



Asian Pacific Digestive Week  
**APDW 2016**  
**KOBE, Japan**

## Sponsorship & Exhibition Prospectus

Date November 2-5, 2016  
Venue Kobe Convention Center (Kobe International Conference Center)  
Kobe International Exhibition Center  
Kobe Portopia Hotel  
The Kobe Chamber of Commerce and Industry  
Organizer Asian Pacific Digestive Week Federation ( APDWF )

Organized by



Hosted by



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## Part I

# Welcome Message

Asian Pacific Digestive Week 2016 ( APDW2016 )

President, Kentaro Sugano



President, Michio Kaminishi



Chair of Financial Committee  
Kazuhiko Koike



## **Invitation to Participate in the Sponsorship of Asian Pacific Digestive Week 2016 (APDW2016)**

Dear Colleagues,

On behalf of the organizing committee, we would like to announce that Asian Pacific Digestive Week 2016 (APDW 2016) will be held at Kobe International Conference Center in Kobe, Japan and other venues from Wednesday, November 2<sup>nd</sup> to Saturday, November 5<sup>th</sup>, 2016.

Japan Digestive Disease Week (JDDW), The Japanese Society of Gastroenterology, The Japan Gastroenterological Endoscopy Society, The Japan Society of Hepatology and The Japanese Society of Gastroenterological Surgery will support the organization of APDW 2016, comprising the Japanese organizing committee.

Asian Pacific Digestive Week (APDW) has held annual meetings since 2001 as a medical forum for education and research on gastroenterology, gastroenterological endoscopy, gastroenterological surgery and hepatology in the Asia Pacific region.

The first annual meeting in Japan was held in 2007, and this is the second meeting in Japan. We invite top researchers from each country in the Asia Pacific region, Europe and the United States and exchange information about the latest research outcomes. Because JDDW will be held at the same time, over five thousand participants are expected to attend the meeting not only from the Asia Pacific region, but also from around the world. We will make our best effort to target the further development of the prevention, diagnosis and treatment of digestive diseases in Japan and each country in the Asia Pacific region as well as contribute to the welfare of humankind.

We are confident that this meeting will provide related companies and organizations with the best opportunity to expand their network with world's top clinicians and researchers. We look forward to your understanding of the significance of this meeting and your involvement in sponsorship.

Best regards,

## About Asian Pacific Digestive Week (APDW)

Asian Pacific Digestive Week (APDW) is an annual medical meeting jointly organized by the academic society of digestive diseases in the host country in collaboration with the member academic societies, which are the Asian Pacific Association of Gastroenterology (APAGE), the Asian Pacific Society of Digestive Endoscopy (A-PSDE), the Asian Pacific Association for the Study of the Liver (APASL) and the International Society for Digestive Surgery (ISDS). The purpose of the meeting is to provide an opportunity for education and research primarily into digestive diseases.

The first APDW was held in Sydney in 2001 under the sponsorship of the Gastroenterological Society of Australia (GESA). After that, it was decided that annual meetings in the fields of digestive and liver diseases would be held in order to enhance cooperation in the Asia Pacific region.

APDW was held in Japan for the first time at the 7th meeting in 2007 in Kobe with JDDW 2007, under the sponsorship of The Japanese Society of Gastroenterology and The Japan Gastroenterological Endoscopy Society.

In 2013, APDW was held in Shanghai jointly with the World Gastroenterology Organization (WGO) and attracted over six thousand participants.

For 2016, it was decided that it should be held in Japan again with the venue in the same city as nine years ago, Kobe. The main theme of APDW 2016 is "Innovative Approaches to Gastroenterology," and innovative programs are being prepared.

APDW has developed as an academic society specializing in digestive diseases. APDW will contribute to cutting-edge research and development for the unravelling of the pathology, diagnosis, prevention and therapy for digestive diseases and liver diseases in the future.

