

Keynote Speaker Manual

Keynote

Dates June 12 (Wed.) – 14 (Fri.), 2024

Venue Makuhari Messe (Chiba, Japan)

[Contact]

Show Management Office
c/o NANO OPT Media, Inc.
Email: keynote@f2ff.jp

Materials to be submitted

Please keep the deadlines.

NO	Submissions content	check	Deadline	
1	Speaker's Photo data ※DM material is changeable until Monday, Apr. 8	☐	March 22 (Fri.)	Required
2	Speaker Information, / the presentation title and abstracts ※DM material is changeable until Monday, Apr. 8	☐	March 22 (Fri.)	Required
3	PC Equipment / Environment	☐	May 31 (Fri.)	Required
4	How to Visit	☐	May 31 (Fri.)	In case of car Required
5	Presentation data	☐	May 31 (Fri.)	Required

Exhibitor's Website

<https://forest2.f2ff.jp/20240601/>

Login ID and password will be sent by email.

This site is in Japanese. Please use the translation function to check it.

Notes certainly please verify

1. Speaker's Photo data

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

2. Speaker Information, / the presentation title and abstracts

Please fill in the attached Excel form. 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, the secretariat may adjust the input contents.

3. PC Equipment / Environment

Please fill in the attached Excel form the information such as the lecture equipment to be used and the content of the lecture as much as possible.

4. How to Visit

In case of visiting by car (excluding taxi), **please fill in the attached Excel form.** We will send "Vehicle pass" in advance.

5. Presentation data

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 lecture is over.

When creating data, **please specify slide size specification to 16: 9.** (Although correspondence is possible even at 4: 3, it is displayed in reduced size.) If you are unable to make your submission before the deadline, please bring it in USB memory etc on the day.

※ The simultaneous interpretation from English into Japanese will be provided for your audience during your session. Therefore we would like to have your presentation materials by the above-mentioned due date as the interpreters need to prepare beforehand.

Concerning matters concerning press

In case of photographing prohibition, please inform us of the prohibition from Exhibitor's Website.

Titles : Interop Tokyo 2024
Digital Signage Japan 2024
APPS JAPAN 2024
Vision AI Expo 2024

Period : June 12 (Wed.) 10:00am - 6:00pm / Keynote 9:30am-
June 13 (Thu.) 10:00am - 6:00pm / Keynote 9:30am-
June 14 (Fri.) 10:00am - 5:00pm / Keynote 9:30am-
*Interop Tokyo Conference(Paid) : June 12 (Wed.) -14 (Fri.)

Venue : Makuhari Messe
2-1, Nakase, Mihama-ku, Chiba City, Chiba 261-8550 Japan
<https://www.m-messe.co.jp/en/index.html>
Exhibition : International Exhibition Hall 2-6

Number of Attendees : 150,000 (Incl. simultaneous holding events)

Admission : Admission free upon pre-registration

Interop²⁴ Tokyo

Interop Tokyo 2024 (since 1994)

Organizer : Interop Tokyo Steering Committee

Management : Internet Association Japan / NANO OPT Media, Inc.

Special Support : WIDE Project

Website : <https://www.interop.jp/en/>

DSJ2024 Digital Signage Japan

Digital Signage Japan 2024 (since 2009)

Organizer : Digital Signage Japan Steering Committee

Management : Digital Signage Consortium / NANO OPT Media, Inc

Website : <https://www.dsignage-expo.jp/en/>

APPS JAPAN

APPS JAPAN 2024 (since 2014)

Organizer : APPS JAPAN Steering Committee

Management : NANO OPT Media, Inc

Website : <https://www.apps-japan.jp/en/>

Vision AI Expo

Vision AI Expo 2024 (since 2023)

Organizer : NANO OPT Media, Inc / Alsmiley, Inc.

