

DCJAPAN

DATA CENTER JAPAN

Speaker Services Manual

Exhibitor Seminar

Dates March 24 (Wed.)-25 (Thu.), 2027

Venue TOKYO PORTCITY TAKESHIBA

* Exhibits/Seminars:

Tokyo Metropolitan Industrial Trade Center,
Hamamatsucho Building, 2nd-5th Floors

* Keynote Speech:

Port Hall, 1st Floor

Organizer: Japan Data Center Council

Co-Organizer: NANO OPT Media, Inc.

Index	P.2
Event Overview	P.3
Prohibited Acts	P.4
Delivery of Visitor Data	P.5
Handling of Personal Information / Exhibitor Name	P.6
List of submissions	P.7
Access to the venue (Tokyo Port City Takeshiba)	P.8
Venue Usage Plan	P.9
Marketing and Press Activities	P.10
Standard Equipment at seminar room / Preparation for the seminar	P.11
On-site Schedule	P.12-13
Move-in of Seminar Handouts(courier service)	P.14
Carry-in label	P.15

Please note that the information contained in this manual is subject to change.

Event Overview

Name	Data Center Japan 2027
Dates	March 24 (Wed.)-25 (Thu.), 2027, 10:00 a.m.-5:00 p.m.
Venue	TOKYO PORTCITY TAKESHIBA * Exhibits/Seminars: Tokyo Metropolitan Industrial Trade Center, Hamamatsucho Building, 2nd-5th Floors * Keynote Speech: Port Hall, 1st Floor
Organizer	Japan Data Center Council
Co-Organizer	NANO OPT Media, Inc.
Official Website	https://f2ff.jp/event/dcjapan?lang=en

Official SNS Accounts (Hashtag: #DCJ27)

Facebook (Official)	https://www.facebook.com/InteropTokyo
X (Official)	https://x.com/InteropTokyo30
LinkedIn	https://www.linkedin.com/company/64446566/

Show Management Office c/o NANO OPT Media, Inc.		
3F, BLOCKS SHINJUKU GYOEN, 1-12-5 Shinjuku, Shinjuku-ku, Tokyo, 160-0022, Japan https://nanooptmedia.jp/		
Sales	E-mail: sales-info@f2ff.jp	TEL: 03-6258-0582
Operations	E-mail: dcj-exhi@f2ff.jp	TEL: 03-6258-0597

Exhibitors shall not do any of the following acts without prior written consent of the Organizer:

(For participation in a seminar, the term “exhibitor,” “exhibition” or “exhibition space” being hereinafter replaced with “presenter,” “presentation” or “presentation space”)

1. Exhibition, display, introduction, distribution or any other business activity of or relating to products or services that are deemed by Organizer to be inappropriate in light of the purpose of the Event or to prevent the smooth progress of the Event such as nuisances to other participants or visitors;
2. Other than the item (1) above, any nuisances to the Organizer, other participants or visitors;
3. Violation of law, act against public policy, infringement on intellectual property right, portrait right, right to privacy, reputation or any other right or interest of the Organizer or a third party (including other participants or visitors; the same applies hereinafter), torts, criminal offense or any other act related thereto;
4. Transfer or resale of the right to use all or part of the exhibition space or sublease of all or part of exhibition space;
5. Reverse engineering, decompiling, disassembling, duplication, alteration, adaptation, addition, processing or change of computer systems, computer networks, software, equipment, device or facilities or technical information related thereto that is/are required to hold or operate the Event (collectively, hereinafter referred to as the “System”);
6. Access to the System for the following purposes:
 - *For benchmark of the System including measurement of availability, capability or functionality of the System;
 - *For competing purpose including development of a product or service to compete with the Event or the System; or
 - *For duplication of feature, function or graphics of the Event or the System;
7. Act that places excessive burden on the System;
8. Act to obstruct or likely obstruct management or operation of the Event or the System;
9. Unauthorized access, compromise, hacking or cracking to the System or any attempt thereof;
10. Act to interfere with or snarl accuracy, integrity, safety, utility or legality of the Event, the System or data of or relating to a third party contained in the System;
11. Use of other participant’s ID or password, or participation in the Event or use of the exhibition space by impersonating a third party or by using anyone else’s name or a fictitious name;
12. Promotion, advertising, soliciting or business activity at the Event or through the System without prior permission of the Organizer;
13. Collection of information on other participant (including registered items and personal information);
14. Act that brings, gives or causes detriment, damages, loss or unpleasantness to the Organizer or a third party;
15. Storing, sending, transmitting or making available for transmission the information that falls or the Organizer deems to fall into any of the following categories:
 - *Information containing excessively violent or cruel expression
 - *Information containing computer virus, computer worm, Trojan horse, time bomb, spyware or any other detrimental computer program;
 - *Information containing expression that defames, or damages the credit of, the Organizer or a third party;
 - *Information containing excessively obscene expression;
 - *Information containing expression promoting discrimination;
 - *Information containing expression promoting suicide or self-injury;
 - *Information containing expression promoting inappropriate use of drug;
 - *Information containing expression that gives unpleasantness to others;
 - *Information for the purpose of the first encounter with a person of the opposite sex;
 - *Information requesting to spread some information to a third party such as chain mail; and
 - *Information containing antisocial expression;
16. Giving benefits to antisocial forces such as organized crime group, or any other act that promotes activities of antisocial forces or that is suspected to contribute to the operation of antisocial forces;
17. Act that conflicts or may conflict with the rules regarding the Event or use of the System;
18. Act that, directly or indirectly, causes or facilitates any act set forth in the items 1. through 17. above; and
19. Any other act that is deemed by the Organizer to be inappropriate.