## Past Conferences 2003-2016

Year	Country	City	Attendants
2003	Singapore	Singapore	1,200
2004	China	Beijing	2,014
2005	Korea	Seoul	2,400
2006	Philippines	Cebu	1,211
2007	Japan	Kobe	1,554
2008	India	Delhi	1,817
2009	Taiwan	Taipei	2,299
2010	Malaysia	Kuala Lumpur	2,623
2011	Singapore	Singapore	2,323
2012	Thailand	Bangkok	3,000
2013	China	Shanghai (held jointly with WGO)	6,000
2014	Indonesia	Bali	2,800
2015	Taiwan	Taipei	2,500 ( estimated )
2016	Japan	Kobe (held along with JDDW)	5,000 ( estimated )

## Congress Overview

Congress	APDW 2016 Asian Pacific Digestive Week 2016	
Presidents	Kentaro Sugano ( Jichi Medical University ) Michio Kaminishi ( The University of Tokyo )	
Main Theme	Innovative Approaches to Gastroenterology	
Date	November 2 –5, 2016	
Venue	Kobe Convention Center (Kobe International Conference Center)	
	Kobe International Exhibition Center	
	Kobe Portopia Hotel	
	The Kobe Chamber of Commerce and Industry	
	Kobe International Conference Center	6-9-1 Minatojima-nakamachi, Chuo-ku, Kobe 650-0046
Kobe International Exhibition Center	6-11-1 Minatojima-nakamachi, Chuo-ku, Kobe 650-0046	
Kobe Portopia Hotel	6-10-1 Minatojima-nakamachi, Chuo-ku, Kobe 650-0046	
The Kobe Chamber of Commerce and Industry	6-1 Minatojima-nakamachi, Chuo-ku, Kobe 650-8543	
Organizer	Asian Pacific Digestive Week Federation ( APDWF )	
Expected number of participants	5,000	

### Presidents of Hosting Societies

The Japanese Society of Gastroenterology	Tooru Shimosegawa
Japan Gastroenterological Endoscopy Society	Hisao Tajiri
Japan Society of Hepatology	Kazuhiko Koike
Japanese Society of Gastroenterological Surgery	Yasuyuki Seto

### APDW 2016 Local Organizing Committee

Chair	Kazuichi Okazaki
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### APDW 2016 Financial Committee

Chair	Kazuhiko Koike
Member	Kazuaki Chayama
	Yoshinori Igarashi
	Hiroto Miwa
	Yasuyuki Seto
	Sumio Watanabe

## APDW 2016 Scientific Committee

Chair	Seigo Kitano
Vice Chair	Mamoru Watanabe
Member	Kazuma Fujimoto Mitsuhiro Fujishiro Takuji Gotoda Hideyuki Hiraishi Takao Itoi Shuichi Kaneko Hiroshi Kashida Wataru Kimura Kuriko Kudo Shuji Shimizu Keiko Shiratori Hisao Tajiri Tadatoshi Takayama Hajime Takikawa Naohisa Yahagi Hironori Yamamoto Hiroki Yamaue Osamu Yokosuka Kazuhiro Yoshida Toshiaki Watanabe

## APDW 2016 Public Relations Committee

Chair	Yoshikazu Kinoshita
Member	Yutaka Sasaki Mitsuhiro Fujishiro Masahiko Watanabe

## APDW 2016 Administration Committee

Chair	Masaki Mori
Member	Terumi Kamisawa Wataru Kimura Satoshi Mochida Hironori Yamamoto



## Asian Pacific Digestive Week Federation ( APDWF, as of March 2015 )

President	Kwong-Ming Fock
Secretary General	Shiv Kumar Sarin
Treasurer	Chung-Mau Lo
Executive Member	Seigo Kitano
Member	Ji-Dong Jia Wai Lun Law Michael Li Jaw Town Lin Masao Omata Kentaro Sugano Hisao Tajiri Go Wakabayashi

### APDW 2016 Congress Secretariat

c/o Japan Convention Services, Inc.

14F Daido Seimei Kasumigaseki Bldg.

1-4-2, Kasumigaseki, Chiyoda-ku, Tokyo 100-0013, Japan

Tel:+81-3-3508-1214 Fax:+81-3-3508-1302

E-mail: [apdw2016@convention.co.jp](mailto:apdw2016@convention.co.jp)

Web: [www.apdw2016.org](http://www.apdw2016.org)

### Planned Schedule

February, 2016	Announcement of Abstract Submission commencement
May, 2016	Closure of Abstract Submission for free paper
June, 2016	Announcement of Pre-registration and application for accommodations commencement
September, 2016	Closure of Pre-registration will be closed. Closure of Application for accommodations

Details will be published on the official website for APDW 2016 ([www.apdw2016.org](http://www.apdw2016.org)) on a future date.

