



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

Speaker Services Manual

Seminar

Dates **November 20th (Wed.) – 22nd (Fri.), 2024**

Online : January 6th (Mon.) – January 31st (Fri.), 2025 *Seminar 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 P.7

■ On-site Schedule

 Seminar hall & Standard equipment / Contact P.8

 Flow of the seminar / Notes P.9

■ Handling of Personal Information P.10

■ Prohibited Acts P.11

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.

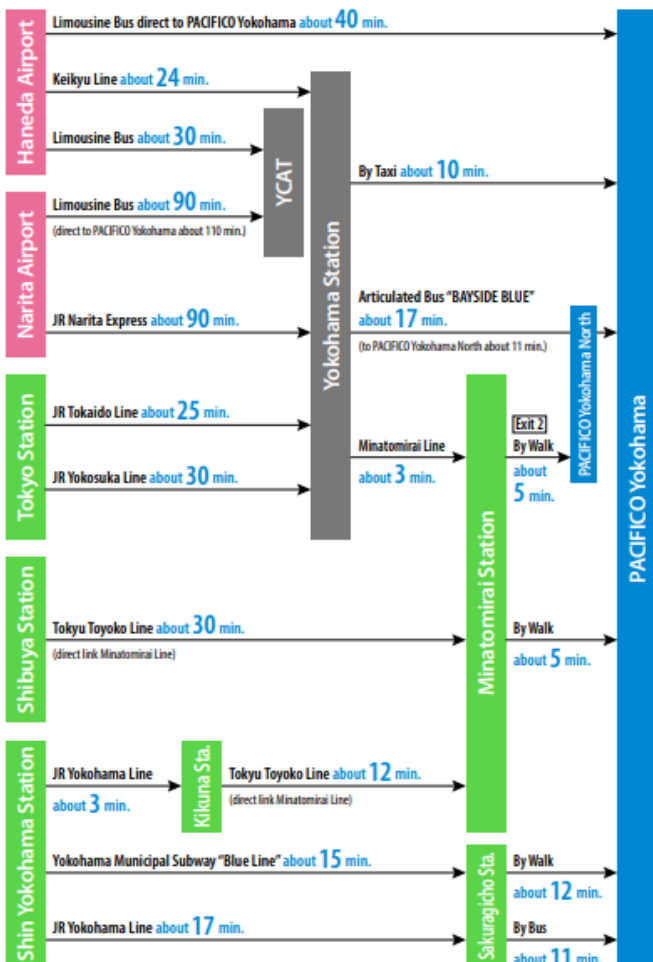
Website: <https://www.jasa.or.jp/expo/english/>

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

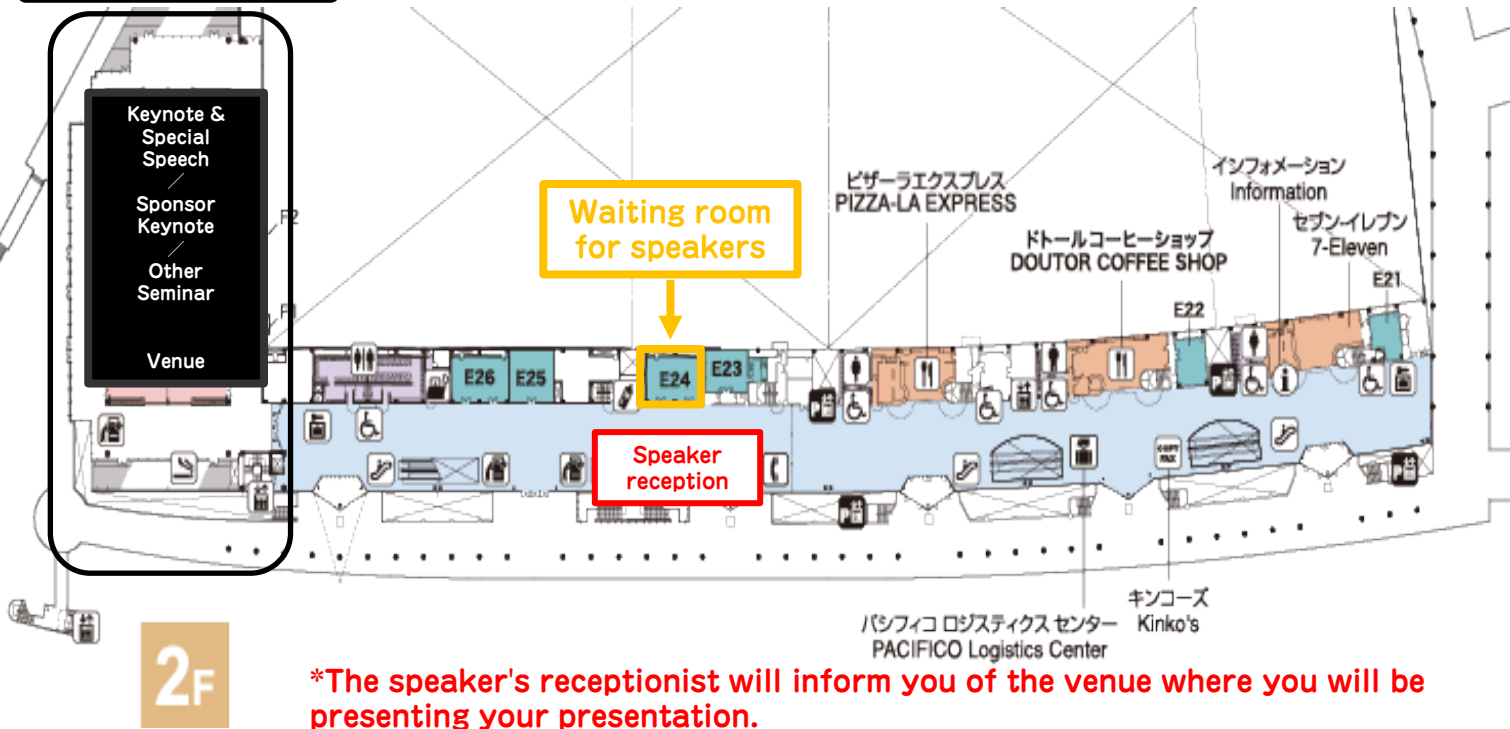
If you use the Entrance to Queen' s Square, you can come without getting wet in the rain. (Excluding some facilities)