If the Organizer judges that an exhibitor is likely engaging in any act set forth above, the Organizer may check the usage conditions, status, situation and the like regarding the exhibition space, and may take any measures that it thinks appropriate including suspension of exhibition by the exhibitor (provided, however, that the Organizer shall not be required to take such measure.).

Even if such measure taken by the Organizer causes damages, loss or expenses to the exhibitor or any third party, the Organizer shall not be liable for any such damages, loss or expenses in any respect.

*Lead delivery is available only to exhibitors who have paid the standard fee (paid service).

1. Management of Personal Information that Show Management Office provides sponsor

We will provide the personal information (business card information) of registrants for each event who have agreed to provide their personal information and those who have downloaded session materials to the sponsor of the event. The provision of such personal data will be conducted in a secure manner after consent to [Handling of personal information regarding data delivery] (Please click here https://frm.f2ff.jp/event-jp/images/Agreement_E.pdf to see a sample of the text.) has been obtained. All personal information provided should be handled under the management responsibility of each sponsor and in compliance with the Personal Information Protection Law and other applicable laws and regulations.

2. Delivery Date

The delivery date is scheduled for one week after the end of the event period.

Please be advised that delivery may be delayed in the event of unforeseen circumstances.

Data acquisition information will be provided to the exhibiting representative via email.

3. Delivery The personal Information

The personal information to be delivered includes: name, name (furigana), company name, company name (furigana), department, position, address, phone number, and email address.

However, attendee data delivered will be exactly as registered by the attendees themselves, so it may contain inaccuracies. The show management office will not perform data cleaning or translation into other languages. Please be aware of this in advance. The delivery file format will be CSV.

In addition to the above personal information, we will deliver data tagged with each attendee's action .

- Pre-registration
- In-person attendance

*There is a limit to the number of data sets delivered. Data exceeding this limit can be purchased for a fee. For details, please contact your sales representative.

4. Notes on data

- This service does not guarantee data integrity. We recommend exchanging business cards in conjunction with the use of this service.
- The following personal information data will be deleted at the stage of scrutiny and will not be provided.
 - Data from participants who have refused to provide personal information after registration
 - Data whose registration session has been changed or cancelled by the registrant after registration
 - Data deemed necessary to be deleted for reasons other than those listed above for the protection of personal information or for operational reasons
 - If a barcode not used for this event is scanned, if a scanning error occurs, or if there is no visitor data associated with the badge code, etc.

Handling of Exhibitors' Personal Information by Show Management Office

The Japan Data Center Council, the organizer of this event, has entrusted the handling of personal information to Show Management Office, NANO OPT Media, Inc. The handling of personal information is governed by the "Personal Information Protection Policy" and the "Privacy Policy" set forth by Show Management Office itself.

Show Management Office will supervise the appropriate management of personal information in accordance with the "Personal Information Protection Policy" and the "Privacy Policy" set forth by Show Management Office itself.