Please visit it for any other additional updated information.

→Please check APDW 2016 official website ([www.apdw2016.org](http://www.apdw2016.org)) for updates.

### Others

APDW 2016 will be held at the same time as JDDW 2016 from Thursday, November 3<sup>rd</sup> to Sunday, November 6<sup>th</sup>, 2016, but please note that sponsorship must be applied for separately.

## Part II

# Special Sponsorship

Major sponsors will be grouped into four levels: Platinum, Gold, Silver and Bronze, in accordance with the total accumulated amount of their sponsorship, including the sponsorship of a variety of seminars and sponsorship through advertising, and will receive benefits reflecting each level.

\*Consumption tax is not included in the following price list for sponsorship and will be charged separately.

### **1. Platinum Sponsor            Minimum Payment: JPY 25,000,000**

You will receive the following benefits when the total amount of your sponsorship is or is more than JPY 25,000,000.

- The first priority choice of two sponsored seminars  
With the aim of providing a balanced program and in order to avoid an overlapping of session content with the program of the academic society, the main topic of your seminar must be determined while confirming a time slot. We would be grateful if you would consult with the Congress Secretariat in advance. Each sponsor must negotiate with the chairperson and speakers about their appearance.
- Priority choice of exhibition space at the exhibition
- APDW 2016 Registration Badge / Name badge (for 25 people)
- Listing as a Platinum Sponsor on the official website of APDW 2016
- Listing as a Platinum Sponsor in promotional documents
- Listing as a Platinum Sponsor in the program of APDW 2016

### **2. Gold Sponsor                Minimum Payment: JPY 20,000,000**

You will receive the following benefits when the total amount of your sponsorship is or is more than JPY 20,000,000.

- The second priority choice of one sponsored seminar  
With the aim of providing a balanced program and in order to avoid an overlapping of session content with the program of the academic society, the main topic of your seminar must be determined while confirming a time slot. We would be grateful if you would consult with the Congress Secretariat in advance. Each sponsor must negotiate with the chairperson and speakers about their appearance.
- Second priority choice of exhibition space at the exhibition
- APDW 2016 Registration Badge / Name badge (for 20 people)
- Listing as a Gold Sponsor on the official website of APDW 2016
- Listing as a Gold Sponsor in promotional documents
- Listing as a Gold Sponsor in the program of APDW 2016

### **3. Silver Sponsor      Minimum Payment: JPY 15,000,000**

You will receive the following benefits when the total amount of your sponsorship is or is more than JPY 15,000,000.

- The third priority choice of one sponsored seminar  
With the aim of providing a balanced program and in order to avoid an overlapping of session content with the program of the academic society, the main topic of your seminar must be determined while confirming a time slot. We would be grateful if you would consult with the Congress Secretariat in advance. Each sponsor must negotiate with the chairperson and speakers about their appearance.
- Third priority choice of exhibition space at the exhibition
- APDW 2016 Registration Badge / Name badge (for 15 people)
- Listing as a Silver Sponsor on the official website of APDW 2016
- Listing as a Silver Sponsor in promotional documents
- Listing as a Silver Sponsor in the program of APDW 2016

### **4. Bronze Sponsor      Minimum Payment: JPY 10,000,000**

You will receive the following benefits when the total amount of your sponsorship is or is more than JPY 10,000,000.

- The fourth priority choice of one sponsored seminar  
With the aim of providing a balanced program and in order to avoid an overlapping of session content with the program of the academic society, the main topic of your seminar must be determined while confirming a time slot. We would be grateful if you would consult with the Congress Secretariat in advance. Each sponsor must negotiate with the chairperson and speakers about their appearance.
- Fourth priority choice of exhibition space at the exhibition
- APDW 2016 Registration Badge / Name badge (for 10 people)
- Listing as a Bronze Sponsor on the official website of APDW 2016
- Listing as a Bronze Sponsor in promotional documents
- Listing as a Bronze Sponsor in the program of APDW 2016

# List of Sponsorship Options

## 1. Sponsored Seminars

\*Planned Deadline for Application: The deadline is the end of April, 2016.

