



Sponsor Seminar Manual

Dates August 19th (Tue.) – 20th (Wed.) , 2025
* Set-up: August 18th(Mon.)

Venue Tokyo Metropolitan Industrial Trade
Center Hamamatsucho-Kan 3F/4F

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Contact Information

Show Management Office(NanoOpt Media Co., Ltd.)
Tel: +81-3-6258-0584 / E-mail: august-exhi@f2ff.jp

◆About Exhibitor Site / List of submissions

Submissions list | Submit to https://s5.f2ff.jp/events/411/sign_in

The Exhibitor site is in Japanese. Please use your browser's translation function to check it.
(Recommended browsers: Google Chrome, Microsoft Edge)
If you have any questions, please contact the Show management office. (august-exhi@f2ff.jp)

No	Submission	Submission details	提出期限	備考
01	Required	Company logo data*1	6/13 (Fri.)	We will display your company logo on our official website etc. If you have guidelines for logo use, please submit them as well.*Product logos are not permitted.
02	Required	Seminar title / Speaker information*1	6/13 (Fri.)	Please register the session title (up to 30 words) and session summary (about 150 words). Please submit the seminar title and speaker information and the seminar summary in Japanese.
03	Required	Speaker's photo*1	6/13 (Fri.)	Please submit in high-resolution jpg or gif format.
04	Option	Competitor domain*2	6/13 (Fri.)	The registrant of the email domain you specify will not be able to register for your session systematically.
09	Required	Seminar equipment / environment, etc	7/25 (Fri.)	Please register information such as the equipment used in the session, the content of the seminar, and the materials to be distributed in as much detail as possible.
10	Option	Presentation data (PDF) download service for visitors	8/1 (Fri.)	A fee applies for providing data on seminar attendees who downloaded materials.
	Required	Presentation data (PPTX) for seminar on the day or backup	Venue on the day	There is no need to submit your presentation data in advance. Please bring your presentation data on a USB memory stick or similar device with you to the venue on the day of your presentation. If you are bringing your own PC for your presentation, please store the data on your PC and also bring a USB memory stick or similar device with the presentation data as a backup.

*1
The deadline has already passed, but please submit your seminar content as soon as it is finalized. Visitor registration is scheduled to open in early July.

- *2
- 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 the 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.

◆Event Outline / On-site schedule

Event Outline

Title	Digital Transformation System Development Expo 2025 Manufacturing Digital Transformation Expo 2025
Dates	August 19th (Tue.) – 20th (Wed.) , 2025 Exhibition:10:00 – 18:00 Seminar: 10:10 - 17:50
Venue	Tokyo Metropolitan Industrial Trade Center Hamamatsu Cho-Kan 4F (1-7-1, Kaigan, Minato-ku, Tokyo, 105-7501) 『E-Commerce Expo 2025 / SNS Operation Strategies Expo 2025』 event will be held simultaneously on the 3rd floor.
Management	NANO OPT Media, Inc.
Official Website	https://f2ff.jp/event/0802

On-site schedule

Date	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
8/19(Tue)													
				10:00 - 18:00 Exhibition opens									
				Seminar 10:10-17:50									
8/20(Wed)													
				10:00 - 18:00 Exhibition opens									
				Seminar 10:10-17:50									

◆ Access to the venue

Tokyo Metropolitan Industrial Trade Center Hamamatsucho-Kan

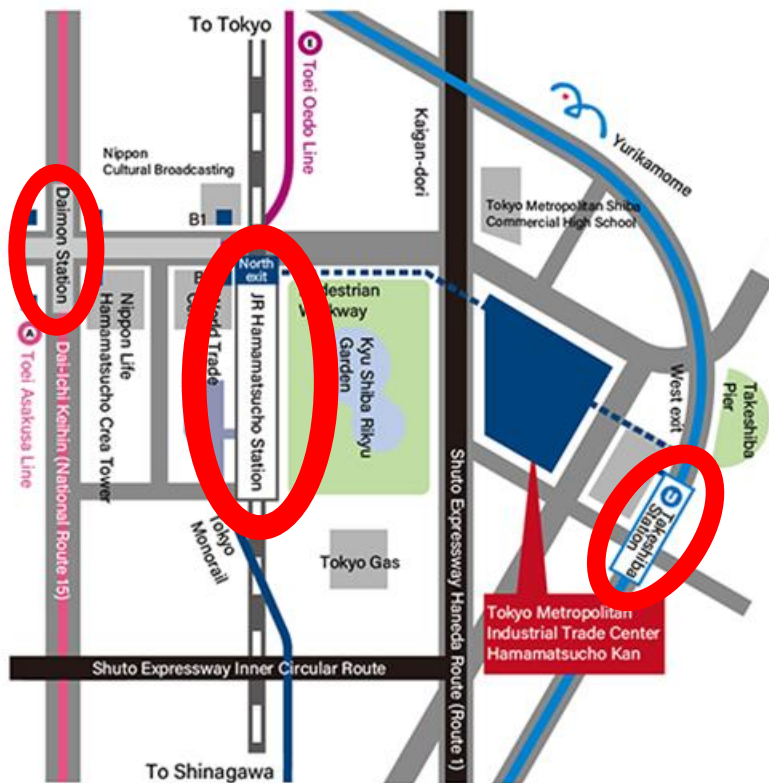
Tokyo Portcity Takeshiba Office Tower 1-7-1, Kaigan, Minato-ku, Tokyo, 105-7501

