

JETRO Global Acceleration Hub Project Specifications (Boston)

1. The Purpose

The "JETRO Global Acceleration Hub" project aims to support the overseas expansion of Japanese startups and to foster the startup ecosystem in Japan. These Global Acceleration Hubs are established in more than 25 world-leading startup ecosystems. They provide the latest information about their regions, and also support Japanese startups individually to expand on-site.

The following services are outsourced to the local accelerators or incubators that are rooted firmly in the ecosystem on-site so that the project will effectively be conducted.

<Located cities and areas>

North America: Silicon Valley, Boston, New York, Los Angeles, San Diego, Austin, Chicago, Toronto

South America: Sao Paulo

Europe: London, Paris, Germany, Madrid, (Helsinki)

Middle East and Africa: Dubai, Riyadh, Tel Aviv, (Nairobi)

China: Shenzhen, Shanghai, Hong Kong

Asia: India, Singapore, Bangkok, Kuala Lumpur, Jakarta, Manila

Oceania: Sydney

2. Target areas

Boston Area

3. Contract Term

The term of this service shall commence on the date of execution and expire on March 31, 2027.

4. Service Description (Individual support for Japanese startups)

a. Local Ecosystem Briefing Service

- To be used by Japanese start-ups only.
- Provide a one-hour overview of the local ecosystems and industry trends.
- To take place at the offices of the outsourcing partners, or occasionally at JETRO offices.
- Create regularly updated presentation materials to use during the briefing sessions and provide these materials to the users.
- Share these presentation materials with JETRO.
- As a general rule, briefings given to groups consisting of multiple companies and/or multiple Japanese startups, or JETRO organized seminars or webinars will be charged the same price. In cases where the fee is changed, a written quote must be provided.

b. Individual Mentoring Service

- To be used by Japanese start-ups only.
- Includes finding business opportunities in the local economy, formulating

business models, creating fundraising strategies for users looking to expand their global business in the local ecosystem.

- Outsourcing partners must be able to arrange for more than one mentor in order to encompass the different fields and goals of users.
 - To take place at the offices of the outsourcing partners, or via video calling.
 - Mentoring services will be capped at 10 hours per user. However, in cases where user companies are very likely to establish a local office or receive VC funding, the user company may request JETRO's approval to raise the cap to 30 hours.
 - Follow up emails providing information after in person meetings or video calls may be counted as mentoring hours. In these cases, the provided materials and e-mails must be submitted to the local JETRO office.
- c. Business Matching
- To be used by Japanese start-ups only.
 - Includes introduction to local companies that are possible candidates for partnerships, VC/investors, advisory board members, and new team members according to the needs of the user.
 - Business Matching will be capped at 3 matches per user company. However, in cases where user companies are very likely to establish a local office or receive VC funding, the user company may request JETRO's approval to raise the cap to 9 matches.
- d. Co-working Space
- Use limited to the Japanese startups which have not established local offices yet.
 - Provide hot desk and co-working spaces.
 - The Space can be used by user company (up to three people) for a minimum of one month, and a maximum of three months per company. (Months may be used non-consecutively.)
 - The fee shall be determined based on actual usage. Therefore, it is not necessary to keep a permanent co-working space.
- e. Intake meeting
- Outsourcing partners conduct intake call or meeting to assess company's needs before connecting to mentors and potential partners.
- f. Business Strategy Meeting
- Outsourcing partners conduct follow-up calls to check with the company on progress with the mentor or business matches introduced to them by outsourcing partners. Outsourcing partners will also utilize meeting time to give strategic guidance on next steps in the company's US expansion.
- g. Program management
- Conduct regular meetings with JETRO for overall program management.
 - Review the progress of Japanese startups.
 - Nurture and maintain a network of mentors and business partners.

5. Language
All services shall be conducted in English or Japanese
6. Service Performance Reports
Submit a monthly business performance report to the JETRO Office by the 10th of the following month. The format will be provided by JETRO.
7. Compensation
The payment schedule will be set by contracts as coordinating with outsourcing partners.
Payment is made by the unit-price based on actual performances.