

# Speaker Services Manual

## Exhibitor Seminar

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

**Venue** **Makuhari Messe (Chiba, Japan)**

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## Materials to be submitted

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

| NO | Submissions content                                                             | Deadline | Ref |
|----|---------------------------------------------------------------------------------|----------|-----|
| 1  | Speaker and Seminar Information                                                 | March 22 | —   |
| 2  | PC Equipment / Handout Information                                              | May 31   | P.9 |
| 3  | Agreement on Obtaining of Personal Information                                  | May 31   | —   |
| 4  | Presentation data<br>※ Please bring presentation data by USB memory on the day. | —        | —   |

## 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 and Seminar 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.

## 2. PC Equipment / Handout Information

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

## 3. Agreement on Obtaining of Personal Information

Documents that need to be agreed to provide the registrant's personal data.

## 4. 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 session is over.

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

## 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](mailto:sales-info@f2ff.jp)

TEL: +81-3-6258-0582

Marketing & Operation

E-mail: [exhi-info@f2ff.jp](mailto:exhi-info@f2ff.jp)

TEL: +81-3-6258-0584

**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

## Interop<sup>24</sup> 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/>

## About Handling of Personal Information

1. 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 Inc entrusted to as Show Management Office (hereafter called "the Office" ) for this Event.
2. 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. (<http://nanooptmedia.jp/privacy#eng>)
3. 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.
4. 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

For inquiries, please contact: NANO OPT Media, Inc.

E-mail: [nom-info@f2ff.jp](mailto:nom-info@f2ff.jp)

## About Handling of Personal Information by Exhibitor

When exhibitor obtains visitor's Personal Information data by questionnaire and so on in your session, Personal Information should be protected under the each exhibitor's privacy policy.

### ■ Management of Personal Information that Show Management Office office provides exhibitor

Personal Information such as registrant's name, job title, company name, address, city/town, state/province, zip/postal code, country, phone number, fax number, email address of participants all those who attended or registered in your sessions of the event is to be provided after exchanging "Agreement on Obtaining of Personal Information" by secure method.

Each exhibitors have to handle personal information properly under each privacy policy and Personal Information Protection laws and other related regulations of government.

### ■ Offer of Personal Information

Office will provide only to the company identified as "receiver" on the session schedule which will be on official web site, printed literatures, and on-site signage. Each sponsors can specify the "receiver" on Form C.(multiple companies allowed)

\*Once attendee registration of your session started, it is impossible to add the "receiver" .

Please note that the following Personal Information data will not be provided.

- Registrants who changed to other session or canceled.
- Test data of Show Management Office.
- Data refused offering of Personal Information from the visitor after registration.
- Data judged deletion for Protection of Personal Information and other reasons of Show Management Office.
- For those considered to be deleted by reasons other than the above.

## About Handling of Personal Information by Exhibitor

1. Schedule: approximately 1 week after the show.
2. Method of delivery: Personal data will be able to be downloaded from the Exhibitor's web site or secure file transfer system.
3. Data format: CSV file (The data is processed in Japanese)