[TEL] 03-3434-4242

<https://www.sanbo.metro.tokyo.lg.jp/hamamatsucho/language/eng/>

[When coming by train]

- **A five-minute walk (350 m) from Hamamatsu Cho 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 (new option) 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.



◆ Floor layout / Exhibitor badge

4F

- DX Expo2025Digital Transformation System Development Expo 2025
- Manufacturing Digital Transformation Expo 2025



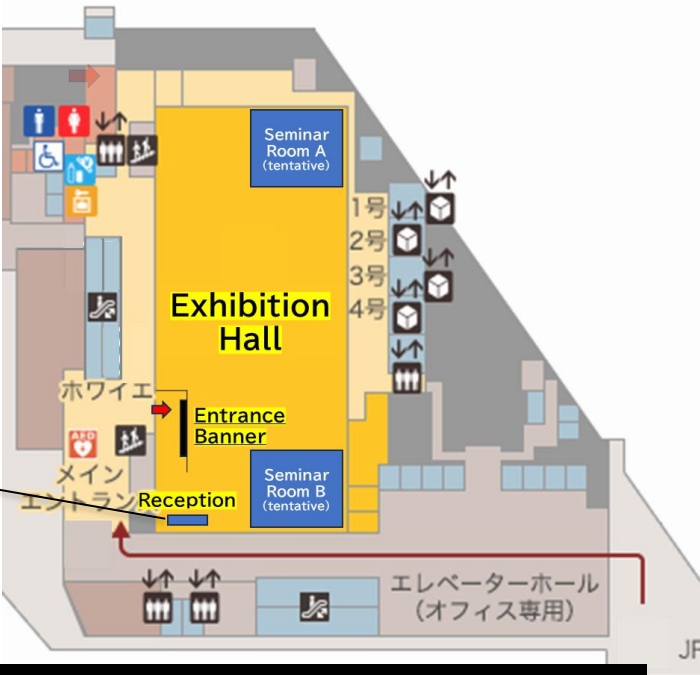
*Venue use is subject to change.

The smoking area on the 4th floor is currently closed. Please use the smoking area on the 1st/2nd floor.

3F

- Concurrent Events
- E-Commerce Expo 2025
 - SNS Operations Strategy Expo 2025

Reception



Exhibitor Budge

Exhibitor badges will not be sent out in advance.
Exhibitor badges will be handed out at the reception desk in exchange for two business cards.
Please be sure to wear your badge while in the exhibition hall.

Access area		
Exhibitor	3F Reception	Exhibition・Seminar（only own company）

Facilities at seminar room

- Screen and projector (16 : 9) ×1
- Hand mic ×1
- Podium ×1
- Wireless presenter (Laser pointer)
- Laptop (Windows 11×Microsoft 365)×1

- **Bring your own data on the day of your presentation**
Please bring your presentation data on a USB memory stick or similar device. If you bring your own PC, please store the data on the PC and bring a USB memory stick, etc. as a backup.
- **Tools of making presentation data**
Please check the Office version and OS. If the environment when the data is made is different from the facilities above, you should bring your own laptop for presentation, because the difference might cause a problem.
- **Bringing own laptop**
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. The secretariat will not provide these adapters, so please be sure to bring your own.
- **Using multiple laptops**
Show Management Office prepare only a laptop. If you need multiple laptops, please bring the second laptop by yourself. However, it is not supported to project images from multiple laptops simultaneously.

Interviewing and Filming

- **Audience (visitors)**
The Show Management Office does not restrict the taking of photographs by visitors. If you wish to prohibit the taking of photographs of the slides of your presentation, please inform the audience before the presentation starts or in the slides.
- **Members of the Press**
The press badges will be issued to members of the press. Press will be allowed to cover and film the event on their own, and we ask for their cooperation.
- **Exhibitors**
No restrictions will be placed on exhibitors filming their own sessions.
Please take photos so as not to disturb visitors or other exhibitors. If you wish to film sessions of other exhibitors, please obtain permission from the exhibitor concerned.
- **Show Management Office**
The filming staff will conduct interviews and filming for the purpose of posting bulletins on the official website and for use as promotional tools. We appreciate your cooperation.