### ➤ Morning Seminar

- ✓ Duration: Maximum 50 minutes
- ✓ Display of the leaflet of your session near the registration desk
- ✓ Breakfast for the audience, honorarium, travel expenses, accommodation for the chairpersons and speakers should be paid for by the sponsor.

	Capacity	Cost	Available Slots
Morning Seminar	More than 300	¥3,000,000	4
	Less than 300	¥2,000,000	18

### ➤ Luncheon Seminar

- ✓ Duration: Maximum 1 hour
- ✓ Display of the leaflet of your session near the registration desk
- ✓ Lunch for the audience, honorarium, travel expenses, accommodation for the chairpersons and speakers should be paid for by the sponsor.

	Capacity	Cost	Available Slots
Luncheon Seminar	More than 300	¥5,000,000	4
	Less than 300	¥4,000,000	18

### ➤ Evening Seminar

- ✓ Duration: Maximum 90 minutes
- ✓ Display of the leaflet of your session near the registration desk
- ✓ Refreshments for the audience, honorarium, travel expenses, accommodation for the chairpersons and speakers should be paid for by the sponsor.

	Capacity	Cost	Available Slots
Evening Seminar	More than 300	¥4,000,000	4
	Less than 300	¥3,000,000	18

## 2. Social Event

\*Planned Deadline for Application: The deadline is the end of April, 2016.

### ➤ Opening Ceremony

- ✓ Verbal recognition as a sponsor during the opening ceremony
- ✓ A display at venue will include the sponsoring company's logo and will clearly specify your sponsorship.

Opening Ceremony	Costs	Available Slots
Sponsorship for the Opening Ceremony	¥6,000,000	1

### ➤ Presidential Dinner

- ✓ Acknowledgement on the signage, menu and Program Handbook

Welcome Reception	Costs	Available Slots
Sponsorship for the Welcome Reception	¥4,200,000	1

## 3. Advertisement in Publications

\*Planned Deadline for Application: Deadlines differ depending on the item. Please refer to the following descriptions for each item.

### ➤ Program Book (Estimated Circulation: 6,500 copies)

The APDW 2016 program book will be distributed on site to all participants and will be often used during the event. It will contain the program of the academic society, official events during the congress and general information about the congress. The amount listed is exclusive of the processing charge for art design.

- Production Cost: 6,500 copies = JPY 14,300,000 (estimated)
- Number of Companies: Maximum thirteen companies

Program Book	Cost	Available Slots
Inside Front Cover and Inside Back Cover (Black & White)	¥1,000,000	each 1
Full Page Back Matter (Black & White)	¥500,000	10

**\*Deadline for Application: the end of April, 2016**

### ➤ Program at a glance (mini program) (Estimated Circulation: 7,000 copies)

The mini program is a pocket sized congress overview. It will be distributed on site to all participants. The amount listed is exclusive of the processing charge for art design.

- Production Costs: 7,000 copies = JPY 7,700,000 (estimated)
- Number of Companies: Maximum eleven companies

Mini program	Cost	Available Slots
Outside Back Cover (Color)	¥1,300,000	1
Inside Front Cover and Inside Back Cover (Black & White)	¥1,000,000	each 1
Full Page Back Matter (Black & White)	¥500,000	8

**\*Deadline for Application: the end of April, 2016**

➤ **Banner Advertisement on the Website**

The advertisement will be posted on the top page of the APDW 2016 official website and a link will be provided from the advertisement to your company's website. The amount listed is exclusive of the processing charge for art design.

Banner Advertisement on the Website	Cost	Available Slots
Web-based Advertisement and Link	¥500,000	3

**\*There is no deadline date set for this option**

➤ **Promotional E-mail Delivery**

You will have the opportunity to send promotional e-mail to all pre-registered participants in APDW 2016. You must create your own text and design for the delivered e-mail. The content of the e-mail must be approved by our organizing committee and the e-mail will be sent by congress secretariat.