## Prohibited Acts

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

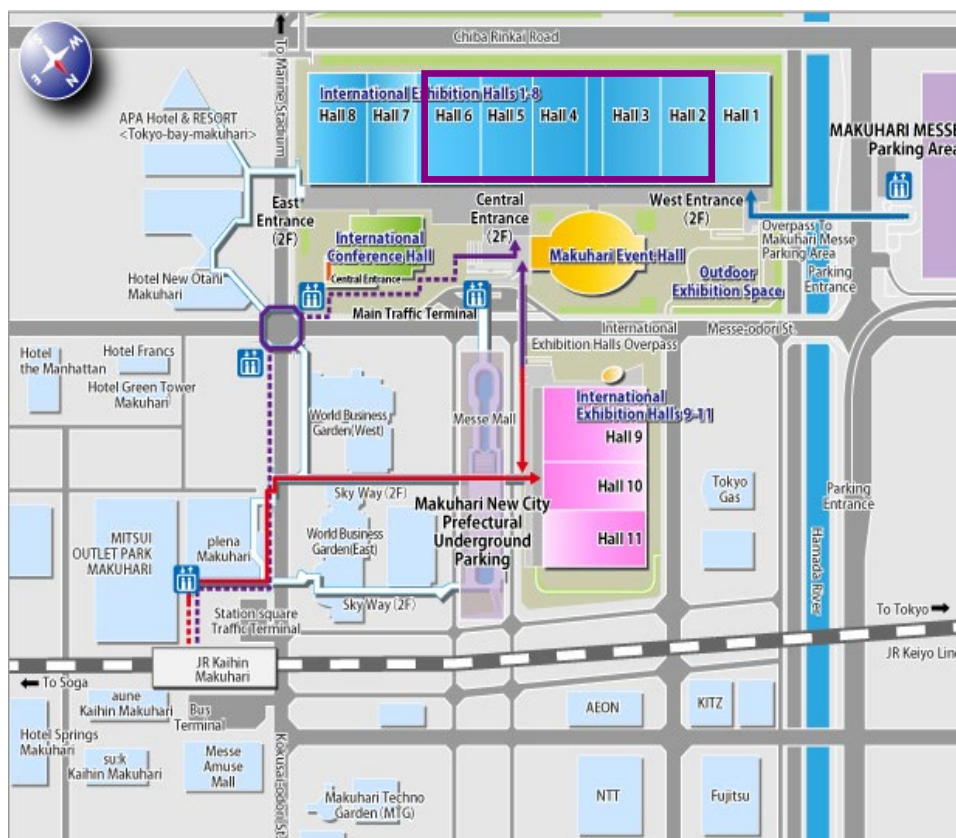
(in case of participation in the Event by making, giving or holding a presentation or seminar, the term “exhibitor,” “exhibition” or “exhibition space” being hereinafter replaced with “presenter,” “presentation” or “presentation space” )

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.

