



~AI/Generative AI Accelerates Business Transformation and Industry DX~

Speaker Services Manual

Sponsor Keynote

Dates

November 20th (Wed.) – 22nd (Fri.), 2024
10:00 a.m. – 5:00 p.m.
(until 6:00 p.m. on Thursday, 21st only)

Venue

PACIFICO Yokohama
(Kanagawa, Japan)

■ INDEX P.2

■ Event Profile P.3

■ Access to the Venue P.4

■ Overall View of the Venue P.5

■ Submissions

 List of Submissions / Notes / Notes / Contact P.7

■ On-site Schedule

 Seminar Halls & Standard Equipment / Advance Preparation &

 Distribution of Materials at the Venue P.8

 Flow of the Seminar / Notes P.9

■ Advance Delivery of Seminar Handouts P.10

■ Handling of Personal Information / Exhibitor Name P.11

■ Data Delivery P.12

■ Prohibited Acts P.13

Event Title : EdgeTech+ 2024

Date : November 20 (Wed.) - 22 (Fri.) , 2024 10:00 a.m. - 5:00 p.m.
(until 6:00 p.m. on Nov.21 only)
Online : January 6 (Mon.) - 31 (Fri.) , 2025 *Seminar only

Venue : PACIFICO YOKOHAMA
1-1-1 Minato Mirai,Nishi-ku,Yokohama
220-0012,Japan

Organizer : Japan Embedded Systems Technology Association (JASA)

Event Planning and
Promotion : NANO OPT Media, Inc.

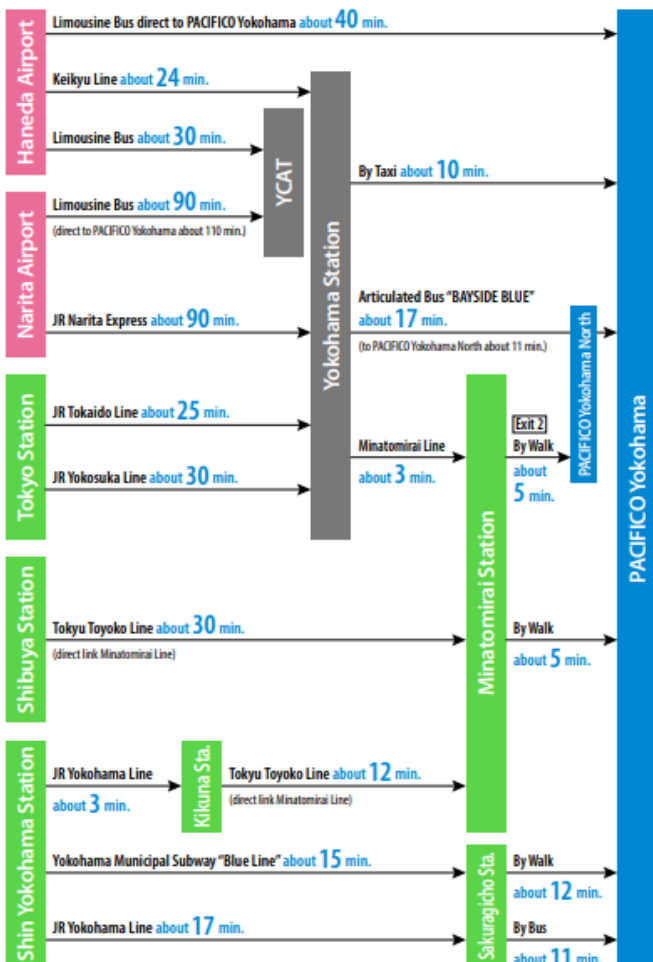
Website: <https://www.jasa.or.jp/expo/english/>

Official SNS Accounts

Facebook	https://www.facebook.com/EmbeddedIoTTechnology/ @EmbeddedIoTTechnology
X	https://twitter.com/ET_secretariat @ET_secretariat
YouTube	https://www.youtube.com/@edgetech47