Promotional E-mail Delivery	Cost	Available Slots
Promotional E-mail Delivery to the Pre-Registered Participants	¥1,000,000	3

**\*Deadline for Application: the end of August, 2016**

➤ **Abstract USB Thumb Drive**

Contains congress materials as well as sponsor's promotional vehicles.

Abstract USB Thumb	Cost	Available Slots
Abstract USB Thumb	¥3,000,000	1

**\*Deadline for Application: the end of April, 2016**

## 4. Premises and Services at the Congress Site

\*Planned Deadline for Application: The deadline is the end of April, 2016.

➤ **Internet Corner**

The Internet Corner will be located in the exhibition hall and is expected to be used by many participants, exhibitors and speakers. The amount listed is inclusive of the charge for the provision of computers, servers and internet connection.

Internet Corner (Three Days)	Cost	Available Slots
Displaying the Name of the Sponsor on the Screen Savers and a Sign Board (Applicable day of your sponsorship)	¥3,000,000	1

➤ **Speakers' Ready Room**

Speakers must visit Speakers' Ready Room to prepare their presentation slides.

Speakers' Ready Room Lounge (Three Days)	Cost	Available Slots
Displaying the Name of the Sponsor on the Screen Savers and Sign Board (Applicable day of your sponsorship)	¥3,000,000	1

➤ **Hospitality Room**

The sponsors enjoy free access to one meeting room (The space is expected to be from 62 m<sup>2</sup> to 64 m<sup>2</sup> per a room) in the Kobe International Conference Center.

The amount listed is exclusive of the placement charge of interior accessories.

Hospitality Room (Three Days)	Cost	Available Slots
Can bring your own interior accessories and devices (Applicable day of your sponsorship)	¥4,500,000	2

➤ **Cloakroom**

The sponsoring company's logo will be displayed in the cloakroom and will clearly specify your sponsorship. Staffs in the cloakroom will be arranged by the Congress Secretariat, and the amount listed is inclusive of their employment cost.

Cloakroom (Three Days)	Cost	Available Slots
Displaying the Name of the Sponsor in the Cloakroom	¥3,000,000	1

➤ **Display near the Registration Desk**

The sponsoring company's logo will be displayed near the registration desk, which will clearly specify your sponsorship.

The staff at the registration desk will be arranged by the Congress Secretariat, and the amount listed is inclusive of their employment cost.

Displaying around the Registration Desk (Four Days)	Cost	Available Slots
Displaying the Name of the Sponsor near the Registration Desk	¥3,500,000	1

➤ **Coffee Breaks**

Logo exposure at the coffee breaks. Refreshments expenses will be covered by the organizer. Subject to approval, sponsor may also customize this area at their own expenses and display corporate literature within this area.

Coffee Breaks (Per a day)	Cost	Available Slots
Displaying the Name of the Sponsor near the coffee breaks	¥2,500,000	3

➤ **Lunch Buffet on Pre-Meeting day**

A display with your company's logo on sign board to clearly specify your sponsorship

Lunch Buffet on Pre-Meeting day	Cost	Available Slots
Lunch Buffet on Pre-Meeting day	¥2,000,000	1

## 5. Promotional Material

\*Planned Deadline for Application: The deadline is the end of April, 2016.

### ➤ Lanyards (Estimated Production: 5,000 lanyards)

Every participant will be provided with a lanyard printed with the APDW 2016 logo and a company and/or product logo. Lanyards will be prepared by the Congress Secretariat.  
Promotion: Sponsor logo and/or products logo on the lanyard (on the string)

Lanyards	Cost	Available Slots
Lanyards	¥4,000,000	1

### ➤ Congress Bags (Estimated Production: 5,000 bags)

Every participant will be provided an official congress bag. It is a powerful way to promote your company both during and after the Congress.

Congress bags are printed with the sponsoring company's and/or product logo and APDW 2016 logo.

Art design and production will be prepared by the Congress Secretariat and the amount listed is inclusive of such costs.

There will be additional fees for any customization of the design or specification of bags.

Congress Bags	Cost	Available Slots
Official Congress Bags	¥10,000,000	1

### ➤ Congress Bag Inserts

Documents will be inserted inside the congress bag that will be provided to each participant.

