

Ecosystem Builders Invitation Support for Global Startup Expo (GSE) 2026 Specifications

1. Background

The Japan External Trade Organization (JETRO) supports international promotion activities for the Global Startup Expo (GSE).

GSE is a global startup conference held on 5-7 October, focusing on deep-tech innovation, supported by the Japanese government, aimed at fostering international collaboration and showcasing cutting-edge technologies.

The purpose of this project is to invite leading overseas startup ecosystem builders including VCs, Accelerators and academia innovation to participate in GSE stage sessions.

2. Project Outline

The Contractor shall arrange all logistics and coordinate participation of approximately ten (10) ecosystem builders selected by JETRO.

Selected participants will primarily be based in Europe, with potential representation from the Asia region.

3. Estimated Schedule

Mid-August 2026	- Sign contract - JETRO provide the contacts of ecosystem builders
Mid-August to End of September	- Arrange logistics and coordinate participation
5-7 October	- GSE - On-site Support
15 November 30 November	Final report submission Completion of contract

4. Outsourced Tasks

(1) Logistics and Participation Coordination

The Contractor shall:

- a) Contact selected ecosystem builders (participants), whose contact information will be provided by JETRO.
- b) Maintain communication to ensure seamless coordination including:
 - i. Collecting required information as requested by JETRO
 - ii. providing participants with instructions and announcements from JETRO
- c) Arrange logistics based on participants' preference:
 - i. Travel arrangements (international and domestic flights/trains)

ii. Accommodation in Osaka

(2) On-site support

The Contractor shall provide on-site operational support during 5-7 October, including:

- a) Providing orientation and daily schedule management
- b) Guiding participants to join the stage session and other opportunities provided from JETRO
- c) troubleshooting

Note: Any expenses mentioned below should be **included** in the contract amount:

- ❖ Travel expenses of the Contractor

5. Final Report submission

- (1) The Contractor must submit a report to JETRO by 15 November 2026, summarizing all the activities provided.
- (2) The report shall include suggestions to assist JETRO with hosting similar projects in the future.

6. Term of contract

The contract period is from the contract start date to 30 November 2026.

7. Budget Structure

The budget shall consist of:

- (1) Fixed costs
 - Project management
 - Central coordination system
 - On-site operational preparation and travel expenses of the contractor
 - Reporting and analysis
 - Administrative costs
- (2) Variable costs (calculated depending on the actual number of invited participants)
 - Communication
 - Flights, trains, and local transportation
 - Accommodation

8. Payment Terms

50% of the total contract amount, including VAT and other taxes, shall be paid within 40 days of receipt of the invoice following the contract start date.

The remaining amount shall be paid within 40 days of receipt of the invoice after confirming the completion of the work.

Payment amount shall be based on the **actual number of invited participants**. If an invited participant cancels its participation prior to or during the event, the participant shall be excluded from the final count for variable cost payment, and the contractor may collect cancellation fees from the participant. In consultation with JETRO, the Contractor may charge cancellation fees to the participant.

9. Contractor Eligibility and Requirements

The Contractor must satisfy the following criteria to be considered for this project:

- (1) Has an established organizational structure and capabilities to manage and complete the project properly.
- (2) Has proven experience in implementing cross border invitation arrangements at international events, preferably at startup events.
- (3) Be capable of executing on-site operations in Japan.
- (4) Can adhere to JETRO's requests, as well as report to communicate with, and consult with JETRO and outsourcing partner to support this project in an adequate manner. Can present efficient data for project evaluation.
- (5) Has knowledge and systems/tools for handling confidential and/or personal information accordingly.

10. Other

- (1) If any matter not described in this specification arises during the project, it shall be discussed with a person in charge and a response shall be determined on a case-by-case basis.
- (2) Personal information collected will only be used within the project for the purposes defined prior and will be shared within JETRO.