Please refer to PACIFICO Yokohama Access Guide

<https://www.pacifico.co.jp/english/destination/access/tabid/502/Default.aspx>



- 5 minutes on foot from Minatomirai Station

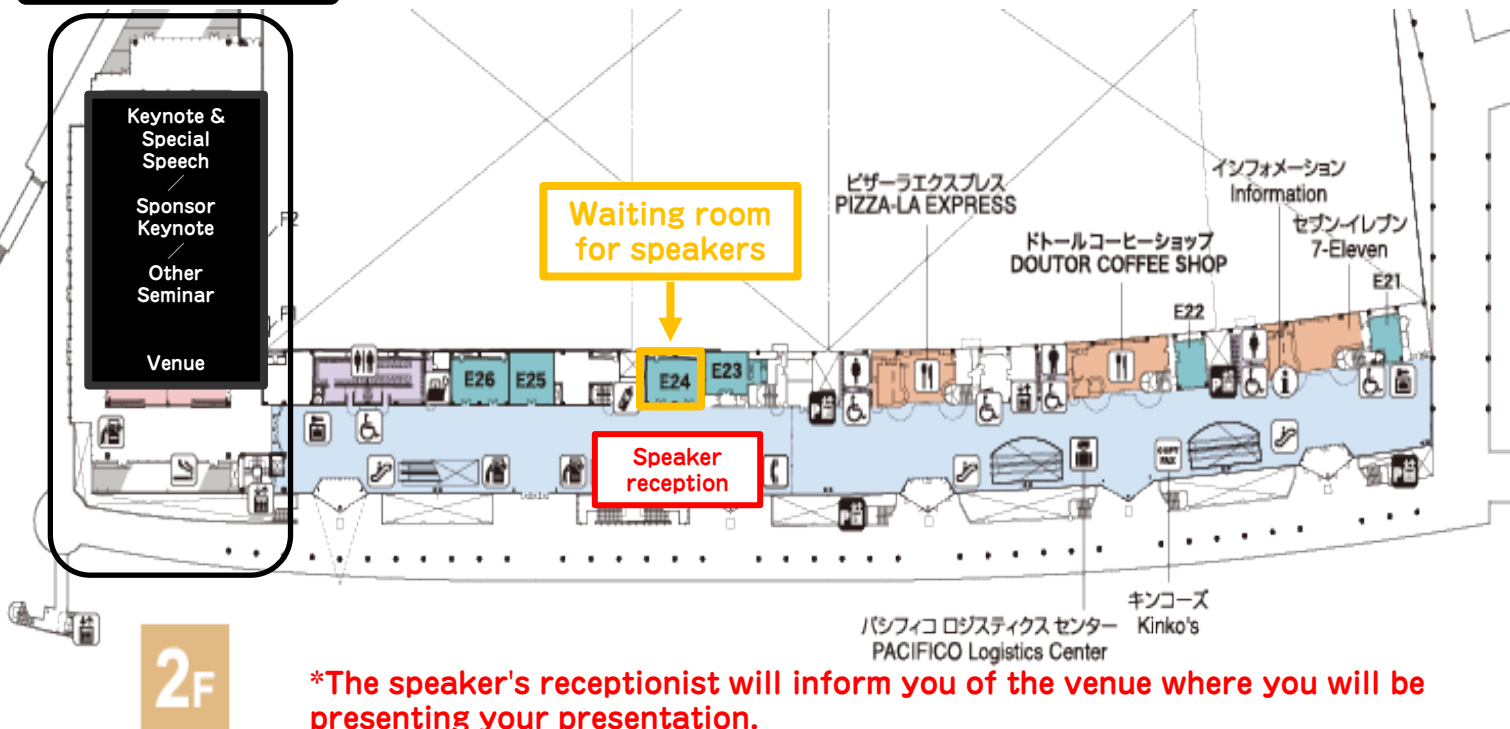
If you use the Entrance to Queen' s Square, you can come without getting wet in the rain. (Excluding some facilities)

- 12 minutes on foot, 11 minutes by bus, 5 minutes by taxi from Sakuragicho Station

