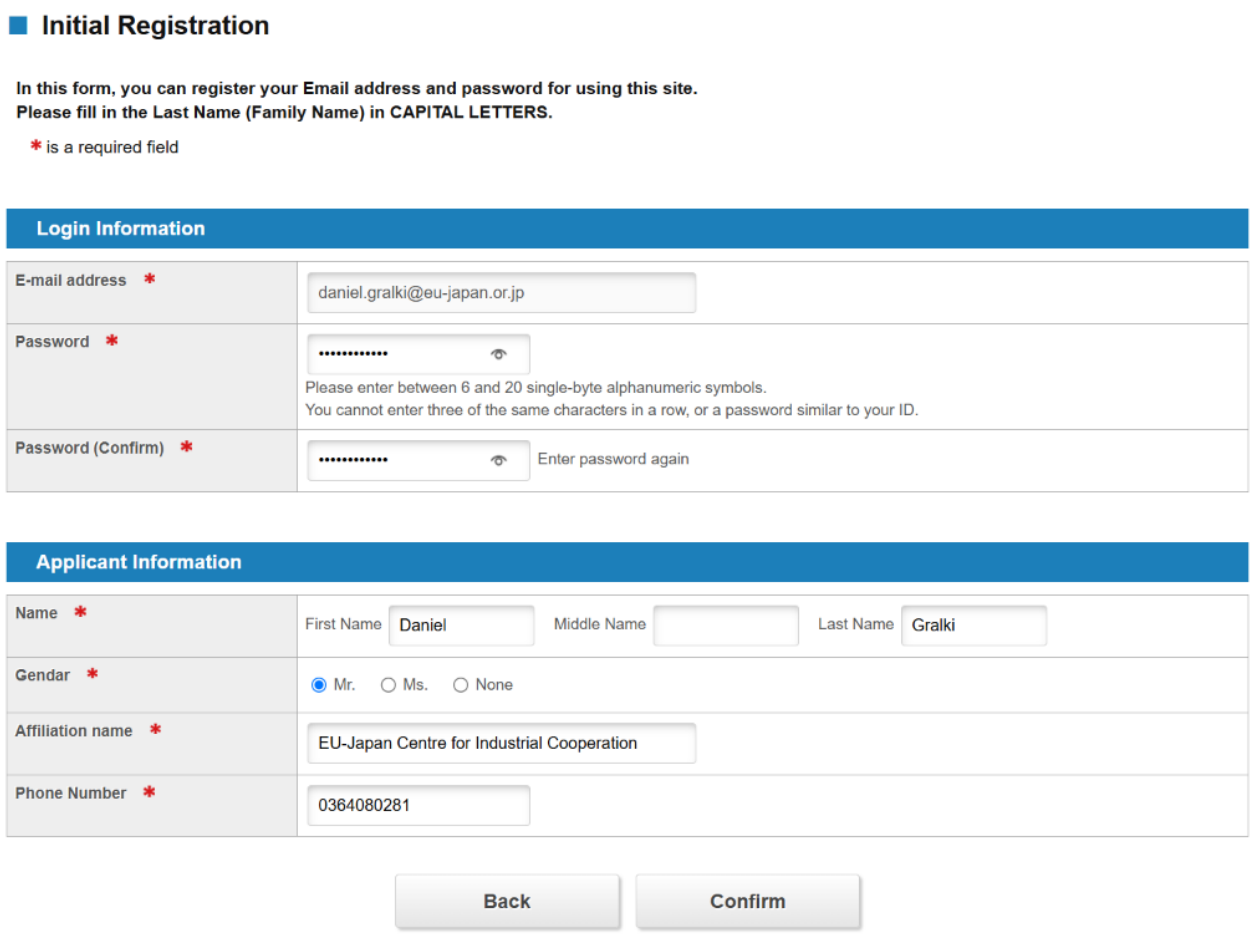
- Please wait until you will be notified about accommodation details (in October)
- Changes to the original booking such as extended stays, additional rooms, etc. can be requested with the agent and will be handled by the agent under its own conditions and in the limit of room availability.
- Participant's personal data will be shared with the travel agent.
- Late cancellations that lead to cancellation charges will be deducted from the mission deposit.

