

Online Exhibitor Manual

【Phase 02】

exhibitors' website | <https://f2ff.jp/go/21/en>

Period April 19(Mon.) - 23(Fri.), 2021

This manual is for the online exhibition (Phase 02).
For the exhibition to be held at Makuhari Messe from April 14 (Wed.) to 16 (Fri.), please refer to the corresponding exhibitor manual .

The contents of this manual are subject to change. Any changes will be announced on the exhibitors' website.

- Contents and contact P.1
- Event period structure P.2
- Submission information P.3
- About submissions | Online Exhibition P.4
- About submissions | Online keynote and seminar P.5
- About providing a list of registrants P.6
- Paid options | For online keynote and seminar exhibitors' P.6

Show management office

NANO OPT Media, Inc.

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▼ Exhibitors' website▼

<https://f2ff.jp/go/f21/en>

Please submit all items via the exhibitors' website.

Materials to be submitted

NO	Form(Requisite form to all exhibitors)	Deadline	Submit to	Ref.
1	Agreement on Obtaining of Personal Information	April 2	exhi-info@f2ff.jp	P.3

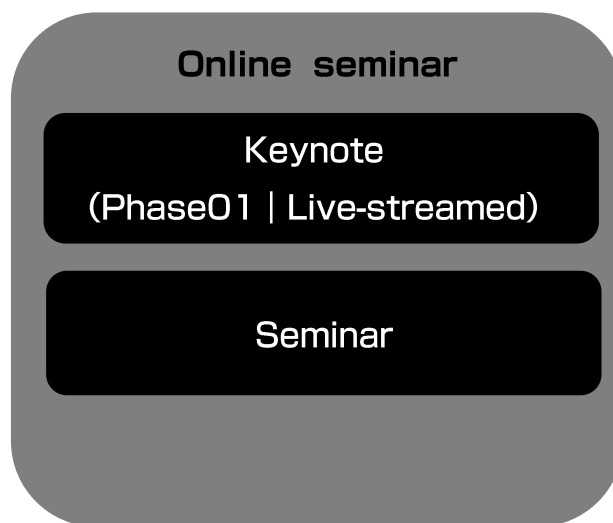
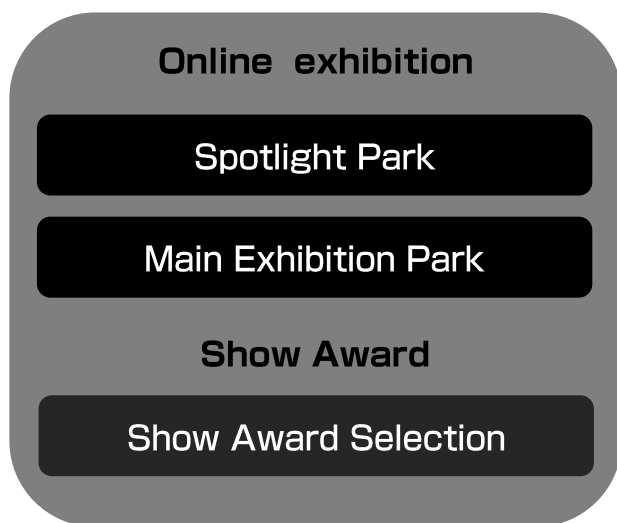
Please keep the deadlines.

*This event will be held in a hybrid format using all three phases.

Phase 01	On-site Online ◆Period : April 14(Wed.)-16(Fri.) ◆Registration : Free (Phase01・02)	Exhibition and Conference as usual will be held at Makuhari Messe(Only keynote will be live-streamed) [Exhibition hours] April 14 (Wed.) & 15 (Thu.), 10:00-18:00 / April 16 (Fri.), 10:00-17:00
Phase 02	Online ◆Period : April 19(Mon.)-23(Fri.) ◆Registration : Free (Phase01・02)	In addition to the content from Phase01, new content from Phase02 will be released. [Hours of Operation] April 19(Mon.), 10:00 - April 23(Fri.), 18:00 *tentative
Phase 03	Online ◆Period : June 9(Wed.) - 23(Wed.) ◆Registration : Paid	Paid seminars by Interop Tokyo conference committee members are open.