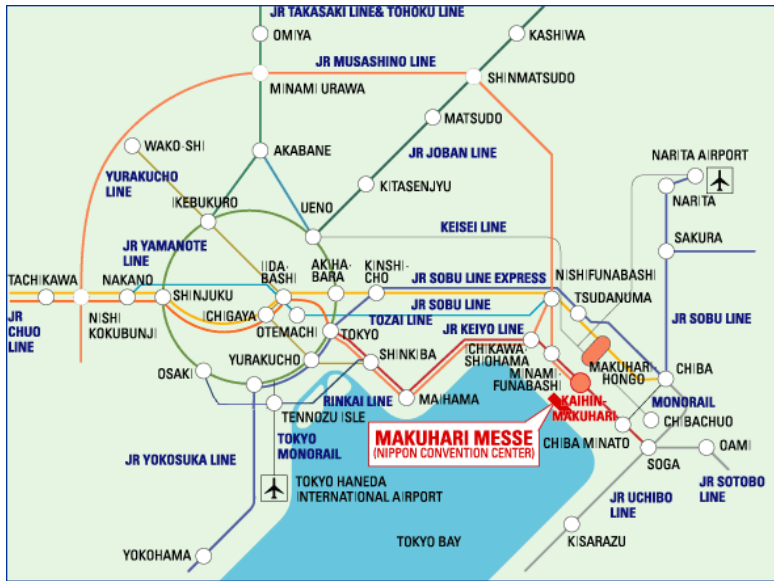
Management : NANO OPT Media, Inc

Website : <https://www.vision-ai-expo.jp/en/>

Access to the Venue

Please refer to Makuhari Messe Access Guide

<https://www.m-messe.co.jp/en/access/index.html>

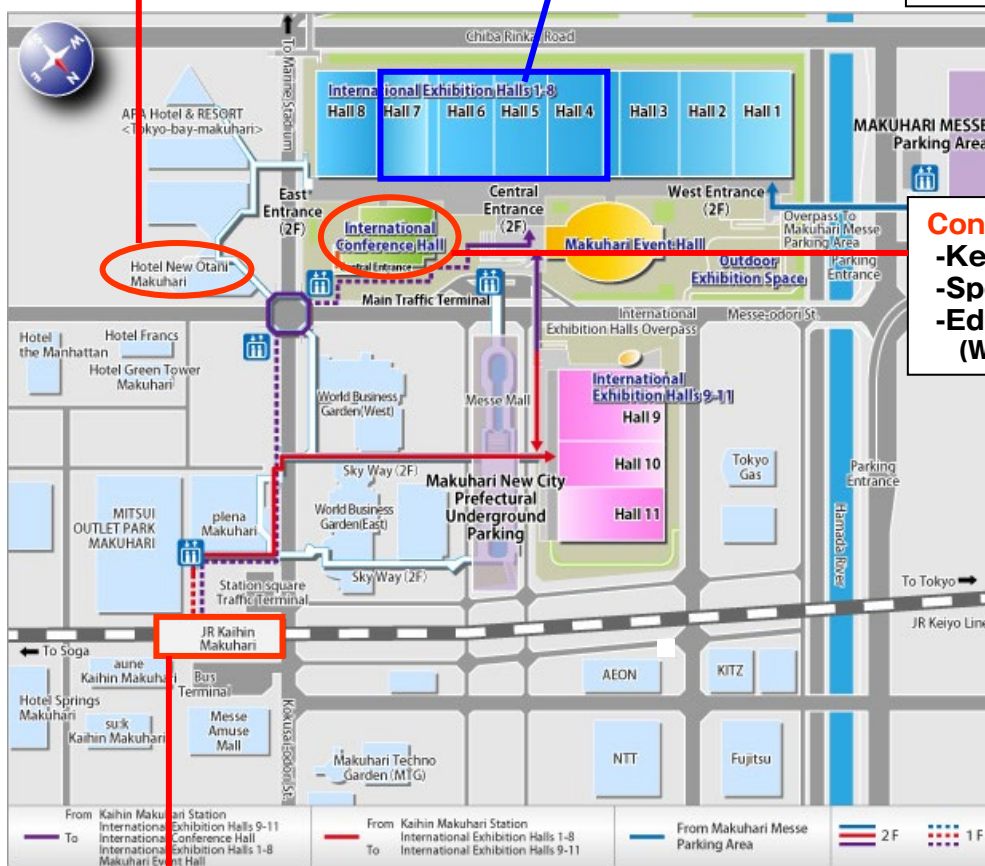


Makuhari Messe is located halfway between central Tokyo and the New Tokyo International Airport (Narita Airport). The airport can be reached by highway bus or car in 30 minutes. Tokyo Station is also 30 minutes away by train (the JR Keiyo Line).