5.2. Travel agent platform: how it works



1. **Account creation (initial registration)**
   Contact information
2. **Participant registration**
   Mission participant's name; flight details (arrival and departure)
3. **Select “Nanotech Business Mission"**
4. **Booking and optional requests**
   Select the option you want, then link it to the participant’s name
5. **Use "Contact" in the menu to request an extension of stay**

5.2. Account creation (initial registration)



Initial Registration

In this form, you can register your Email address and password for using this site.
Please fill in the Last Name (Family Name) in CAPITAL LETTERS.

* is a required field

Login Information

E-mail address *	daniel.gralki@eu-japan.or.jp
Password *	•••••••••••• Please enter between 6 and 20 single-byte alphanumeric symbols. You cannot enter three of the same characters in a row, or a password similar to your ID.
Password (Confirm) *	•••••••••••• Enter password again

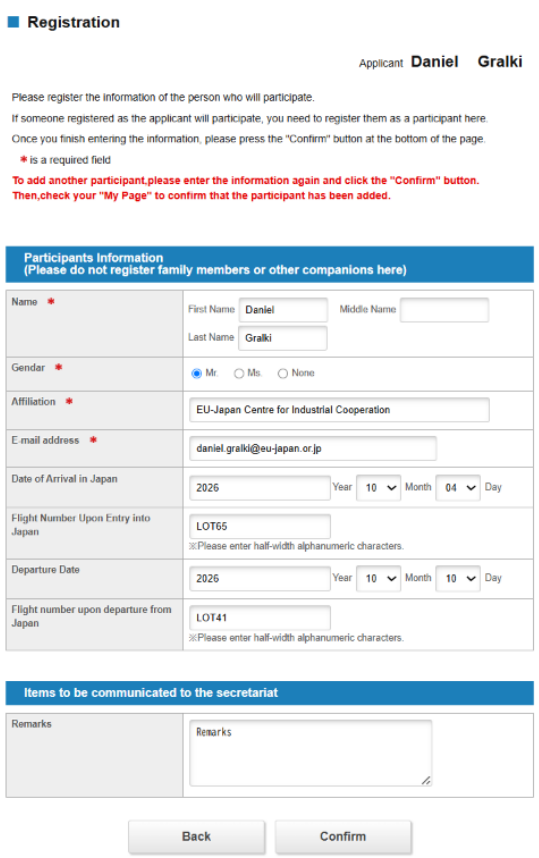
Applicant Information

Name *	First Name Daniel Middle Name Last Name Gralki
Gendar *	Mr. Ms. None
Affiliation name *	EU-Japan Centre for Industrial Cooperation
Phone Number *	0364080281

Back Confirm

- **Password limitations (no special characters)**
- **Digits only in the phone number field (no “+”, brackets, hyphens or spaces)**
- **Confirm your entry again to save it**

5.2. Participant registration



■ Registration

Applicant Daniel Gralki

Please register the information of the person who will participate.
If someone registered as the applicant will participate, you need to register them as a participant here.
Once you finish entering the information, please press the "Confirm" button at the bottom of the page.
* is a required field
To add another participant,please enter the information again and click the "Confirm" button.
Then,check your "My Page" to confirm that the participant has been added.