Phase 02 Online Exhibition Structure (Contents)

From Phase02, online exhibitions (visiting booths of each company) and seminars will be available to visitors after they log in to My Page.



Plan		Participating Exhibitors
Online exhibition	Spotlight Park	[Phase02] Diamond and Platinum sponsor *Exhibitors participating from [Phase01] only *The contents of this page are the same as those of the Main Exhibition Park.
	Main Exhibition Park	All exhibitors in Phase 01 and exhibitors participating from Phase 02
	Show Award Selection	[Phase01] Exhibitors selected finalists for the Best of Show Award
Online seminar	Keynote	Exhibitors participating from [Phase01] and [Phase02]
	Seminar	Exhibitors participating from [Phase01] and [Phase02]

Information on the exhibitors' website

Log-in URL <https://f2ff.jp/go/f21/en>

Please submit all items via the exhibitors' website. If you are unsure of your login information for the exhibitors' website, please contact show management office.

Submission list

NO	Required	Content	Deadline	Reference	Note
Submissions Online exhibition (applicable exhibitors only)					
1	Required	Exhibitor' s logo * eps or ai format	April 2 (Fri.)	P.4	Diamond and platinum sponsor only
2	required	Official website Exhibitor' s information and exhibition outline	January 29 (Fri) Updates possible at any time	P.4	Published before the opening of Phase01
	required	Product information ; Document for downloading(pdf)	April 2 (Fri.)	P.4	
	required	Product information ; Movie	April 2 (Fri.)	P.4	
3	required	Theme choice	April 2 (Fri.)	P.4	
Submissions Online keynote and seminar (applicable exhibitors only)					
4	required	Seminar movie file	April 2 (Fri.)	P.5	
	optional	Seminar document (pdf)	April 2 (Fri.)	P.5	
	optional	Questionnaire website URL	April 2 (Fri.)	P.5	

*Seminar title and speaker information will be retained from Phase 01.

The number of products that can be listed on the official website and the number of themes that can be selected depends on the sponsor rank.

Sponsor rank	Diamond	Platinum	Gold	Silver	Bronze	Online pavilion
Exhibitors' logo	○	○	—	—	—	—
Products' information	30	15	14	4	2	1
Theme choice	8	5	3	2	1	1

1. Exhibitors' logo

Phase 02

Only Diamond and Platinum sponsors of Phase02, online events should submit this form.

- ▶ **Where to register :** exhibitors' website "Exhibitor Logo"
- ▶ **Registration deadline :** April 2 (Fri.)

2. Official website, Exhibitor' s information and exhibition outline

Before the event

Phase 01

Phase 02

The official website will provide visitors with a list of exhibitors, an overview of the exhibition, and contact information. For registration details, please refer to the exhibitors' website.

- ▶ **Where to register :** exhibitors' site : "Official website, Exhibitor' s information and exhibition outline"
- ▶ **Registration deadline :** January 29(fri.) * April 23 (Fri.) Updates are possible until the end of the exhibition.

*The information you register will be posted on the official website before and after the Online Event.

Product information | Document for downloading(PDF)

Phase 02

We will provide a download service of product documents for visitors to the exhibition site. Please submit your product catalogs, white papers, etc.
File size (PDF): up to 3MB

*The document (PDF) will be available from the start of the online event on April 19 (Mon.).

Product information | Movie

Phase 02

Please upload your own video to YouTube or Vimeo and enter the embed code.
Please note that other video distribution platforms cannot be used.
Please be sure to enter the embed code, as entering the URL will not allow you to retrieve the visitor's viewing history.

【 Procedure reference 】

YouTube | <https://support.google.com/youtube/answer/171780?hl=ja>

Vimeo | <https://vimeo.zendesk.com/hc/ja/articles/360000710167>

*The video will be available from the start of the Online Event on April 19 (Mon.).

3. Theme choice

Phase 02

Please select from eight themes the keywords that visitors use to search for exhibitors' products and services.

- ▶ **Where to register :** exhibitors' website "Online event | Theme choice"
- ▶ **Registration deadline :** April 2 (Fri.)

4. Online | Submissions for keynote and seminar

On-demand delivery of your seminar on Phase02 Online event

Please register and enter your submissions below using the "Online | Submissions for keynote and seminar" form on the exhibitors' website.