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

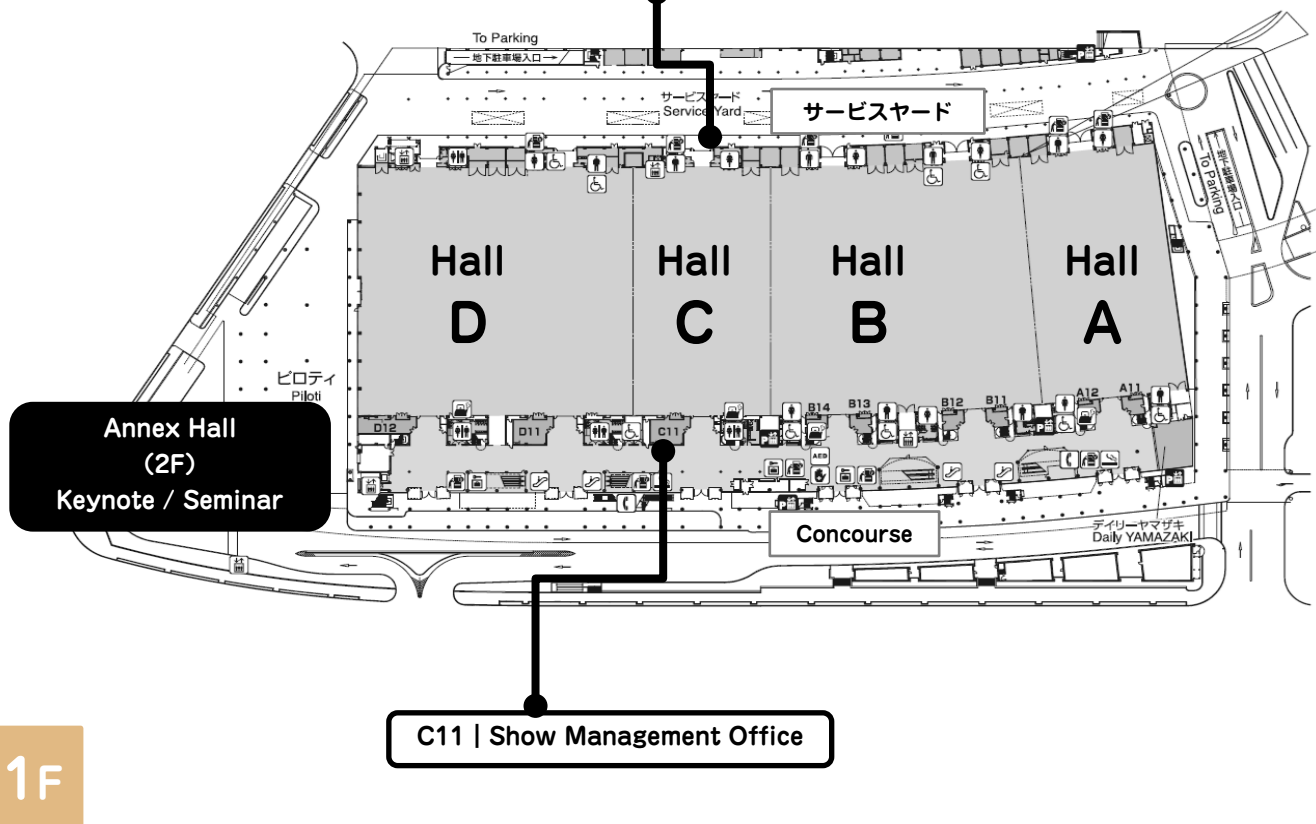
If you use the Moving Walkway, you can come without getting wet in the rain. (Excluding some facilities)

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>

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.