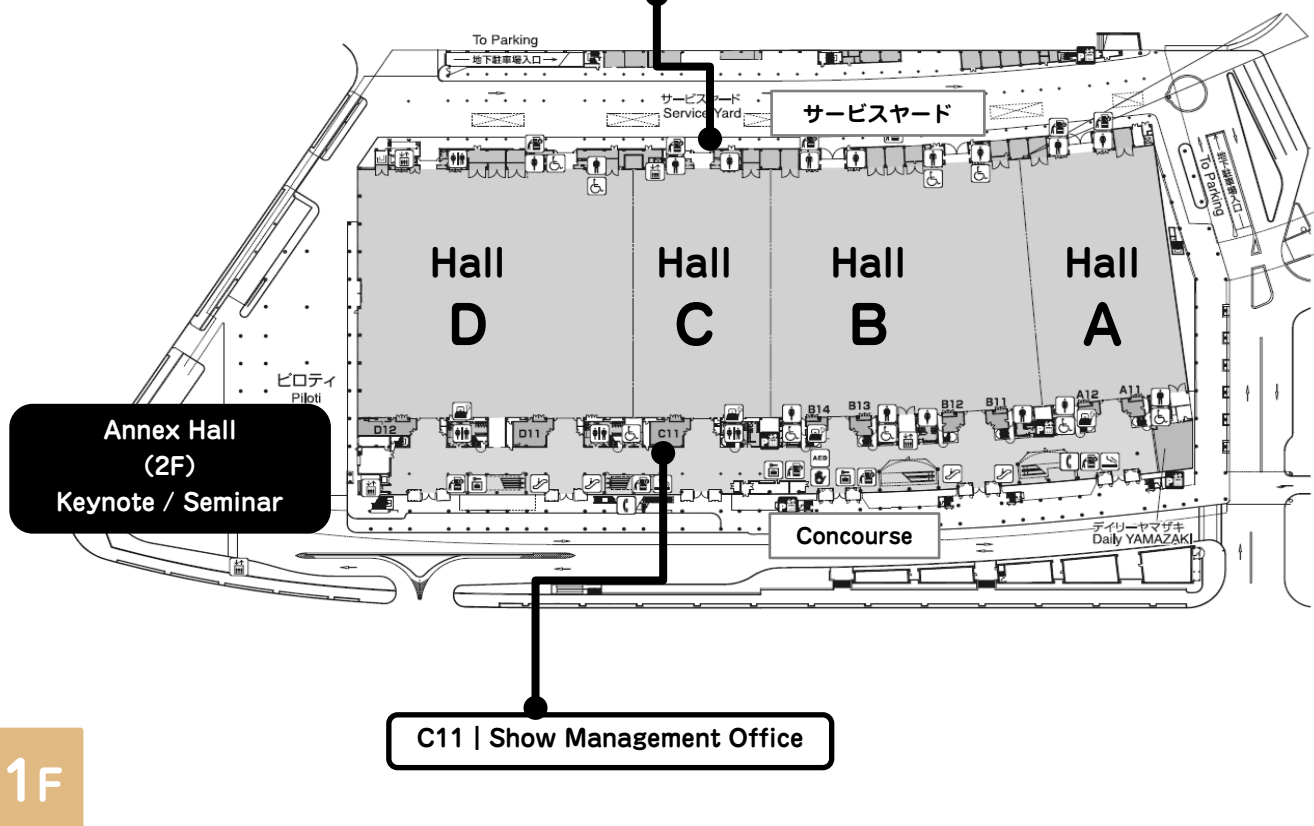
If you use the Moving Walkway, you can come without getting wet in the rain. (Excluding some facilities)

Floor map (PACIFICO Yokohama)

Annex Hall (2F)



Exhibition Hall A · B · C · D (1F)
Exhibition / Seminar



1F	EdgeTech+ Show Management Office	Exhibition Hall C Room C11
2F	Speaker reception & Waiting room	Concourse

Speaker badges

Speaker (Related person's) badge will not be sent out in advance.

They will be handed out at the "Speaker reception" in exchange for two business cards when you come to the venue. Please be sure to wear your badge when you are in the building.

Type	Place of issue	Access area
Speaker Badge	Speaker reception	Exhibition Hall, Seminar Hall (In-house session only) , Waiting room for speakers
Related Person's Badge		Exhibition Hall, Seminar Hall (In-house session only)

PACIFICO Yokohama & Service facilities

For information on facilities such as stores, restaurants, coin lockers, fax/photocopying, wireless LAN, and barrier-free services at PACIFICO Yokohama, please refer to the PACIFICO Yokohama Facility Guide.

