

X-HUB TOKYO GLOBAL STARTUP ACCELERATOR OUTBOUND PROGRAM
East Coast Program Outsourcing Contract Specifications

1. Objective

This program is designed to support the global expansion of startup companies in Tokyo in order to produce a large number of globally active startups from Tokyo. By partnering with a global accelerator with expertise, the program is to provide marketing skills in North America, pitch practice, and specific business matching opportunities.

2. Program Timeline

- 1) Organizing and running the Bootcamp (1 week)
- 2) Providing mentoring and business matching (4 weeks)
- 3) Organizing and running the in-person Demo Day week (1 week)
- 4) Setting an action plan for following three months (1 week)

3. Contract Period

Contract execution date (June 2026) ~ March 12th, 2027

4. Scope of Work

- 1) Organizing and running the online Bootcamp (1 week)
 - i. Target participants: Approximately 10 Japanese companies that meet the following conditions:
 - a) Investment round: Series A to B (Middle to Later stage)
 - b) Sector : AI
 - c) Have a base of operations in Tokyo (ex. a company that has a coworking space in Tokyo is acceptable. No registration required)
 - ii. Content: Lectures to deepen the knowledge regarding the sales development, and understanding of the local ecosystem and knowledge of business development. It also includes trainings to improve proposals to potential customers in the market. It shall comply with the following conditions:
 - a) The workshop shall be held over a period of 5 consecutive days.
 - b) Select instructors who can communicate smoothly in English or Japanese.
 - c) Each company's pitch should be recorded. The videos shall be edited and shared with local stakeholders for feedback.
 - d) Ensure the event can be transitioned to an online event if required.
 - iii. Required number of staff from the Contractor:
 - a) Minimum 5 instructors
 - b) 2 staff or more
- 2) Providing mentoring and business matching (4 weeks)
 - i. Target : Approximately 10 companies

- ii. Content: Prior to the Demo Day, advice will be provided to each company on their business model development, US go-to-market strategy, customer discovery and preparation of their pitch materials in accordance with the following conditions.
 - a) Activities will be conducted primarily online, with an option to organize an in-person program in Tokyo. This in-person component may include lectures, workshops, mentoring sessions, and other relevant activities for supported companies, within the budget proposed by the contractor.
 - b) Expenses such as travel and accommodation, etc. to Japan of the contractor shall be included in the contract amount. JETRO shall make the arrangements for the operation of the face-to-face program in Japan, including the arrangement of the venue, and JETRO shall bear the costs.
 - c) Set a maximum number of mentoring and business matching sessions per company, assuming 1 hour per session.
 - d) Based on the company's goals and issues, a customized mentoring schedule will be arranged for each company in preparation for the Demo Day and all follow-ups and mentoring sessions proceeding the event. This schedule will be shared with the company and JETRO. After the companies and JETRO agree on the schedule, mentoring will be provided according to the settled schedule.
 - e) Assign a lead mentor for each company, who can communicate smoothly in English or Japanese and is familiar with the specific field. If JETRO or the company requests a change of mentor, a different mentor will be selected after consultation with JETRO.
 - f) At least 1 business matching session will be conducted for each company. If additional sessions are requested, they will be conducted within the maximum number of sessions.
 - g) For both mentoring and business matching, feedback on the content of each session will be received from the companies or potential mentors/partners and shared with JETRO.
 - iii. Additional content: Post Demo Day, each company will receive follow-ups (ex. how to keep in contact and communicate with the Demo Day participants) in relation to the feedback given by the judges.
 - iv. Estimated number of services: 4 Lead mentor sessions per company x 10 companies = 40 sessions, 7 mentor sessions (including post follow-up meetings) per company x 10 companies = 70 sessions
- 3) Organizing and running the in-person Demo Day week (1 week)
- i. Target participants: Approximately 10 companies
 - ii. Content 1: Run a week-long program ending with a pitch session including:
 - a) B2B meetings: Includes business meetings with potential partners as well as visits to relevant facilities.

- b) Networking Event
 - c) Demo Day (Pitch Session)
 - d) Side event
 - iii. Content 2: Run a Demo Day (pitch session) in accordance with the following conditions:
 - a) As a culmination of the whole program, each company should be provided with an opportunity to pitch.
 - b) Invite local stakeholders, such as investors and company correspondents to join the event.
 - c) Provide networking opportunities.
 - d) Arrange a venue that can accommodate about 100 participants
 - iv. Content 3: Organize a side event * Details are determined upon further discussion
 - v. Activities will be in person, however, based on the conditions of the global pandemic and proper protocols, activities may switch to online meetings and events.
 - vi. Required number of staff: 2 staff or more
- 4) set an action plan for following three months (1 week)
- 5) Preparation of project Report
 - i. The Contractor shall submit a report to JETRO (due February 13), summarizing the results of the activities in each of the project categories. The Contractor shall submit a report on the results of the activities of each participant company through the program.
 - ii. For each company that participated in Demo Day week, a report on the results, challenges, and future plans for each company shall be included in the report.
 - iii. The report Includes suggestions for JETRO to host similar programs in the future.
- 5. Conditions for the Contractor engaged in the project
 - 1) Has an established organizational structure and capabilities to manage and complete the project properly
 - 2) Is able to adhere to JETRO's directions, as well as report to communicate with, and consult with JETRO in an adequate manner
 - 3) Has knowledge of handling confidential and/or personal information accordingly
 - 4) Has broad and effective experience, network, and knowledge necessary for the implementation of the project
 - 5) Is able to give appropriate advice and communicate smoothly with startup companies and global companies in both Japan and New York and /or Boston
 - 6) Is able to comply with applicable laws and regulations, especially the Foreign Corrupt Practices Act and state unfair competition laws
 - 7) Must inform JETRO if the Contractor is involved in a similar project funded by the Japanese government

6. Payment

In compensation for the services to be provided by the Contractor to JETRO, JETRO shall pay a total amount to the Contractor in Two payments. The first half payment of the Program will be made by JETRO to the Contractor upon execution of this agreement. The second half payment of the Program will be made by JETRO to the Contractor upon the completion of the Program. The first payment, which will be made upon execution of this agreement, will be half the amount of the maximum possible value of the contract. The second payment, which will occur at the end of the program, will be the actual value minus the first amount JETRO paid to the Contractor. the Contractor must submit final report to JETRO.

7. Miscellaneous

- 1) If any matter not described in this specification arises during the program, it shall be discussed between both parties and settled on a case-by-case basis.
- 2) The amount for mentoring and business matching to be borne by JETRO shall be based on the unit price agreed upon by both parties and the actual quantity performed by the Contractor.
- 3) Personal information collected through this program shall be only handled within the program for the purposes defined prior to the collection and the method will be shared with JETRO.