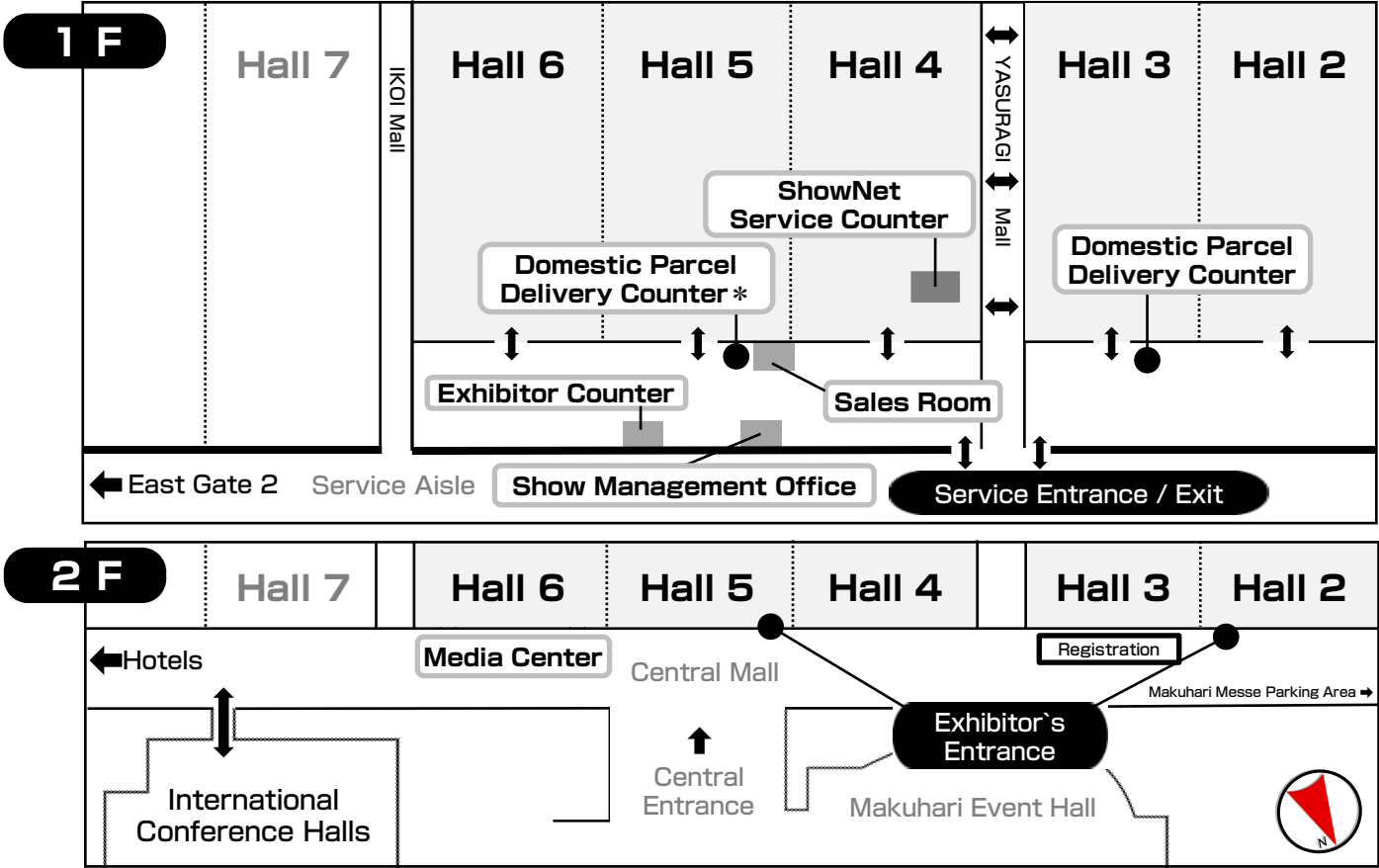
If the Organizer judges that an exhibitor is likely engaging in any act set forth above, the Organizer may check the usage conditions, status, situation and the like regarding the exhibition space, and may take any measures that it thinks appropriate including suspension of exhibition by the exhibitor (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.

Please refer to Makuhari Messe Access Guide

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



- JR Kaihin Makuhari Station (JR Keiyo Line) ⇄ 5min. walk
- JR Makuhari Hongo Station (JR Sobu Line) ⇄ 16 min. by local bus
- From New Tokyo International Airport (Narita), Approx. 30 min. by car via the Higashi Kanto Expressway. Exit at the Wangan Chiba Interchange. ⇄ 5 min. to Makuhari Messe  
Access by Limousine Bus is also available.
- \* Car Parking - Makuhari Messe Parking Area  
Open: 8:00am-11:00pm (No entry after 9:00pm) ¥1,000 per day



|                                                                                                       |                               |
|-------------------------------------------------------------------------------------------------------|-------------------------------|
| Show Management Office                                                                                | Hall 5, North side (1F)       |
| Sales Room                                                                                            | Hall 5, North side (1F)       |
| Media Center                                                                                          | Central Mall (2F)             |
| Exhibitor Service Room<br>– INQUIRIES –<br>(booth decoration, rental furnishings and electrical work) | Hall 5, North side (1F)       |
| ShowNet Service Counter                                                                               | Hall 4 (1F)                   |
| Domestic Parcel Delivery Service Counter<br>* 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>

## Standard equipment

- Podium × 1
- Presentation PC (Lap top)\*Windows 11, Microsoft Standard 2021, Japanese Version
- 120-180 inch Screen (16 : 9) × 1
- Projector (up to XGA/ 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 session 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 session PC (described above) are different, we recommend bringing in a PC.

- In case of bringing a session 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. 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.