- The personal information you provide in the various submission forms in accordance with the Exhibitor Manual will be used by Show Management Office to send you administrative communications regarding the submitted forms.
- We may use the information you provide to send you information about IT-related conferences, exhibitions, events, and related marketing services handled by Show Management Office, but we will not disclose or provide your registered personal information to any third party without your consent.
- Please be advised that we may outsource the handling of your personal information to companies selected by Show Management Office for the purpose of sending you information. In such cases, we will supervise the contractor to ensure that the personal information is handled appropriately.

Please click here to view the Privacy Policy of NANO OPT Media, Inc.

<https://nanooptmedia.jp/privacy/#eng>

Handling of Personal Information by Exhibitors

When collecting personal information of visitors to the exhibition through the use of business cards, name book entries, questionnaires, business card attachments, or barcode systems, we recommend that you confirm the purpose of use and handling of personal information with the visitors themselves and obtain their consent before collecting their personal information. Please take appropriate measures to handle personal information based on each company's personal information protection policy and in accordance with the Personal Information Protection Law.

Portrait rights

By entering this event, all visitors, including visitors and related parties, are deemed to have consented to being photographed. Videos and photos taken by management staff or members of the press may be used as promotional/marketing materials. It may be posted or distributed on various websites and paper media.

[Inquiries about personal information]

NANO OPT Media, Inc.

3F, BLOCKS SHINJUKU GYOEN, 1-12-5 Shinjuku, Shinjuku-ku, Tokyo, 160-0022, Japan

E-mail: nom-info@f2ff.jp

Notes about Exhibitor Name

Exhibitor names will be listed as a list of participating companies on the official website, in the event pamphlet, exhibition hall map, and other printed materials. Basically, the names of exhibitors will be listed based on the company name entered in the application form. The following are the rules regarding the use of company names for exhibitors.

- **Nomination of Legal Entity**
 - To make it easier for visitors to see the company name in the list of companies, etc., we will use abbreviated names. Corporate names such as "Kabushiki Kaisha, Inc." will not be listed in either Japanese or English.
 - Since the main purpose is to be listed in the list of participating companies for visitors to index the company name, "product/service names" are not allowed to be listed in place of the company name.
 - Environment-dependent characters are not allowed.
- **In the case of a joint exhibition by two companies, the following description options are available (Example: Company A is the main exhibitor)**
 - 1) For 2 companies including the main exhibitor
The name of each exhibiting company should be separated by "one-byte spaces, one-byte slashes, and one-byte spaces" and written together.
Ex.) 「Company A / Company B」
 - 2) For 3 or more companies including the main exhibitor
Alphabetical listing of main exhibitors as follows
Ex.) Company A
 -Company B
 -Company C
- **Rules for Domestic/International Exhibitors**
In principle, even if a company is a foreign company, it will be treated as a "domestic exhibitor" if it has a Japanese corporation or branch office in Japan, otherwise it will be treated as an "overseas exhibitor".

If you have any questions, please contact Show Management Office.

Please submit all required documents via the Exhibitor Website.
(<https://forest2.f2ff.jp/20270301/?lang=en>)

	NO	Submitted contents	Deadline
Required	1	Company Logo File (For Web Publication)	December 18(Fri.)
Required	2	Seminar title / Speaker information	December 18(Fri.)
Required	3	Speaker' s photo	December 18(Fri.)
Optional	4	Competitor domain	December 18(Fri.)
Required	5	Seminar equipment / Seminar environment, etc.	February 26(Fri.)
Optional	6	Request for SNS image for announcement	March 5(Fri.)
Required	7	Presentation data (PPTX) *for seminar on the day	Bring on the day

