



The City of Kyoto Visitors Host (KVH) Support Subsidy

Financial support for using Kyoto's local interpreter guides!

For using KVH guides with international meetings held in Kyoto

This subsidy can support part of the costs for using City of Kyoto Visitors Host guides in special tours, excursions, etc. that are held as part of an international convention or conference held in Kyoto City. We hope that by using our KVH guides in your meeting, it will increase the satisfaction of your delegates, help them more deeply enjoy Kyoto, and help us to further develop our local guides program.





Great for:

Excursions during or after your meeting Spouse programs

Escorting VIPs and their families on special tours

See reverse side for more details. \Rightarrow



Bringing joy to travelers:

In addition to having an accommodating attitude and a charming personality, City of Kyoto Visitors Hosts possess specialized knowledge and expertise regarding Kyoto. These interpretation specialists know precisely what it means to have "Kyoto quality." Armed with information on not only history, culture, and traditional industries but also all of Kyoto's other charms, from its products to the residents and their lifestyles, City of Kyoto Visitors Hosts make for the perfect trip companion and aim to bring you joy in your travels.

Kyoto Convention & Visitors Bureau (KCVB)

78 Kankoboko-cho, Muromachi Higashi-iru, Shijo-dori, Shimogyo-ku, Kyoto 600-8009 [TEL] +81-75-353-3053 [E-mail] kyoto@hellokcb.or.jp

https://meetkyoto.jp/en/







Eligibility requirements:

Must be an international convention and conference held by an organization. Leisure groups or other informal social gatherings, exhibitions and their associated meetings, symposiums, etc. are not eligible. Must meet the following requirements:

- 1. The main meeting must be held within Kyoto Prefecture between April 1, 2019 and March 31, 2020, and at least 2 days in length. The excursion must be held within Kyoto City.
- 2. The meeting must include participants from 3 or more countries (including Japan), total meeting size must be at least 50 persons or more.
- 3. The meeting must not be for commercial purposes.
- 4. The meeting must not be for political or religious purposes.
- Eligible costs: Guide fees for using KVH guides.
- Usage examples: Excursions before, during, or after the main meeting. Spouse programs Special limited tours for invited guests and other VIPs

■ Subsidy award amounts:

Maximum subsidy awards vary on meeting size 50 – 200 pax: JPY 30,000 maximum 201 – 500 pax: JPY 50,000 maximum

501 pax or more: JPY 100,000 maximum

Notes:

Groups can be any size, 1 pax or greater

Group size, participating nationalities, and itinerary must be decided at least 1 week before the meeting starts

Tours must be held in English and/or Chinese

Offer a truly Kyoto-quality experience to your guests!



Application Process

Submission of required documents

Must apply at least 1 month before meeting begins.

- 1. Application form
- ${\hbox{\bf 2. Additional documents (event proposal, event plan, program, schedule, etc.)}\\$

KCVB

Application screening and approval

KCVB sends notification and ID/Password for Clematis website

Organize

Finding and choosing guide

Event organizer uses their login to find and choose a guide(s) using the Clematis website



Event held

Participants must be informed that this subsidy is being used for the event

Report and invoice

The following documents must be submitted to KCVB within one month after the event is over

Organizer

- 1. Post-event report
- 2. Event announcement and materials (programs, photos, etc.) that include the KCVB logo and show that the participants were informed of the subsidy support.
- 3. Pictures that show the event (tour, excursion, etc.) that was supported by the subsidy
- 4. A copy of the receipts for the costs incurred by the event
- 5. Invoice made out using the name of the event organizer



It's easy to find a KVH guide on the Clematis website!

It's easy to log in and search for a guide using your desired search parameters!







https://www.kyotovisitorshost.com/en/

KCVE

KCVB sends subsidy funds