◆ Distribution of materials/ On-site schedule

Preparation and distribution of materials at the venue

In order to ensure the smooth operation of the event, please enter the necessary information in the [09 Seminar equipment / Seminareenvironment, etc] . If you have handouts, please prepare them by your company.

Our staff will take care of the handouts and questionnaires until the start of your company's session after receiving them. We and the venue will not be responsible for any loss, theft, damage, or malfunction. Please understand that.

- **Number of distribution points :**

If you have multiple handouts (excluding questionnaires), please enclose them in a folder or envelope and combine them into one item. Please deliver the distributed items already sealed in advance, as we will not be able to seal them at the venue. If the questionnaire has a space for a business card, please affix double-sided tape to it in advance.

- **Circulation :**

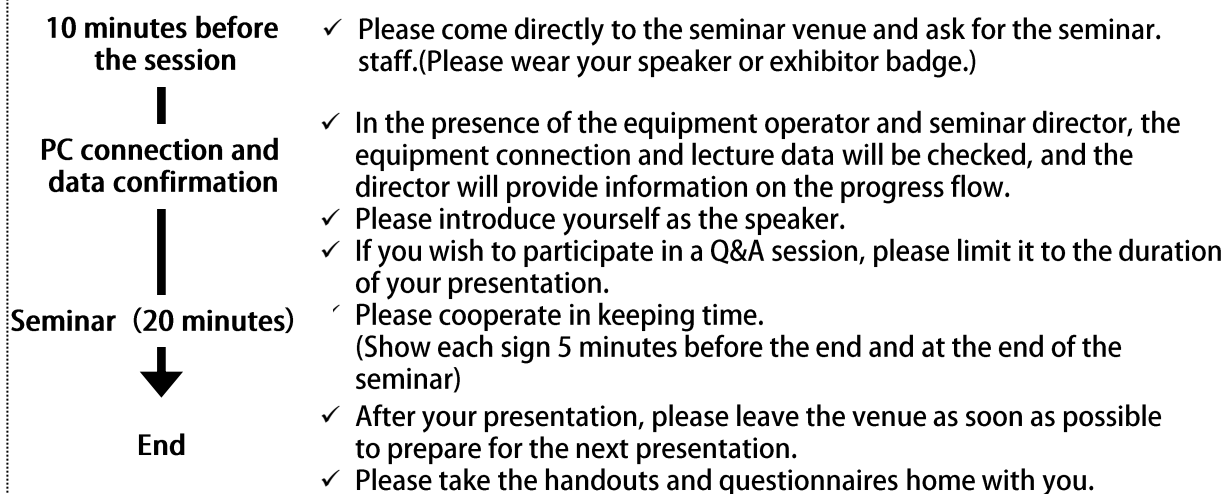
Please prepare the number of seats in the hall (Theater: 40 seats) plus a reserve (about 20 copies) as a guide, referring to the pre-registration status of your company's session. . (Please contact your sales representative for pre-registration status.)

- **Remaining use of collected questionnaires and handouts :**

After the presentation, seminar's staff will hand them to the person in charge of the exhibit or the speaker on the spot, so please take them home with you. Please note that we will not be able to keep or send them to you.

On-site Schedule

On the day of your presentation, please come directly to the seminar room in the exhibition hall 10 minutes before the start of your session. Please bring your presentation data on a USB memory stick, etc. so that you do not forget it.



☐ **For tests and rehearsals :**

No rehearsal time will be provided, except for checking connections just before the start of the seminar.

☐ **waiting room :**

Exhibitors' waiting rooms are available. Please refer to P.6 for the location.

Points to consider when conducting a questionnaires 🖱️

The collection rate will be increased if the speaker makes a comment asking for cooperation in filling out the form during the lecture time.

◆ Move in / out in parcel delivery service

Move in / out in parcel delivery service

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

- Only Sagawa Express will be used.
- In case of non-delivery of packages, please take note of the invoice number (the number of packages to be sent).
- The Show Management Office and the venue will not be held responsible for any delays in the arrival of luggage, loss, theft, damage, or breakage. Please understand this in advance.
- Packages will be shipped and delivered from the day after the removal date to the day after that.
- We cannot accept baggage that arrives before the designated arrival date or baggage that is paid for on delivery. Please be careful.