Notes regarding submissions

- 1. Company Logo File (For Web Publication)**
This will be published on our official website. Please submit the data in outlined .ai or .eps format. Additionally, please provide a link to your corporate website or relevant page.
- 2. Seminar title / Speaker information**
Some of the information you provide may be published on our official website, in promotional materials, and elsewhere. However, to ensure consistency in representation, we may adjust details such as corporate status and writing style. Furthermore, corporate status will be omitted from the list of participating companies.
- 3. Speaker' s photo**
Please submit in high resolution jpg or gif format.
If multiple speakers are presenting, please submit them as a zip file.
- 4. Competitor domain**
The registrant of the email domain you specify will not be able to register for your session systematically.
***Notes**
 - Before specifying domains, please make sure that it is a competitor.
Show Management Office will not confirm or check the domain name registered, so please make sure that your registration is correct.
 - Please note that we cannot accept checks with domains other than the email address domain (company name, URL, etc.).
 - Please register your domain including @.
 - Any inquiries or complaints from the concerned person may be returned to the concerned company.
 - Requests made after the start of registration for your session will not be accepted. Also, we will not be able to check it at the seminar venue on the day of the event.
 - If you exclude the domain name of your own arranged PR firm or agency, please register the relevant domain name together.
- 5. Seminar equipment / Seminar environment, etc.**
Please register information such as the equipment to be used during the session in as much detail as possible.
- 6. Request for SNS image for announcement**
We will send you a SNS image (with session information) that you can use for announcements. Please select whether you would like production.
- 7. Presentation data (PPTX) *for seminar on the day**
Presentation data doesn't need to be submitted in advance. Please bring your own PC with you on the day of your presentation, or bring your data on a USB memory stick to the venue. Please create in PPTX format (PowerPoint 2007 or later) and create slides in 16:9. If you are using an application other than PPTX, please bring it in PDF format. All provided data will be deleted after the session.



Tokyo Metropolitan Industrial Trade Center, Hamamatsucho Building Tokyo Port City Takeshiba, Port Hall

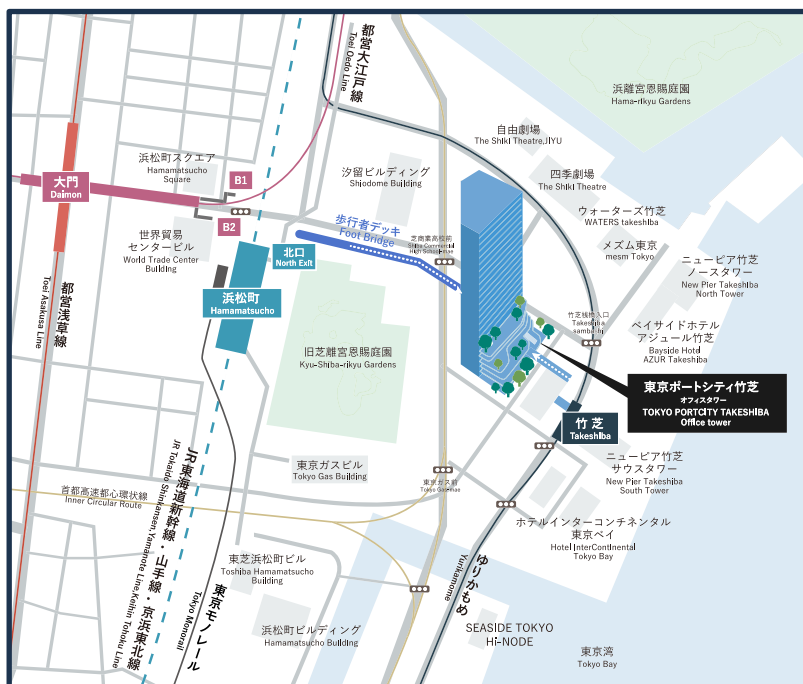
1-7-1 Kaigan, Minato-ku, Tokyo 105-7501

<https://tokyo-portcity-takeshiba.jp/access/>



[By Train]

- A four-minute walk (350 m) from Hamamatsucho Station (north exit)
JR・・・Exit to Takeshiba-dori and proceed toward Takeshiba Pier.
Tokyo Monorail・・・After exiting the monorail ticket gate, turn right at the front entrance of the World Trade Center Building and proceed toward Takeshiba Pier.
- Yurikamome Line : A two-minute walk (100 m) from Takeshiba Station
After leaving the ticket gate, go out the west exit and proceed toward Hamamatsucho Station.
- Toei Asakusa Line / Toei Oedo Line (subway) ; A seven-minute walk (450 m) from Daimon Station
Leaving the Daimon/ Hamamatsucho Station ticket gate, go out the B2 exit. When outside, go past JR Hamamatsucho Station (north exit) toward Takeshiba Pier.