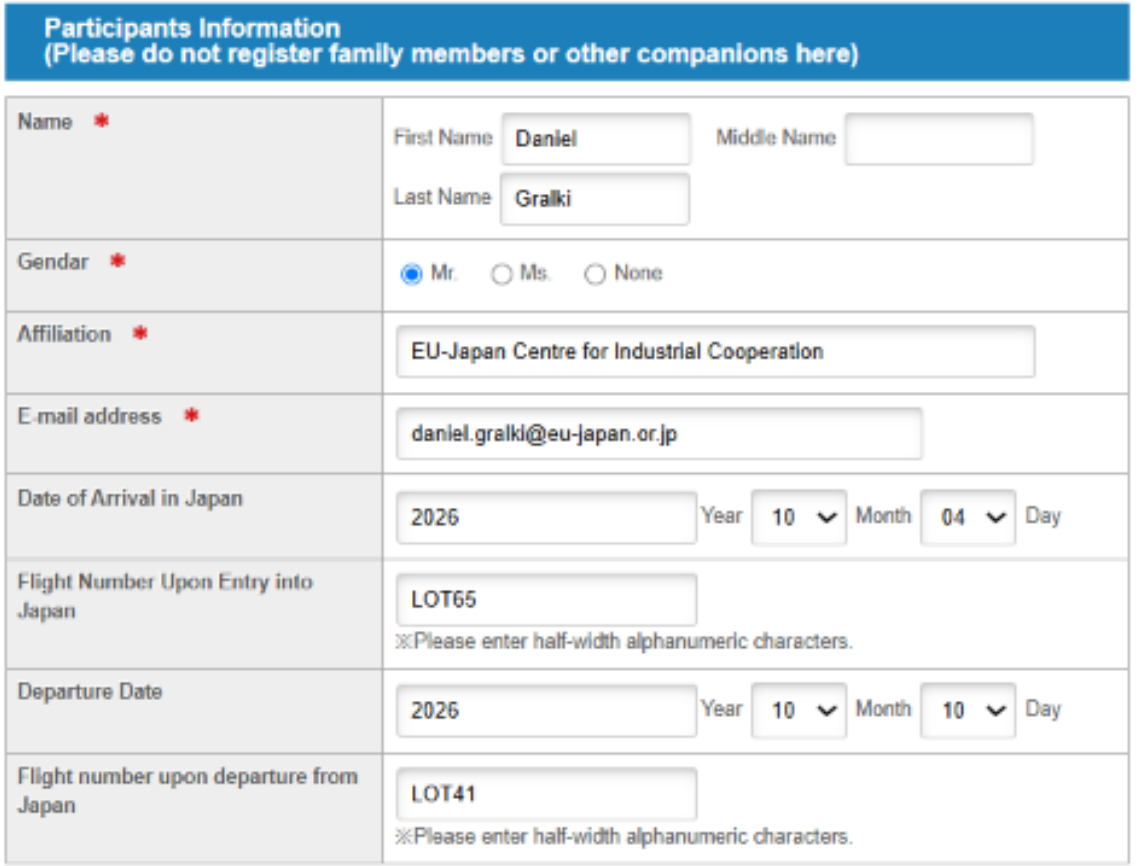
Participants Information
(Please do not register family members or other companions here)

Name *	First Name: Daniel Middle Name: Last Name: Gralki
Gendar *	Mr. Ms. None
Affiliation *	EU-Japan Centre for Industrial Cooperation
E-mail address *	daniel.gralki@eu-japan.or.jp
Date of Arrival in Japan	2026 Year 10 Month 04 Day
Flight Number Upon Entry into Japan	LOT65 ※Please enter half-width alphanumeric characters.
Departure Date	2026 Year 10 Month 10 Day
Flight number upon departure from Japan	LOT41 ※Please enter half-width alphanumeric characters.