## Preliminary preparation · Procedure for distributing materials at the venue

Show Management Office 's staff will support distribution and collection of your brochures, attendee survey on site. If you would like to distribute session materials and corporate outline at the time of the session, please prepare it in the following manner after entering the details in No2 "PC Equipment / Handout Information" .

### ● Important notice on advance preparation

- Please prepare session materials for audiences at each company. (Show Management Office will not print materials.)
- Regarding the quantity, please prepare the number of venue seating plus spare parts. (Please contact each sales representative for pre-registration status.)
- Distributing materials have to be one set including survey. If you have more than one distributing item, please enclose them in the envelope or proper bag prior to the show. There is no space for enclosing distributing materials on site and Show Management Office will not enclose materials.
- In case of setting up a business card pasting column in questionnaire , please paste double-sided tape in advance.
- Please provide appropriate number of sets by asking the registration status to our sales staff.
- The collected questionnaire and the rest of the materials will be delivered to the booth by the staff. If you do not have a booth, we will give them to the person in charge or the speaker at Show Management Office so please be sure to drop in at Show Management Office after the session. Please note that we can not keep them for a long time at Show Management Office or return at a later date.

### ● Distribution of materials / Staff

- Distribution of materials to audiences before the start of the session will be carried out by Show Management Office staff.

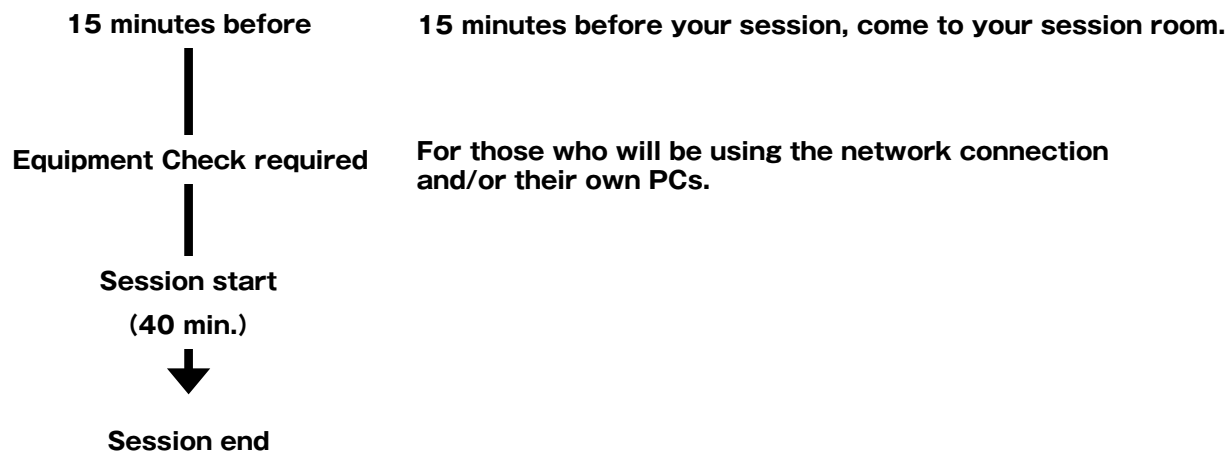
## Distribution of brochures, survey, etc.

Show Management Office's staff will support distribution and collection of your brochures, attendee survey on site. Distributing materials have to be one set including survey. If you have more than one distributing item, please enclose them in the envelope or proper bag prior to the show. There is no space for enclosing distributing materials on site. Please provide appropriate number of sets by asking the registration status to our sales staff. When sending distribution to the venue via delivery services, please make sure to specify the delivery date.

|                    |                                                                                                                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Delivery date      | Delivery date : June 11                                                                                                                                                                                                  |
| Receiver's address | Event Name: <u>Interop Tokyo 2024</u> Session No.: <u>xxxx</u><br>Exhibitor Name: <u>xxxxxxxxxxxxxxxx</u><br>Hall5 Show Management Office<br>2-1 Nakase, Mihama-ku, Chiba 261-8550, Makuhari Messe<br>TEL : 03-6258-0584 |

## On-site Schedule (tentative)

15 minutes before your session, come to your session room with presentation data.