▼ PACIFICO Yokohama & Service Facilities▼

<https://www.pacifico.co.jp/english/tabid/500/Default.aspx>

Contact

Show Management Office c/o NANO OPT Media, Inc.

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

Sales

E-mail: sales-info@f2ff.jp

TEL: 03-6258-0582

Marketing & Operation

E-mail: edgetech-exhi@f2ff.jp

TEL: 03-6258-0584

List of submissions

Please register at the Exhibitor's Website and keep the deadlines.

NO	Submit	Form Title	Deadline	Submit to	How to submit
1	All Required	Speaker's Photo data	September 13	Show Management Office	Exhibitor`s Website
2		Seminar title / Speaker information	September 13	Show Management Office	Exhibitor`s Website
3		Seminar equipment / Seminar environment, etc.	November 6	Show Management Office	Exhibitor`s Website
4		Presentation data (PPTX) *Please bring presentation data by USB memory on the day.	-	Seminar venue	Bring on the day
5		[Online event] Registration of seminar data for download (PDF)	November 22	Show Management Office	Exhibitor`s Website

Exhibitor`s Website

<https://forest2.f2ff.jp/20241101/>

Login ID and password will be sent by email.

This site is in Japanese. Please use your browser's translation function to check.

(Recommended browsers: Google Chrome, Microsoft Edge)

Notes *Please verify certainly.

1. Speaker's Photo data

Please upload your photo data (color, high resolution JPEG format) taken of your upper body.

2. Seminar title / Speaker information

We will publish some of the information you have entered on the official website, products etc. However, in order for the legal personality and style etc. to be unified, Show Management Office may adjust the input contents.

3. Seminar equipment / Seminar environment, etc.

Please input the information such as the seminar equipment to be used and the content of the seminar as much as possible.

4. Presentation data (PPTX)

Please make it in PPTX format (PowerPoint 2007 or later). If you are using applications other than PPT, please submit in PDF form. We will erase your data after the seminar is over.

When creating data, please specify slide size specification to 16: 9.

5. [Online event] Registration of seminar data for download (PDF)

Delete any slides that cannot be published, and convert the document to PDF with printable settings, one slide per page (color).

The implementation of seminar-archives delivery is currently being adjusted.

Seminar Hall & Standard Equipment

- Screen projector (16 : 9) × 1
- Podium × 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 connection to the projector is "HDMI". If you bring a PC or mobile terminal that does not have this interface, you will need an adapter to convert it to the above connector. Please note that there may be display malfunctions due to compatibility with the venue's equipment. For a stable demonstration, the Internet will be wired, so if your PC does not have a LAN port, please bring an adapter to convert it to Ethernet.

Show Management Office will not provide these adapters, so please be sure to bring your own. Please understand this in advance. Please take security measures when using the Internet.

◆ Connecting multiple laptops at the same time

Please note that although multiple PCs can be connected, simultaneous projection is not possible.

Advance Preparation & Distribution of Materials at the Venue

If you distribute materials and questionnaires during your presentation, please indicate whether or not you will distribute them in the "Form B" .

