

## **JETRO Global Acceleration Hub Project Specifications (Los Angeles)**

### 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

Los Angeles / San Diego 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)

- 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 or via video calling
  - 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 there the fee is changed, a written quote must be provided.
- 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.
- 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.
- Assisting JETRO's other events related with start-ups
  - Whenever possible, we ask that the contracted organization support JETRO organized events and seminars relating to the local innovation ecosystem locally and in Japan. The fee structure is to be based on (4.a) Local Ecosystem Briefing Service.
- Consulting JETRO
  - Upon JETRO's request, outsourcing partners will provide consulting services for successful implementation of other startup programs and share information such as technology trends and current market situations.

#### 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. Service Fees:

- The Service Fee shall be paid after the report which shall be completed to JETRO's satisfaction (as determined in its sole discretion) and in accordance with JETRO's standards by each due date described above, and upon receipt of an invoice issued by the Representative which is satisfactory to JETRO (as determined in its sole discretion).
- Activity fees such as tax, phone/copy, domain name, mail service, transportation fee, and any event registration fee are included in the commission stated in a), except those JETRO specifically asked to attend in writing.

- When JETRO specifically requests the representative, in writing, to travel for this project, JETRO will pay related travel expenses calculated based on our internal rules. Otherwise, all travel expenses shall be included in the commission stated in Service Agreement Exhibit C.

8. 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.

Details

Activity	Payment Structure	Cost (USD)	Rate
1. Local Ecosystem Briefing Service	Unit	87.50	Per 15 minutes
2. Individual Mentoring Service	Unit	87.50	Per 15 minutes
3. Business Matching	Unit		
3-(1) Introduction and/or list up local companies that are possible candidates for partnerships, VC/investors, advisory board members, and new team members according the needs of the user	Unit	50.00	Per case
3-(2) Arranging business meetings	Unit	275.00	Per case
3-(3) Attending business meetings	Unit	87.50	Per 15 minutes
4. Follow up meeting arrangement for group 3	Unit	175.00	Per case
5. Assisting JETRO's other events related with start-ups	Unit	87.50	Per 15 minutes
6. Consulting JETRO	Unit	87.50	Per 15 minutes