

## **International Power Electronics Conference 2018 Invitation to Exhibitor Presentation**

Thank you very much for your application to IPEC2018 Exhibition.

We are pleased to announce that we will hold the exhibitor presentation in response to exhibitors' request. Please go over the details on the presentation stated below. There will be limited number of slots available. Please note that applications will be accepted on first come first, served basis.

### **Outline of Exhibitor Presentation**

Date: May 22 (Tue.) – 23 (Wed.), 2018

Venue: Special site for exhibitor presentation, Exhibition Hall B,  
TOKI MESSE Niigata Convention Center

Capacity: Approx. 50 seats

\* Hall B has adjoining Poster Session and lunch venue for conference participants

Fee for conference participants: Free of charge

Participant: IPEC2018 / ECCE ASIA participants

### **Exhibitor Presentation Guideline**

Date: May 22 (Tue.) 12:50 - 14:25

May 23 (Wed.) 12:50 - 14:25

\*Conference lunch and Poster Session will be held during that time.

Number of presentation slots: 8 (first come, first served basis)

Time slot: 1 session -20 minutes

\*Exhibitors who wish to apply more than one slot can apply up to 2 slots.

Exhibitors who wish to apply 3 slots or more are required to notify the Secretariat in advance by specifying in the application form. In case there are extra slots available after the application deadline, we will accept the application for extra slots.

Fee: JPY86,400 (taxi included)/slot

Application Deadline: **February 28 (Wed.), 2018**

\*Application will be closed earlier in case all the slots have been booked before the deadline.

Complimentary equipment (included in presentation fee)

- Screen and PC Projector
- Audio equipment (microphone x 1)
- Podium x 1
- 50 Chairs for participants

\*Please bring your own laptop for presentation.

May 22 (Tue)			May 23 (Wed)		
Exhibitor Talk	Conference Program		Exhibitor Talk	Conference Program	
	Oral Session			Oral Session	
12:45					12:40
	22① 12:50- 13:10 20 minutes		23① 12:50- 13:10 20 minutes		
13:10					13:00
	22② 13:15- 13:35 20 minutes		23② 13:15- 13:35 20 minutes		
		Lunch 12:45 -14:30		Lunch 12:40 -14:30	
	22③ 13:40- 14:00 20 minutes	Poster Session 13:10 - 14:30	23③ 13:40- 14:00 20 minutes	Poster Session 13:00 - 14:30	
	22④ 14:05- 14:25 20 minutes		23④ 14:05- 14:25 20 minutes		
14:30					14:30
	Oral Session			Oral Session	

## How to Apply

1. Please fill in the application form and send it to the secretariat via e-mail;  
ipec2018@jtbcom.co.jp  
Application deadline: **February 28 (Wed.), 2018**  
\*Application will be closed earlier in case all the slots have been booked.
2. Please fill in up to 3 choices of slots you wish to apply. Applications will be accepted on first come, first served bases. Please note that we may not be able to fulfill your wishes depending on the application situation.

Example: First choice ( 22① )    Second choice ( 23② )    Third choice ( 23③ )

3. Please specify the Secretariat if you wish to apply 3 slots or more.

## Notes

- Presentation timetable may be changed. You will be notified in case there are changes occurred.
- Information on preparation schedule and details will be notified after the application is accepted.
- Information on your presentation will be introduced and published in IPEC official website and program book. Exhibitors are responsible for attendee attraction.
- Please bring your own laptop for presentation as well as other equipment except those to be prepared by the secretariat.
- Exhibitors are responsible for reception, progression of presentation, interpretation and handouts.

Reception: In case an exhibitor does not need a reception desk, attendees are free to enter and leave.

Progression: Please be sure to complete entire presentation **within 20 minutes**.

Language/Interpretation: We assume 40 % of the participants to the conference is from overseas, therefore, we highly recommend exhibitors to conduct your presentation in English. Please note that there is no simultaneous interpretation equipment.

Handouts: Exhibitors are free to distribute handouts.

- All visitors to exhibition hall B can attend the exhibitor presentation free of charge, and exhibitors cannot collect admission fee from attendees.
- We will set up a space surrounded with system panels (or rope partition) in exhibition hall B. Since the exhibitor presentation space has no roof due to the Fire Services Act, the sound from exhibition area cannot be cut out, and exhibitor presentation will be held

simultaneous with poster session, presentation sound volume will be adjusted by secretariat staff. Please note that attendees may hear sound from poster session.

### **Payment**

Invoice will be issued and sent to the applicants upon receipt of application

Please pay in JPY by **April 27 (Fri.), 2018** by bank remittance.

Inquiry:

IPECIPEC -Niigata Secretariat  
c/o JTB Communication Design, Inc.

Yuka Sato, Junko Miyamoto

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