[Access by Car]

Approximately 10 minutes from Shiba Park IC on the Metropolitan Expressway;

Approximately 10 minutes from Shiodome IC

There is a paid parking lot on the B1 level.

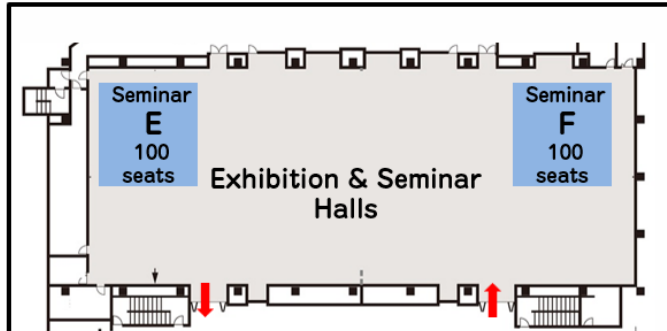
Hours: 7:00 a.m. - 11:00 p.m. Rate: 300 yen per 20 minutes Maximum charge: 3,300 yen per 24 hours

* Please note that this is a shared parking lot, not one exclusively reserved for the Tokyo Metropolitan Industrial Trade Center, Hamamatsucho Building.

* Loading and unloading are not permitted from the paid parking lot.

Tokyo Metropolitan
Industrial and
Trade Center
(2-5F)

5F



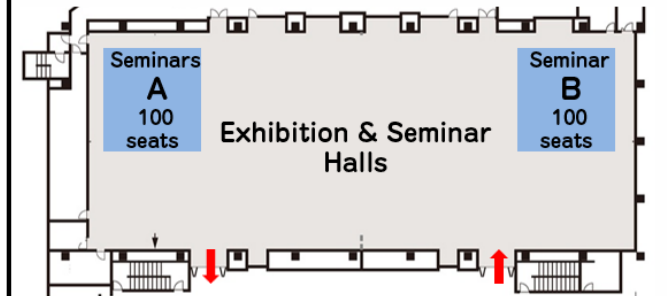
4F



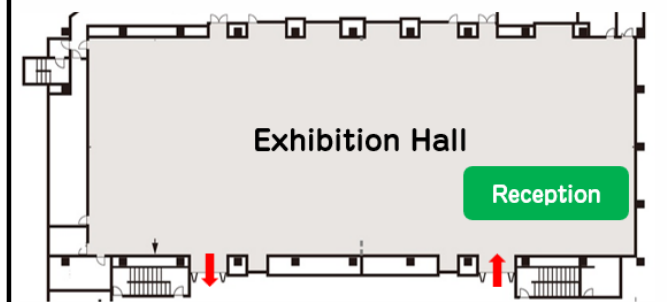
4F
Conference
Room 2

Exhibitor/
Speaker
Lounge

3F

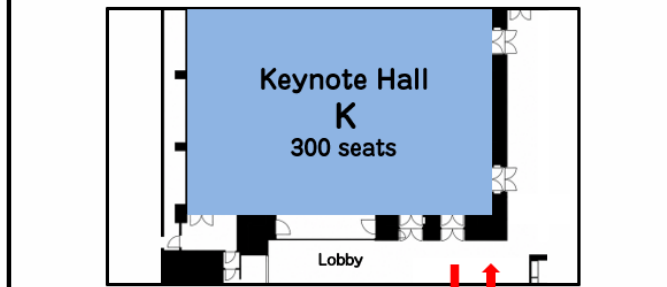


2F



Port Hall
(1F)

1F



Building Facilities
Shop Information



<https://tokyo-portcity-takeshiba.jp/floor/>

*Please note that venue arrangements are subject to change. We appreciate your understanding.

1. Promotional Activities

Direct mail and e-mail

- Selecting visitors / registered visitors to the company's events held by Nano-Opto Media, and sending e-mail invitations and sending mail direct mail to them (the relevant target audience). From the start of registration to the end of the event period, the information will be sent two to three times a week.

Advertisement placement.

- Google/Yahoo AD Display Network
- Facebook/X advertisement etc...

Media tie-up

Through tie-ups with multiple media sponsors, we will provide exposure through pre-announcement advertisements and features, coverage during the exhibition, and post-event articles.

2. Request for SNS image for announcement

We will send you an SNS image (with session information) that you can use for announcements. Please select whether you would like production via the Exhibitor Website by March 5.(Fri.)