Hotel New Otani Makuhari

Exhibition Hall

- Exhibition
- Sponsor Classrooms



Conference Hall

- Keynotes
- Special Sessions
- Educational Program (Workshops, Tutorials, Conferences)

JR Kaihin Makuhari Station

Floor Map: International Confer

1F

By car



From East 2 Gate



Parking



From the station

Lounge

Speaker
Reception Desk

国際展示場1-8ホール

From the exhibition hall

2F

Conference
Management
Office(205)

202

202

201A

201B

国際会議室

Keynote
Conference
Hall A

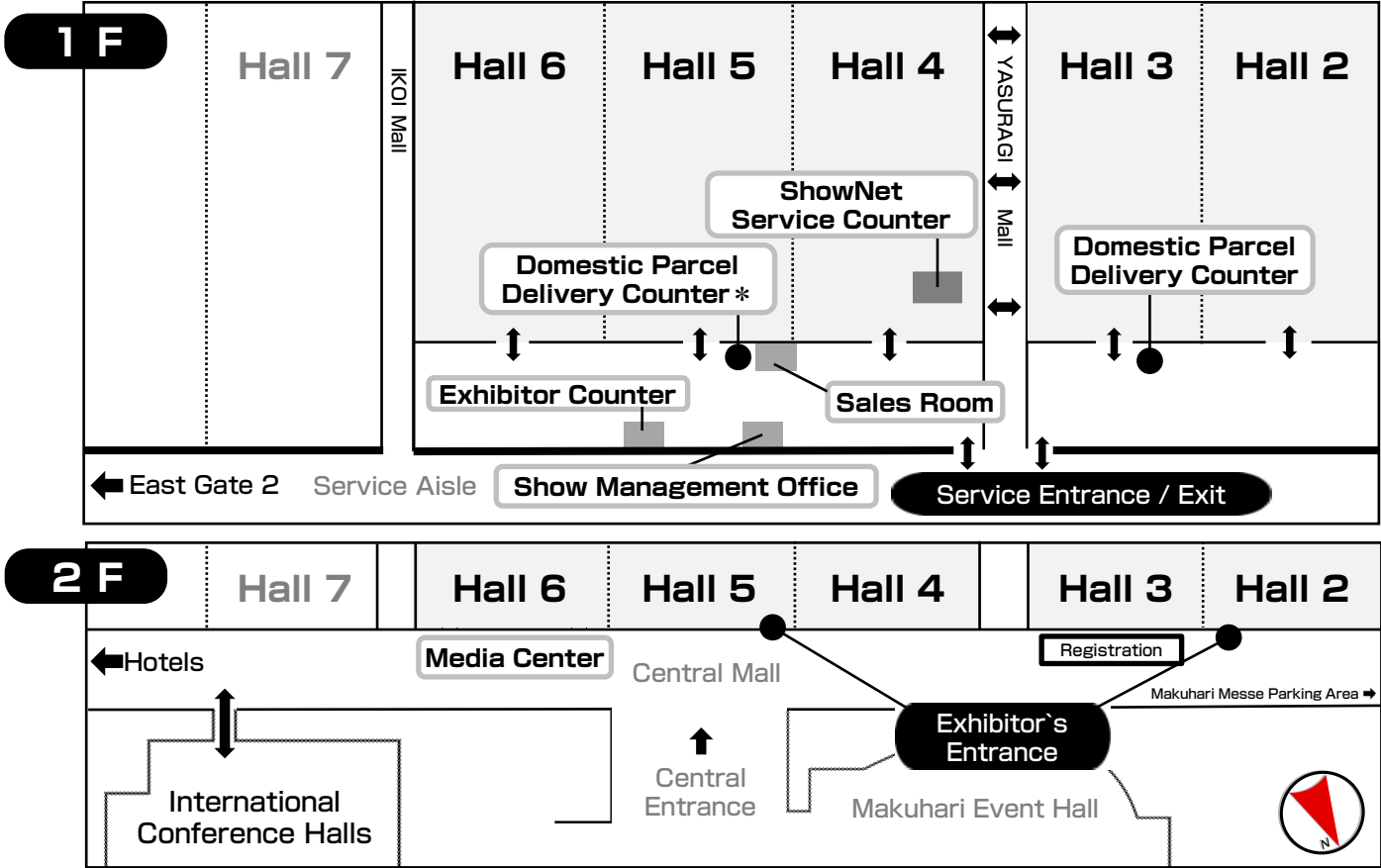
Keynote
Conference
Hall B

213 214 215 216

1F

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Service Offices



Show Management Office	Hall 5, North side (1F)
Sales Room	Hall 5, North side (1F)
Media Center	Central Mall (2F)
Exhibitor Service Room – INQUIRIES – (booth decoration, rental furnishings and electrical work)	Hall 5, North side (1F)
ShowNet Service Counter	Hall 4 (1F)
Domestic Parcel Delivery Service Counter *June 14(Fri.) only	Hall 3 / 5, North side (1F)
AiMeet(smartphone) Delivery Counter	AiMeet information booth (1F)
Exhibitor's Entrance during the working hours	Hall 2 / 5 (2F)
Service Entrance/Exit during the overtime working hours	Hall 3 / 4, North Side (1F)

Service Facilities

Please refer to the official site of Makuhari Messe for details.
<https://www.m-messe.co.jp/en/facility/index.html>

On-site Schedule (tentative)

Check in at the Speaker's Reception Desk, International Conference Hall (1st floor)

Our staff will welcome you at the entrance.