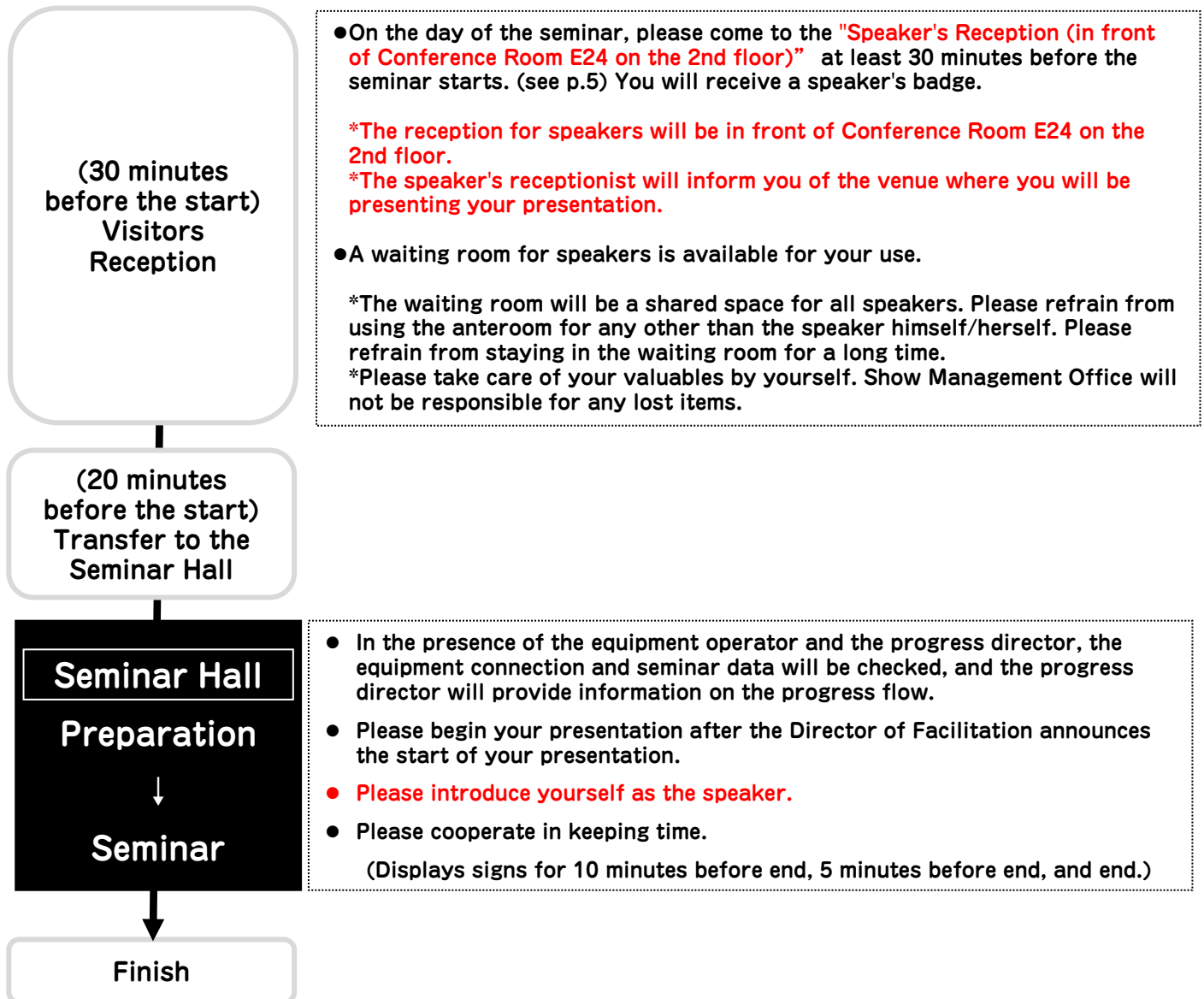
Notes about advance preparation

- Quantities must be prepared for the number of seats in the hall plus a reserve. (Please contact your sales representative for pre-registration status.)
- Each company is requested to prepare its own presentation materials for the audience. (Show Management Office will not print the materials.)
- If you have multiple items to distribute (excluding questionnaires), please deliver them enclosed in a single folder or envelope in advance.
*Show Management Office will not be able to provide the enclosing work. Please note that Show Management Office will not be able to do this work at the venue on the day of the event.
- If you attach your business card to the questionnaire, **please affix double-sided tape beforehand.**
*If you do not attach double-sided tape to the business card attachment column, Show Management Office's staff will not be able to pick up, distribute, or collect your business card. Please understand this beforehand.
- The collected questionnaires and remaining materials will be handed over to the person in charge or the presenter by our staff on the spot after the presentation, so please take them home with you. **Please note that Show Management Office will not keep them or return them at a later date.**

Distribution method & Staff

- Show Management Office's staff will distribute materials to the audience prior to the start of the seminar and collect questionnaires (novelties) after the lecture. (Due to measures to prevent coronavirus infection, the distribution method may be changed, such as placing materials on seats or setting up a box for collecting questionnaires, or the distribution of novelties may be discontinued.)