Contact

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

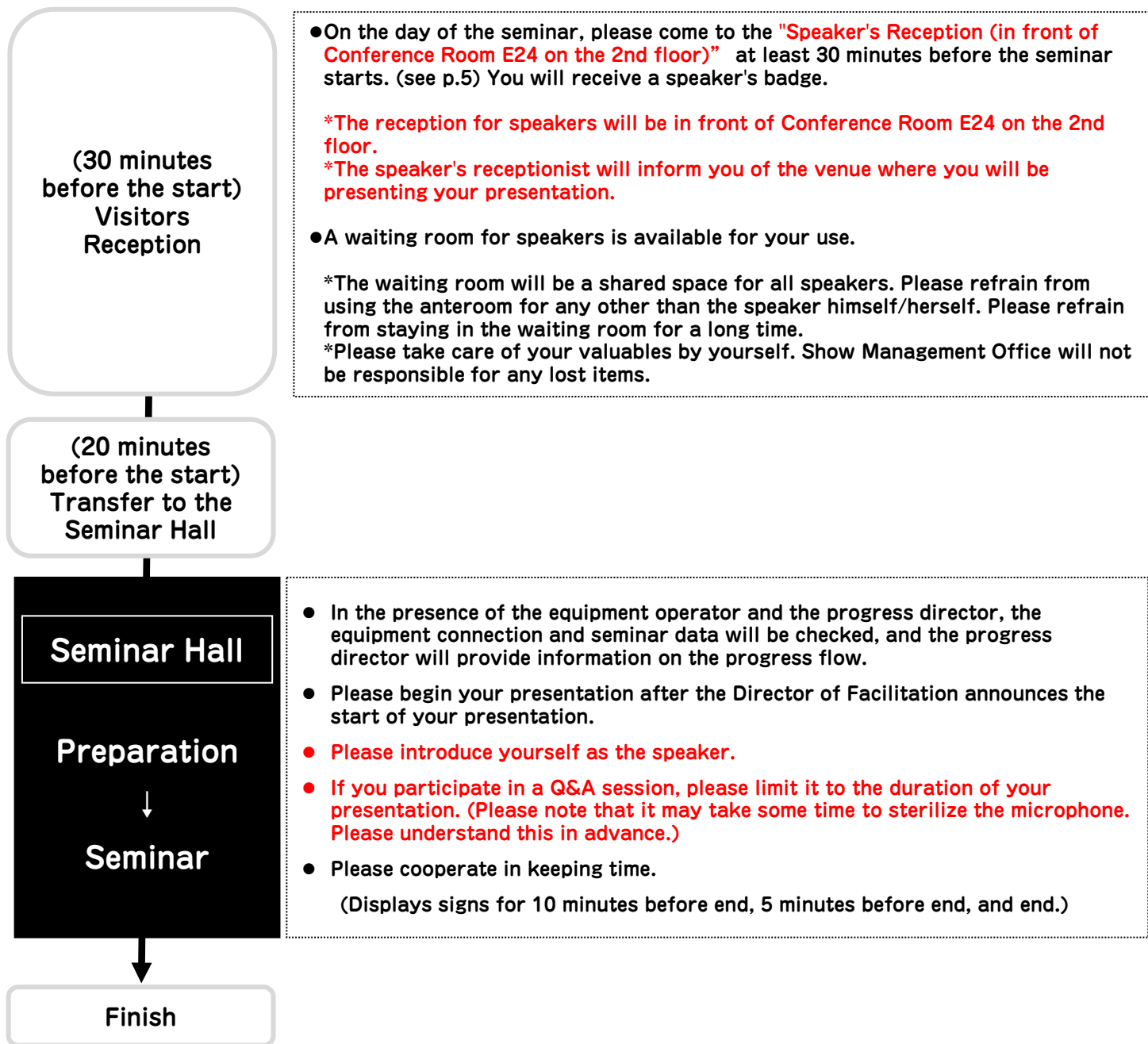
3F, Uni-works SHINJUKU GYOEN, 1-12-5 Shinjuku, Shinjuku-ku, Tokyo, 160-0022, Japan

Program Team

E-mail: program-et@f2ff.jp

TEL: 03-6258-0587

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.8) in advance.
- **Visiting by related persons**
Three seats will be provided in front of the podium for each session (including the speaker).
- **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 "Form1, Speaker and Seminar Information Sheet" in advance.

Handling of speaker's 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>

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

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 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.