The document should be equal to or smaller than size A4.

Documents must be designed, printed and sent to secretariat by sponsoring company

Congress Bag Inserts	Cost	Available Slots
Congress Bag Inserts (1 Leaflet)	¥350,000	10

### ➤ Note Pads and Pens for Academic Society Participants

The front cover of the note pads and pens for participants in academic society will include the sponsoring company's name and logo.

Art design and production will be prepared by the Congress Secretariat and the amount listed is inclusive of such costs.

Note pads and Pens for Participants in Academic Society	Cost	Available Slots
Displaying the Name and Logo of the Sponsoring Company on Note pads and Pens for Participants in Academic Society	¥3,500,000	1



## 6. Others

### ➤ Digital Poster Session

The sponsor's advertisement will be shown as a screen saver on the plasma display except during presentations and viewings.

Digital Poster Session (One day)	Costs	Available Slots
Displaying the Advertisement of the Sponsor on the Plasma Display (Applicable day of your sponsorship)	¥2,000,000	3

### ➤ Live Demonstration

Surgical techniques will be demonstrated in live operations. A large audience is expected. The sponsor will be introduced before and after the session on site. The sponsor's company name will be displayed in the program abstract book

### ➤ Shuttle Bus

A wrapping advertisement will be provided on the surface of the shuttle bus running between the hotels and the main venue of the Congress. The cost for execution of the wrapping is not included in the amount listed and will be charged separately.

Shuttle Bus	Costs	Available Slots
Wrapping Advertisement on the Surface of the Shuttle Bus (Per bus)	¥4,000,000	1

If you have any other ideas as to how you would like to participate as a sponsor, please feel free to contact the APDW 2016 Congress Secretariat.

# Sponsored Seminars

## Summary

- Program:  
Sponsored seminars are part of the official program of the academic society. The program for the sponsored seminar must comply with APDW 2016 guidelines (see page 17) and be submitted to the APDW 2016 program committee for approval. It is expected that you would set up a seminar that can be embedded into the program of the Congress by covering issues related to the sponsor's research and development. The APDW 2016 program committee reserves the right to adjust the program (topics and/or chairpersons/speakers).
- Schedule:  
The sponsored seminars will take place from November 2<sup>nd</sup>, 2016 (Wednesday) to November 5<sup>th</sup>, 2016 (Saturday).
- Publications:  
The sponsor is allowed to produce and distribute printed matter (invitations to its seminars, programs, abstract booklets or leaflets for its seminars). All publications and printed material prepared in association with a sponsored seminar must be approved by the organizing committee.
- Posters:  
Posters announcing a sponsored seminar are only allowed within the exhibition booth of the sponsor and in front of the congress site (the latter on the day of the sponsored seminar only). The display of posters in anywhere but a designated area on the congress site and the distribution of materials throughout the congress site are not allowed.

## Benefits

- Room rental for the duration of the seminar
- Equipment
- Right to use the congress logo of APDW 2016 for your own advertising
- The sponsor's company name and its sponsorship are displayed in the program book.

## Costs: described above

\*Please note that the size of the room may have some minor differences.

## Expenses not included

- Expenses for the honorarium, travel and accommodations for chairpersons and speakers
- Expenses for the waiting room charges, reception (food and drink) and devices in the waiting room
- Expenses for the printing and production of the leaflets inserted in the congress bag
- Expenses for food and drinks served on the congress site

## Disclosure of Information

- We agree that each sponsor may publish the cost of its sponsorship according to transparency guidelines.