Standard Equipment at seminar room (Theater 100 seats)

- Screen projector (16 : 9) × 1
- Podium × 1
- Laptop (Windows11 × Microsoft Standard 2021) × 1
- Internet connection (wired)
- Hand mic × 2
- Wireless presenter (Laser pointer) × 1

◆ Arrangement of non-basic equipment

If you use equipment other than those listed above, please contact Show Management Office. We will make arrangements for a fee. Please note that we may not be able to make such arrangements due to the specifications of the venue.

◆ Confirmation of the environment for creating presentation data

Please check the OS and Office version when creating the data. Differences in the environment may cause display problems. If the environment used for data creation differs from the specifications of the PC used for the seminar (see above), we recommend that you bring your own PC.

◆ Bringing your own laptops

The connector shape for connecting to the projector is "HDMI". If you bring a PC or mobile device that does not have the corresponding interface, please bring a conversion adapter to the above connector. Please note that display problems may occur depending on compatibility with the venue equipment. Also, to ensure a stable demonstration, the Internet will be wired, so if you have a PC without a LAN port, please bring an Ethernet conversion adapter. Please note that we will not provide one. Also, please take security measures when using the Internet.

◆ Connecting multiple laptops at the same time

We will provide one PC per venue. If you use multiple PCs, please bring your own computers from the second PC onwards. However, please note that simultaneous projection is not possible.

Advance Preparation & Distribution of Materials at the Venue

If you wish to distribute materials or questionnaires during your presentation, please indicate whether distribution will occur on the Exhibitor Portal under [Seminar equipment / Seminar environment, etc.]. Prepare materials according to the following guidelines. Presentation materials will be accepted by the Secretariat staff and stored until your session begins. Seminar staff will handle material distribution to attendees and questionnaire collection.

*Please note that the Secretariat and the venue accept no responsibility for any loss, theft, damage, or malfunction.

* Notes

- As a guideline, please prepare for the venue seating capacity (Theater: 100 seats) + extra copies, based on the pre-registration status for your company's sessions. For pre-registration numbers, please contact your respective sales representative.
- If distributing multiple items (excluding questionnaires), please bundle them together in a folder or envelope. We cannot perform bundling on-site; please deliver pre-bundled items.
*For questionnaires with a business card attachment section, please affix double-sided tape in advance.
- After the presentation, staff will deliver them to your booth. If you do not have a booth, the conference staff will hand them directly to the responsible person or presenter on-site for you to take with you. Please note that the The Show management office cannot store or ship these items for you.

Flow on the seminar

Please come directly to the seminar room at least 15 minutes before the seminar begins.

***Please remember to bring your presentation data on a USB drive or your own PC.**

You may wait in the 4th Floor Exhibitor waiting room until your scheduled time. (See P.9)

*The room is a shared space for all exhibitors and speakers.

*Please manage your valuables yourself.

The Show management office committee assumes no responsibility for lost items.

(15 minutes
before the start)
Arrival at the
Seminar Room

Please go directly to the seminar room and speak to the session director.

*Please wear your exhibitor badge.

Seminar Room

Preparation

↓
Seminar
(30 minutes)

- In the presence of the equipment operator and the progress director, the equipment connection and seminar data will be checked, and the progress director will provide information on the progress flow.
- Please distribute questionnaires and materials during the preparation time before the lecture or within the lecture itself. Please also collect questionnaires (e.g., for novelty item redemption) within the 30-minute session.
- Please begin your lecture after the progress director announces the start of the presentation.
- Please introduce yourself as the speaker.
- If you wish to hold a Q&A session, please keep it within the lecture time.
- Please cooperate in keeping time.

(Displays signs for 10 minutes before end, 5 minutes before end, and end.)

*If you have a booth, we recommend adding an invitation comment.

Finish

- Please exit the room promptly after your seminar concludes, as preparations for the next session will begin immediately.

Notes

- Equipment connection test
Only equipment connections will be checked prior to the start of the seminar.
*If you have a separate test or rehearsal, such as for a complex demonstration, please contact Show Management Office in advance.
- Visiting by related persons
Three seats will be provided in front of the podium for each session (including the speaker).