Equipment and Data Check

For those who will be using the network connection and/or their own PCs.

Meeting with interpreters

Session start

(40 min.)



Session end

※ Set time will vary depending on the adjustment of the meeting time of the rehearsal and interpreters

☞ Simultaneous interpretation

Please note that English Speakers are requested to have a meeting with interpreters prior to your session. You will be informed of the meeting schedule at a later date.

If you revise your presentation data:

After the deadline of June 2nd, if you revise your presentation data, please save the data in USB memory, and bring it with you to the Speaker's Reception Desk.

Also, please bring two hard copies of your revised presentation and provide them for your interpreters.

Notes

- Equipment connection test
You can test to lecture just before the start. It other times it is not provided.
- Official seat
Each session, we will prepare the officials seat in front of podium.
Exhibitor can use only your session.
- Photographing
 - Visitors photograph in the seminar is prohibited.
 - Show Management Office will issue "Press" badge to press representatives for photographing, which must be worn at all times. Exhibitors are requested to cooperate with those photographers.
 - If you would like to take your company session photograph, we will offer armband for photography.
 - If you do not allow the press of entry and taking photograph, please contact Show Management Office in advance.
- Speaker's badge
Please wear the badge at the venue.

Standard Equipment

- Podium × 1
- Presentation PC (Lap top)*Windows 11, Microsoft Standard 2021, Japanese Version with mouse
- 275 inch Screen (16 : 9) × 1
- Projector (up to WUXGA/ connector endview : HDMI) × 1
- Internet connection (ShowNet) × 1
- Microphone × 1
- Laser pointer × 1

- Equipment arrangements other than basic equipment

If you use other equipment, please consult Show Management Office. We will arrange it for a fee.

Please note that we might not be able to arrange, due to the specifications of the venue.

- Confirmation environment of lecture data creation

Please confirm OS and Office version when creating. Because there is a possibility that trouble may appear on display due to environmental difference, If the environment for data creation and the specification for lecture PC (described above) are different, we recommend bringing in a PC.

- In case of bringing a lecture PC

The shape of the connector to projector is **HDMI**. If you bring in a PC or mobile terminal that does not have the corresponding interface, you need a conversion adapter to the above connector.

Internet access is wired, so if you have a PC without a LAN port, please bring an adapter to convert it to Ethernet. Show Management Office will not provide it, so be sure to bring it in.

Depending on the compatibility with the venue equipment, please note that trouble might appear on the display. Also, please use security measures when using the Internet.

- In case of connecting multiple PCs simultaneously

The PC prepared by Show Management Office is one per venue. If you are using more than one PC, please bring your own personal computer after the second one. However, please note that simultaneous projection is impossible.

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About Handling of Personal Information

About Handling of Personal Information by Show Management Office

The handling of personal information at Interop Tokyo, Digital Signage Japan, APPS JAPAN, Vision AI Expo events (hereafter called "this Event") organized by the Steering Committee or NANO OPT Media In care entrusted to as Show Management Office (hereafter called "the Office") for this Event.

1. The Office will oversee the handling of personal information at this Event to ensure that it is managed appropriately in accordance with its own Privacy Policy and Privacy Statement. Please read our Privacy Policy. (<https://nanooptmedia.jp/privacy#eng>)
2. The personal information entered will be used in the operation and management of this Event and to provide notification of forthcoming events. The Office will send out direct mail via the post, e-mail, or fax, or use distribution proxy services to provide information on IT-related events, exhibitions, and conferences to be organized by the Office.
3. The Office may outsource the handling of personal information for the sending of notices and information, etc. In such cases, the Office will ensure that the personal information is handled appropriately.

– INQUIRIES –
NANO OPT Media, Inc.
E-mail: nom-info@f2ff.jp

About portrait rights

By entering the event, all visitors and all persons entering including related parties, are consented to being filmed and photographed. this videos and photographs may be used for promotion/marketing material across all our various websites and in print media.

Prohibited Acts

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

(in case of participation in the Event by making, giving or holding a presentation or 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 there to 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.

Interop[®]24
Tokyo JUNE 12-14
MAKUHARI MESSE, JAPAN

DSJ2024
Digital Signage Japan

APPS JAPAN

Vision AI Expo