- ▶ **Where to register :** **exhibitors' website** [Online | Submissions for keynote and seminar]
- ▶ **Registration deadline :** **April 2 (Fri.)**

Seminar movie file

Phase 02

Please upload a video of your presentation via the "4. Online | Submissions for keynote and seminar" form on the exhibitors' website.

【*Note*】

●Movie file format

It will be distributed on Vimeo. There are no restrictions on the format as long as it is a video file.

● Video file size

You can upload up to 20GB. If the data size is large, it may take some time to upload. If it is not possible to upload the file using the method we have specified, please send it to show management office(exhi-info@f2ff.jp) using your company's file transmission system.

●Length of the seminar video

Up to 40 minutes. (Recommended 20-25 minutes)

**The use of recorded video at on-site events is a paid option. Please contact our sales staff for details.*

Seminar document (PDF)

Phase 02

Please submit presentation documents, product catalogs, white papers, etc. For presentation documents, please make a PDF file of one page per slide (color) with printable settings. If your presentation is divided into separate documents for a session with multiple participants, please upload them as a zip file.

Questionnaire website URL

Phase 01 (Keynote only)

Phase 02

A link button to the questionnaire website will be placed on the video viewing page. Please create your own questionnaire website and register it. In order to increase the response rate, it is acceptable for your company to offer novelties to those who answer.

Please operate in accordance with the privacy policy of each company when personal information, etc., is obtained on the questionnaire websites. The show management office (NanoOpto Media, Inc.) is not involved in the operation and management of each sponsor's questionnaire website (linked external website).

**It will also be placed on the live viewing page for keynote presentations that are live-streamed.*

**Please note that submissions received after the deadline will not be reflected on the page.*

Providing a list of registrants

- (1) Delivery date: One week after the end of the exhibition (tentative)
*Delivery may be delayed in case of unforeseen circumstances.
- (2) Delivery method: You can download the delivery data file from the dedicated website.
The URL of the download site (login ID/password) and instructions for operation will be sent to the e-mail address of one person in charge of the exhibition.
After logging in, you will need to enter the "company name," "department/position," and "name" of the person in charge, and agree to the "Agreement on Obtaining of Personal Information" specified by show management office.
 < * Reference > https://frm.f2ff.jp/interop21/images/Agreement_E.pdf
*For security reasons, please note that after a certain period of time, downloading will no longer be possible. Also, during this period, you will be able to download the file only once.
- (3)Data format : CSV
- (4) Notes on data
- The items to be delivered are the individual's name and the minimum information that can be used to contact the individual (TEL, e-mail address, fax, or address).
 - The pre-registrant data to be delivered will be the same as the registrant's own registration. No data cleaning or translation into other languages will be provided.
 - For those who register on the day of the event, if the business card provided is written in both Japanese and English, only the Japanese information will be entered into the data. Characters that are illegible by handwriting or impossible to enter in Asian countries (countries that use Chinese characters) will be displayed with "■". If there are any fields that are not filled in, they will be displayed as blank.
 - This service does not guarantee the integrity of the data.

Paid options

NO	Option	Price (+tax)	Note
Online Keynote and seminar exhibitors only			
1	Seminar video recording service	¥200,000	Videos recorded in advance at the show management office's studio will be distributed on Phase02 (on demand).
2	Online questionnaire form creation service	¥150,000	
3	Phase01 Keynote Live Filming Service	¥200,000	Videos recorded at Phase01 (Makuhari Messe) will be distributed in Phase02 (on demand).
4	Phase01 Live filming service for seminars in the exhibition hall *Only audio and screen-out will be recorded.	¥100,000	Videos recorded at Phase01 (Makuhari Messe) will be distributed in Phase02 (on demand).
5	Phase02 Publication of product information / DL of documents / Addition of themes	¥200,000	The amount is 200,000 yen for each item.

【 Inquiries/applications for paid options 】
Sales Representative, NANO OPT Media, Inc. TEL:03-6258-0582 E-mail: exhi-info@f2ff.jp

Interop²¹
Tokyo APRIL 14-16
MAKUHARI MESSE, JAPAN

DSJ2021
Digital Signage Japan

 **Location
Business
Japan 2021**

APPS JAPAN