**※Please bring presentation data by USB memory on the day.**

**Exhibitor badge may be issued during the regulated working hours, in exchange for business card at Exhibitor's Entrance, Hall 5, 2F**

### Notes

- Equipment connection test  
You can test to session 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.
- Exhibitor's badge  
Please wear the badge at the venue.

Promotion Activities

Direct mail and e-mail

We will implement the direct mail plan taking advantage of each media.

It will include registration to the exhibition, distribution of information to the attendees by paper-based direct mail, which has a high retention rate, and by e-mail, which has a high degree of immediacy.

E-mail

- Interop Tokyo : Approx. 200,000 e-mails are to be distributed before the opening.
- Digital Signage : Approx. 50,000
- APPS JAPAN : Approx. 50,000
- Vision AI Expo : Approx. 30,000

Direct mail

- Interop Tokyo : 300,000 direct mails are to be distributed.
- Digital Signage : 50,000 issues
- APPS JAPAN : 30,000 issues
- Vision AI Expo : 30,000 issues

Main Targets:

- ◇ Attendee data, registered and on-site registration, of the past held event
- ◇ Selected attendees of exhibitions and seminars held by NANO OPT Media, Inc.
- ◇ Recipients of all affiliated media
- ◇ Members of all kinds of IT magazines
- ◇ Members of sponsorship and other related parties
- ◇ Selected personnel in charge of IT at the companies around the country

Advertising Plan

|                                                      | Early Apr. | Mid Apr. | Late Apr. | Early May | Mid May | Late May | June |
|------------------------------------------------------|------------|----------|-----------|-----------|---------|----------|------|
| Email DM from Show Management Office                 |            |          |           |           |         |          |      |
| Ad network                                           |            |          |           |           |         |          |      |
| Email/banner ads (industry media)                    |            |          |           |           |         |          |      |
| Sending of invitation tickets                        |            |          |           |           |         |          |      |
| Disseminating information from official SNS accounts |            |          |           |           |         |          |      |
| Articles announcing the event in related media       |            |          |           |           |         |          |      |

Media tie-up

Media Sponsors will have featured articles of the event which is expected to start from April.

6/12(水)- 6/14(金)開催

|                    |                             |
|--------------------|-----------------------------|
| 展示会場内セミナー<br>講演配布物 | 幕張メッセ【Hall5主催者室】<br>運営事務局 行 |
|--------------------|-----------------------------|

6月11日(火) 午前着指定

|                   |  |                 |  |
|-------------------|--|-----------------|--|
| Exhibitor<br>Name |  | Session<br>Date |  |
|                   |  | Session<br>NO   |  |
| Name              |  | TEL             |  |
| Contents          |  | Number of items |  |
|                   |  | /               |  |
|                   |  |                 |  |

6/12(水)- 6/14(金)開催

|                    |                             |
|--------------------|-----------------------------|
| 展示会場内セミナー<br>講演配布物 | 幕張メッセ【Hall5主催者室】<br>運営事務局 行 |
|--------------------|-----------------------------|

6月11日(火) 午前着指定

|                   |  |                 |  |
|-------------------|--|-----------------|--|
| Exhibitor<br>Name |  | Seminar<br>Date |  |
|                   |  | Session<br>NO   |  |
| Name              |  | TEL             |  |
| Contents          |  | Number of items |  |
|                   |  | /               |  |
|                   |  |                 |  |

**Interop<sup>®</sup>24**  
Tokyo JUNE 12-14  
MAKUHARI MESSE, JAPAN

**DSJ2024**  
Digital Signage Japan

**APPS JAPAN**

**Vision AI Expo**