**Unique Rules of Etiquette for First Meetings in Japan:**

1. **Greetings:**
   * Bowing is the traditional Japanese greeting. The depth of the bow can vary depending on the status and age of the person you're greeting.
   * Offer a slight bow when meeting someone for the first time. A bow of about 15 degrees is typically appropriate for casual encounters, while a deeper bow may be used for more formal situations or to show respect.
   * In addition to bowing, a handshake may also be used in business settings, especially when interacting with foreigners. It's polite to wait for the other person to offer their hand first.
2. **Business Cards (Meishi):**
   * Exchanging business cards is a significant ritual in Japanese business culture.
   * Present your business card with both hands and ensure that the text faces the recipient.
   * Receive the other person's card with both hands as well, and take a moment to read it before carefully placing it on the table in front of you.
3. **Language and Formality:**
   * Use honorifics (-san) when addressing people, especially in business settings, unless you are given permission to use a more casual form of address.
   * Speak softly and avoid using overly direct language, as Japanese culture values harmony and indirect communication.
4. **Punctuality:**
   * Being on time is crucial in Japanese culture. Arrive a few minutes early for meetings to show respect for the other person's time.
5. **Dress Code:**
   * Dress conservatively and professionally, especially in business settings. Dark suits are typically preferred for both men and women.

**Unique Business Etiquette in Japan:**

1. **Hierarchy and Respect:**
   * Japanese business culture places a strong emphasis on hierarchy and respect for authority. It's essential to show deference to those in higher positions.
   * Decision-making often involves consensus-building, so be prepared for a more lengthy decision-making process compared to Western cultures.
2. **Group Harmony (Wa):**
   * Japanese businesses prioritize group harmony, or "wa." Conflict and confrontation are generally avoided in favor of maintaining a harmonious work environment.
   * When giving feedback or criticism, do so delicately and privately to avoid causing embarrassment or loss of face.
3. **Gift Giving:**
   * Gift giving is a common practice in Japanese business culture and is often used to show appreciation or to build relationships.
   * When presenting gifts, wrap them neatly and avoid using overly flashy wrapping paper. Gifts should be offered and received with both hands as a sign of respect.
4. **Dining Etiquette:**
   * If invited to a business meal, wait for the host to initiate actions such as ordering, pouring drinks, or beginning the meal.
   * Follow the lead of your host in terms of when to start eating and drinking.
5. **Follow-up:**
   * After a meeting, it's customary to send a thank-you email or note expressing gratitude for the opportunity to meet and discuss business matters.

Information from:

1. **Japan External Trade Organization (JETRO)**  
   Website: https://www.jetro.go.jp/en/
2. **Embassy of Japan in the United States**  
   Website: https://www.us.emb-japan.go.jp/english/html/index.htm
3. **The Japan Times**  
   Website: <https://www.japantimes.co.jp/>
4. **Global Business Culture**  
   Website: <https://www.globalbusinessculture.com/>
5. **JapanVisitor**  
   Website: <https://www.japanvisitor.com/>

**獨特禮儀規則與商務文化——日本**

**獨特禮儀規則**：

1. **問候：**
   * 鞠躬是傳統的日本問候方式。鞠躬的深度可以根據所見面的人的地位和年齡而變化。
   * 第一次見面時，可以輕微地鞠躬。對於非正式場合，通常使用約15度的淺鞠躬，而在更正式的場合或為了表達尊重時，則可能要深鞠躬。
   * 除了鞠躬外，在商務場合，尤其是與外國人打交道時，也可以握手。禮貌上要等對方先伸出手。
2. **名片交換：**
   * 交換名片在日本商務文化中具有重要意義。
   * 雙手遞上您的名片，確保文字朝向接收者。
   * 同樣要用雙手接收對方的名片，然後花點時間閱讀它，再小心地放在您面前的桌子上。
3. **語言和禮節：**
   * 在稱呼人時使用尊敬語（-san），尤其是在商務場合，除非得到許可可以使用更加隨和的稱呼方式。
   * 說話時要輕聲細語，避免使用過於直接的語言，因為日本文化重視和諧和間接的溝通方式。
4. **守時：**
   * 在日本文化中，準時很重要。會議要提前幾分鐘到場，以示尊重對方的時間。
5. **服裝規定：**
   * 在商務場合，尤其是要穿著保守而專業的服裝。男女皆宜的深色西裝通常是首選。

**日本的獨特商務禮儀**：

1. **等級和尊重：**
   * 日本商務文化非常重視等級和對權威的尊重。向上級表達尊敬是至關重要的。
   * 決策通常需要達成共識，因此準備比西方文化更長的決策過程。
2. **團隊和諧（Wa）：**
   * 日本企業重視團隊和諧，或“和”。通常會避免衝突和對抗，而是優先維護和諧的工作環境。
   * 在給予反饋或批評時，要以細緻而私下的方式進行，以避免尷尬或失面子。
3. **贈禮：**
   * 贈送禮物在日本商務文化中很常見，通常用於表示感謝或建立關係。
   * 當贈送禮物時，要整齊地包裝，避免使用過於華麗的包裝紙。禮物應該雙手遞上並接收，以示尊重。
4. **用餐禮儀：**
   * 如果被邀請參加商務餐會，要等待主人開始行動，例如點菜、倒酒或開始用餐。
   * 在開始用餐和飲酒方面，要跟隨主人的步伐。
5. **後續跟進：**
   * 會議結束後，通常應發送一封感謝電子郵件或便箋，表達對會面和討論業務事項的感謝。