How to fill out the parcel delivery slip (*Additional label for delivery required)

太や内を強くご記入下さい。
お届け先様の郵便番号と電話番号を必ずご記入下さい。

☐ 飛脚名配便 ☐ 飛脚カーゴサイズ ☐ 飛脚航空便 ☐ 飛脚カーゴサイズ

① ご依頼主様 元払

TO
Tokyo Portcity Takeshiba
Industry and Trade Center 4F
Exhibition Hall 1-7-1 Kaigan,
Minato-ku, Tokyo
Attn: Operations Office
(Nanoopt Media Co., Ltd.) TEL: +81-3-6258-0584 様

お届け先
お届け先様の郵便番号と電話番号を必ずご記入下さい。

105-7501

お届け先様の郵便番号と電話番号を必ずご記入下さい。

1234-5678-9012

Delivery by Saturday,
August 16th
Event Name

FROM
Shipper Information 様

サイズ・重量・容積
kg

毎度ありがとうございます。
お預かりしたお荷物は、慎重・丁寧に扱います。

インターネットお荷物の受付 http://www.sagawa-exp.co.jp/

Move in / out by vehicle

- Cars may only be used in the exhibition hall. The use of carts is strictly prohibited on other floors in Tokyo Port City Takeshiba. Please carry in and out by hand.
- Carrying in and out from the pay parking lot on B1F is not allowed. Carry-in/out with vehicles at the loading dock (1F) of the venue facilities is limited to exhibitors with display exhibits only.

8月16日(土) 着指定

講演用荷物

Address	〒105-7501 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 4F 展示室 運営事務局(株式会社ナノオプト・メディア) 宛 ※佐川急便のみの取り扱いです		
Event	※出展イベントに✓をしてください。 ☐ DXシステム開発Expo 2025 ☐ (特別企画)ITシステムモダナイゼーションゾーン ☐ ものづくりDX Expo 2025		
Company		Session ID	
Name		TEL	
Content			Quantity ／ 個

8月16日(土) 着指定

講演用荷物

Address	〒105-7501 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 4F 展示室 運営事務局(株式会社ナノオプト・メディア) 宛 ※佐川急便のみの取り扱いです		
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Company		Session ID	
Name		TEL	
Content			Quantity ／ 個

Handling of personal information

NANO OPT Media, Inc.(hereinafter referred to as “the Company”), the organizer of the event (hereinafter referred to as “the Event”), will properly manage personal information in accordance with the “Personal Information Protection Policy / Privacy Policy” established by the Company. Our Personal Information Protection Policy / Privacy Policy is available at <https://nanooptmedia.jp/privacy#eng>.

■ Handling of personal information provided to us by sponsors

Personal information provided to us by the sponsor will be used for administrative communications related to this event, and may also be used to inform the public of events organized/managed by us. In addition, personal information of speakers provided by sponsors for public use will be published on our official website and brochures. We will not disclose or provide such information to third parties without consent. However, there may be cases in which we outsource the handling of information provided by sponsors for purposes such as sending various types of information. In such cases, we will supervise the contractor to ensure that the information is handled appropriately.

■ Collection and Handling of Personal Information by Sponsor

When sponsors collect personal information of visitors at this event by collecting questionnaires, etc., please do so in accordance with Personal Information Protection Policy / the privacy policy of each company. All personal information collected should be handled appropriately under the management responsibility of each company.

Exhibitor's name notation

The company name of the exhibitor entered on the application form will be listed as the sponsor's name on the official website. The following are the rules of this event regarding the use of exhibitor names.

Notation of Legal Entity

- The short names will be used in order to make it easier for participants to find the company names. Corporate names such as "Inc." will not be listed.
- It is not allowed to use the name of the product or service in place of the company name, as this is mainly intended for inclusion in the list of participating companies so that participants can index the company name.
- Environment-dependent characters cannot be used.

Data delivery to seminar provider companies

■ 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.

■ Provision of personal information (for companies providing sessions)

The registrant's personal information data will be provided to the exhibiting company indicated on the application form, and will be clearly indicated on the session schedule, etc., as "Provided to". After the exhibition, the personal information data will be delivered to the person in charge of exhibits indicated on the application form.

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

■ Notes on data

- Items to be delivered will include name, name (furigana), company name, company name (furigana), department, position, address, telephone number, and e-mail address. However, the registrant's data to be delivered will be exactly as registered by the registrant himself/herself, and may be incomplete. Show Management Office will not clean the data or **translate it into other languages**. Please understand this in advance.
- Barcodes that are not used for this event, reading errors, or no registrant data associated with the badge code will not be considered for delivery.
- This service does not guarantee data integrity. We recommend exchanging business cards in conjunction with the use of this service.

For inquiries regarding the handling of personal information, : NANO OPT Media, Inc. E-mail: nom-info@f2ff.jp

◆ Prohibited Acts

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.