Flow of the Seminar



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 charge of the program, see p.6) in advance.
- Remaining copies of collected questionnaires and handouts to be used
After the seminar, the staff will give the materials to the person in charge or the speaker on the spot, so please take them home with you.
Please note that Show Management Office will not be able to keep or send the materials.
- Visiting by related persons
Three seats will be provided in front of the podium for each session (including the speaker), but please bring a minimum number of attendees in order to prevent new coronavirus infection.
- Photographing
 - Show Management Office will not restrict photography by visitors. If you prohibit photography of presentation slides, please inform the speakers before the start of the presentation or in the slides themselves.
 - Please cooperate with the filming by the media (wearing a filming armband) and the recording by Show Management Office if Show Management Office allows them to do so. **If you do not allow the media to enter the room or take photographs, please register the relevant items in the "2. Seminar title / Speaker Information" in advance.**

Move-in of Seminar Handouts (courier service)

When making arrangements to send out materials for distribution, please refer to the following instructions on how to fill out the slip for smooth sorting at the venue.

Note on shipping seminar handouts by courier service

- Handouts for your presentation will be distributed after receipt by Show Management Office and managed by Show Management Office until the start of your company's session. Remaining handouts will be returned to the person in charge after the presentation.
- In order to avoid any possible mishandling of the distributed materials, please make a note of the slip number (number of distributed materials to be sent) and bring it with you to the venue.
- Show Management Office and the venue will not be responsible for any loss/theft, damage, or malfunction. Please understand this in advance.
- If you bring in the exhibition in person, please bring it directly to the [Exhibition Hall C (Room C11) Show Management Office] (see p.5) by the morning of November 19 (Tue.).

How to fill out the form for sending the handouts for the seminar by courier service

Designated to the Day (Time)	Designated for arrival on November 19 (Tuesday) AM * Packages arriving before the designated date may not be received by the seminar date and time once they are returned. * Please be sure to make arrangements to arrive on Tuesday, November 19, AM.
Address	PACIFICO Yokohama Exhibition Hall C (Room C11) 1-1-1 Minato Mirai, Nishi-ku, Yokohama 220-0012, Japan EdgeTech+ Show Management Office (c/o NANO OPT Media, Inc.) TEL:03-6258-0584

Handling of Personal Information

Handling of Exhibitors' Personal Information by Show Management Office

The Embedded Systems Technology Association of Japan (JASA), 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/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, Uni-works 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.

- Nonation 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.

1. Handling of personal information provided by the Company to exhibitors

We will provide visitor's personal data (business card information) to the exhibitors of the session concerned. The personal data will be provided in a secure manner after the visitor agrees to the following. The personal data will be provided in a secure manner after the exhibitor agrees to the terms and conditions of the "Confirmation of Data Transfer" (sample text: https://frm.f2ff.jp/event-jp/images/Agreement_E.pdf) All personal data will be handled under the responsibility of the exhibitor and in compliance with the Act on the Protection of Personal Information and other applicable laws and regulations.

2. Delivery Date

Two delivery dates are scheduled: one week after the end of the real event session and one week after the end of the seminar-archives delivery. Delivery may be delayed due to unforeseen circumstances. Please understand this in advance. Data acquisition information will be sent by e-mail to the person in charge of exhibits.

3. Deliverable Item

Personal information to be delivered will include name, name (furigana), company name, company name (furigana), department, position, address, telephone number, and e-mail address. However, the visitor data to be delivered will be the same as that registered by the visitor himself/herself, so there may be some incompleteness. The Show Management Office will not clean the data or translate it into other languages. Please understand this in advance. The file format for delivery will be CSV.

In addition to the above personal information, we will deliver data with each visitor's action history (flags).

- Advance registration
- Real auditing
- Video viewing of seminar-archives delivery/downloading of materials (only for the second delivery after the seminar-archives delivery is completed)

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

*The second delivery of data after the seminar-archives delivery is an updated version of the first delivery. Only the difference is not provided.

4. Other Notes

This service does not guarantee data integrity.

The following personal information data will be deleted during the scrutiny phase 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 visitor's request 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
- In case of reading barcodes not used for this event, reading errors, or no visitor data associated with the badge code, etc.

[Inquiries about Data Delivery]

EdgeTech+ Show Management Office c/o NANO OPT Media, Inc.

TEL:03-6258-0584 E-mail: edgetech-exhi@f2ff.jp

Speakers 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 asublease 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.