Items to be communicated to the secretariat

Remarks	Remarks

Back Confirm

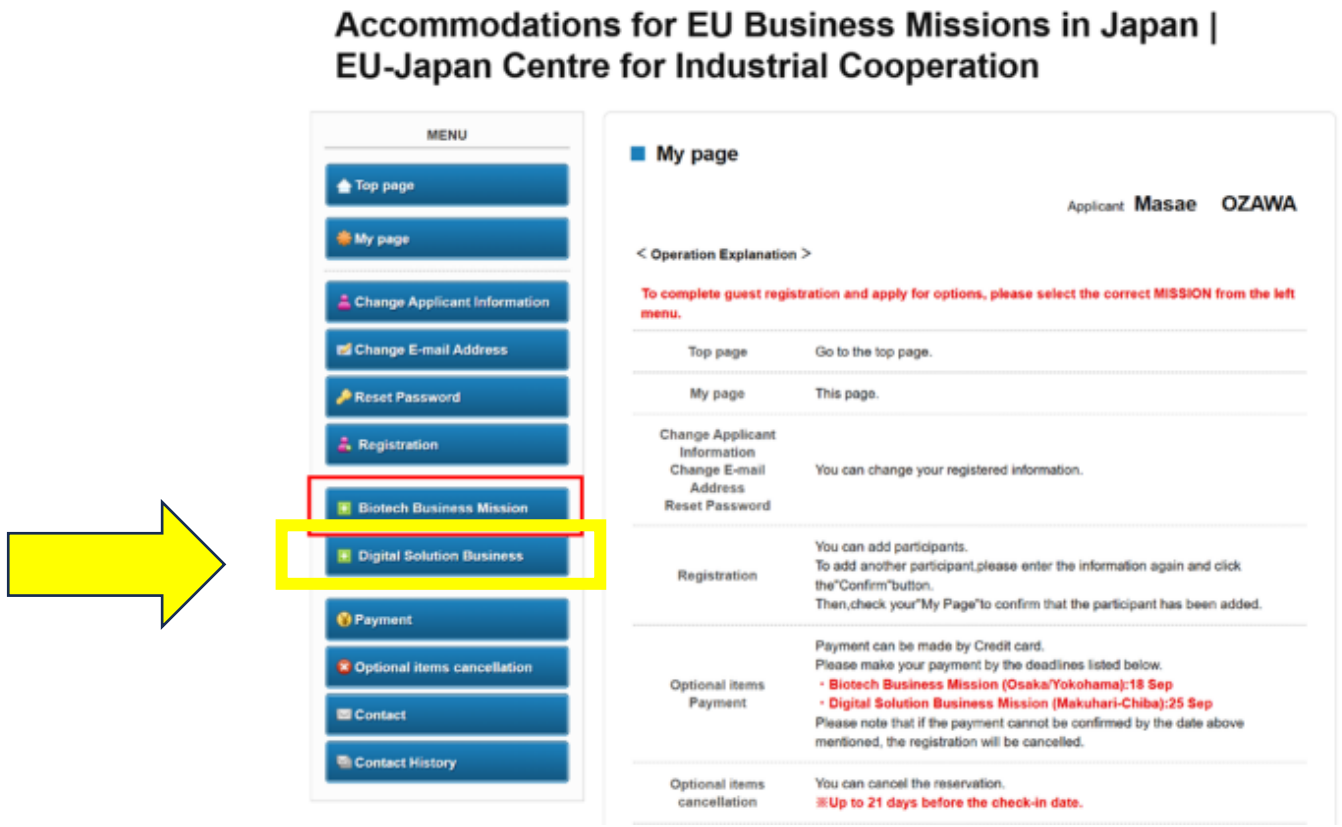


Participants Information
(Please do not register family members or other companions here)

Name *	First Name: Daniel Middle Name: Last Name: Gralki
Gendar *	Mr. Ms. None
Affiliation *	EU-Japan Centre for Industrial Cooperation
E-mail address *	daniel.gralki@eu-japan.or.jp
Date of Arrival in Japan	2026 Year 10 Month 04 Day
Flight Number Upon Entry into Japan	LOT65 ※Please enter half-width alphanumeric characters.
Departure Date	2026 Year 10 Month 10 Day
Flight number upon departure from Japan	LOT41 ※Please enter half-width alphanumeric characters.

- **Use the mission participant's name**
- **Confirm your entry again to save it**

5.2. Select “Nanotech Business Mission” on My Page



5.2. Booking and optional requests

Hotel Details

Digital Solution Business

Date of use	Details	Vacancy	Price	Reservation
2026/10/12	Digital Solution Business Mission（Date of Stay: 12-15OCT 4Nights）			Room
2026/10/12	【Option-Request】Two people sharing one room			Room
2026/10/12	【Option-Request】Early-Check in ＊Additional fee will be charged.			Room
2026/10/16	【Option-Request】Late-Check out ＊Additional fee will be charged.			Room
2026/10/12	【Option-Request】Room Upgrade ＊Additional fee will be charged.			Room
2026/10/12	【Option-Request】Additional Rooms for accompanying colleagues.			Room

Back Apply

If you have no additional requests, **enter “1”** in the first row.

You can request options (TBC):

- Two-person room sharing
- Early check-in or late check-out
- Room upgrade
- Additional rooms for accompanying colleagues

Request an extension of stay using the Contact button in the main menu.

- After selecting, click Apply and link the request to the participant’s name and finalise the request. It will then appear at the bottom of My Page.

6. Preliminary Checklist

1. Deposit payment
2. Pre-mission questionnaire to be completed by 12 October
3. English poster data to be submitted by 16 October
4. An access to your own “Exhibitor - My Page” for nano tech expo website will be shared to you as soon as possible
5. Confirm accommodation with the travel agent by mid-November
6. Prepare slides for a 3 to 5 minutes presentation of your company, for the pitching session on 17 December.
   Presentation slides are to be submitted by mid-November
7. Optional: submission of promotional video for usage at booth by 4 December



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

Thank you for your attention.

Useful contacts:

Hitoshi Koyano	H.Koyano@eu-japan.eu
Yann Botrel	yann.botrel@eu-japan.or.jp
Daniel Gralki	daniel.gralki@eu-japan.or.jp
EEN Mission Team	een-mission@eu-japan.eu

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

Co-funded by
the European Union

enterprise
europe
network
Business Support on Your Doorstep