Exhibitor Badges

Exhibitor badges must be registered online. All individuals, including speakers and accompanying staff, must apply for their badges individually online in advance. *We will provide separate instructions on how to apply. Exhibitor badges must be worn at all times inside the venue.

Photography

- **Photography by Visitors**

The Show Management Office does not impose any specific restrictions on photography by visitors. If exhibitors need to restrict photography to protect their equipment, products, or designs, they are responsible for taking appropriate measures, such as posting signs.

- **Media Representatives**

We ask for your cooperation in allowing press personnel wearing press badges to conduct interviews and take photographs, provided it does not cause any disruption.

- **Exhibitors**

There are no restrictions on photographing your own booth. Please ensure that your photography does not disturb visitors or other exhibitors. If photographing another exhibitor's booth, please obtain permission from that exhibitor.

- **Show Management Office Staff**

Show Management Office photography staff will be conducting interviews and taking photographs for the purpose of posting breaking news on the official website and for use as promotional materials. We appreciate your cooperation.

If you have any questions or requests, please contact the Secretariat in advance.

Move-in of Seminar Handouts(courier service)

When arranging shipment of seminar materials, please copy and cut out the "Delivery Label" on the next page and affix it to each package to ensure smooth sorting at the venue.

Due to venue management requirements, only Sagawa Express courier services are accepted.

Notes on courier service

<Notes for move in and out in parcel delivery service>

- **Due to venue management requirements, only Sagawa Express courier services are accepted. Due to shipping constraints, please specify delivery on March 21. If shipped on or after March 22, there is a possibility it may not arrive by the event date.**
- If a package does not arrive, please have the tracking number available when making an inquiry.
- We cannot accept packages arriving before the specified arrival date or packages sent collect.
- Please be sure to print and attach the "Seminar Handouts" label (on the last page) to your package.
- **The Show Management Office and venue cannot be held responsible for any loss, theft, damage, or malfunction of packages arriving after the specified date, packages without labels, or packages with unknown addresses. Please understand this in advance.**
- Handouts for your presentation will be accepted by the Show Management Office, managed by us until the start of your company's session, and then distributed. Remaining handouts will be returned to the person in charge after the presentation.

How to fill out the shipping label ***Sagawa Express (Japan) only**

大体内を強くご記入下さい。
お届け先宛の郵便番号と電話番号を必ずご記入下さい。

☐ 飛脚宅配便 ☐ 飛脚ラージサイズ ☐ 飛脚航空便 ☐ 飛脚ラージサイズ航空便

郵便番号: 105-7501
お届け先: 東京都港区海岸1-7-1
東京ポートシティ竹芝
産業貿易センター2F展示室
運営事務局
(株式会社ナノオプト・メディア) 宛
TEL: 03-6258-0597

お問い合わせ送り状No.: 1234-5678-9012
品名(具体的な内装品をご記入ください): 3/21(日)着指定 Data Center Japan 2027

お届け先: 元払
ご依頼主: Shipper Information

サイズ・重量・容積: kg
運賃:
保険:
その他:
毎度ありがとうございます。お預かりしたお荷物は、確実・丁寧にお届けします。

インターネット荷物お問合せ: <http://www.sagawa-exp.co.jp/>

✓ **For international shipping of seminar handouts, please contact below.**

KSA INTERNATIONAL INC.
Event & Exhibition Logistics Dept.
TEL: 03-3505-8674 E-mail: mice-logistics@ksa.co.jp

Exhibitor Name		
Session NO.		
〒105-7501 東京都港区海岸1-7-1 東京ポートシティ竹芝 東京都立産業貿易センター 展示室2F 運営事務局(株式会社ナノオプト・メディア) 宛 ※Shipping via Sagawa Express only※		
3月21日(日) 着指定		
開催日：3月24日(水)・25日(木)		
Sender's Company Name		
Name		Number of Bags
Cell phone number		Total Quantity

Exhibitor Name		
Session NO.		
〒105-7501 東京都港区海岸1-7-1 東京ポートシティ竹芝 東京都立産業貿易センター 展示室2F 運営事務局(株式会社ナノオプト・メディア) 宛 ※Shipping via Sagawa Express only※		
3月21日(日) 着指定		
開催日：3月24日(水)・25日(木)		
Sender's Company Name		
Name		Number of Bags
Cell phone number		Total Quantity

DCJAPAN

DATA CENTER JAPAN