## Guidelines for Sponsored Seminars at APDW 2016

1. Sponsored seminars are organized as part of the program of APDW 2016 and are held by the sponsor under their complete sponsorship. The topics of the seminars must be scientific and must not contain promotional activities, such as for the introduction of a new drug or for the sponsoring company.
2. Slides for the presentation must be prepared by the speakers and not by the sponsoring company. No company logos and brand names are allowed as part of the design. "Manicured" presentations bearing the same design for all speakers are not welcome.
3. The sponsoring company can submit a proposal of speakers and chairpersons or leave their selection to the academic society's discretion.
4. In order to avoid an overlapping of session content with the program of the academic society, we would be grateful if you would consult with the Congress Secretariat in advance with a detailed proposal of your seminar (topics, each session title and the owner of the program).
5. Topics, speakers and chairpersons of sponsored seminars must be approved by the program director.
6. A maximum of one speaker belonging to the sponsoring industry is allowed.
7. The sponsoring company can contact the Congress Secretariat and express its preference for the allotment of a time slot and lecture hall for its sponsored seminar (The request from the sponsoring company may not be met). When signing the contract for the sponsorship, the main topic of the sponsored seminar must be submitted. The final decision for the allotment of a time slot and lecture hall will be made at the discretion of the program director.
8. The program committee will do its best to build a scientific program with as little topical overlap as possible. However, this can only be achieved if a detailed program of the sponsored seminars is submitted to the Congress Secretariat by the end of April, 2016.
9. The sponsorship of a sponsored seminar by a company is mentioned as such in the program book.
10. The sponsor is allowed to produce and distribute printed matter (invitations to its seminars, programs, abstract booklets or leaflets for its seminars). All publications and printed material prepared in association with a sponsored seminar must be approved by the organizing committee before printing and must mention that it is a sponsored seminar of APDW 2016. The sponsor is responsible for getting each of their speakers' authorization regarding their content. Post-congress publications are subject to the same rule. Printed matter can be mailed in advance and/or distributed at the sponsor's exhibition booth, at the entrance of the lecture hall 30 minutes before the seminar and within the sponsor's assigned area. A poster with the title of the seminar and the logo of the sponsoring company at the lectern is allowed. Beyond that, no posters, signs or distribution of material is allowed in or around the congress site.
11. A small on-site reception (snack) before or at the end of a seminar may be organized. No other activities around the seminar are allowed.
12. Private buses prepared by the sponsor for the speakers and chairpersons between the hotels and the main venue of the Congress are only allowed outside the official congress hours.
13. Contact and submission address at APDW 2016 for all issues concerning the program of the academic society or sponsored seminars is APDW 2016 Congress Secretariat, c/o Japan Convention Services, Inc.  
Tel: +81-3-3508-1214, Fax: +81-3-3508-1302, E-mail: [apdw2016@convention.co.jp](mailto:apdw2016@convention.co.jp)

# Application and Payment

The APDW 2016 Congress Secretariat will complete a sponsorship contract on behalf of the organizing committee. All sponsors will be treated on a first come, first served basis. Applications cannot be accepted after the deadline date.

## Application Method

Please complete and return the attached application form (2pages) either by fax or e-mail to the Congress Secretariat as follows:

**APDW 2016 Congress Secretariat**

c/o Japan Convention Services, Inc.

14F Daido Seimei Kasumigaseki Bldg. 1-4-2, Kasumigaseki, Chiyoda-ku, Tokyo 100-0013, Japan

Tel: +81-3-3508-1214 Fax: +81-3-3508-1302 E-mail: [apdw2016@convention.co.jp](mailto:apdw2016@convention.co.jp)

\*We will contact your contact person after we accept your application form. Please make contact with the Congress Secretariat early about any change of your contact person.

## Terms of Payment

All payments must be made in Japanese Yen (JPY). The invoice will be sent to you from the Congress Secretariat after we accept your application form and the room for your seminar is determined.

Please make a payment for sponsorship costs into the designated bank account (indicated on the invoice) by the designated payment date. Please note that all transfer charges must be paid by the applicant.

## Cancellation

Please make contact with the Congress Secretariat early regarding a cancellation after application. Please note that the following cancellation charges must be paid:

- After issuing an invoice: 30% of the total sponsor fee each item must be retained.
- From May 1<sup>st</sup>, 2016 to July 31<sup>st</sup>, 2016: 50% of the total sponsor fee of each item must be retained.
- After August 1<sup>st</sup>, 2016: 100% of the total sponsor fee of each item must be retained.

## Part III

# Requirements for Exhibition

The exhibition of APDW 2016 is expected to attract many Japanese participants as well as foreign participants. The occasion provides excellent opportunities for applicants to promote your products and services. In order to encourage participants in the academic society to visit the exhibition hall, a digital poster session will be located in the exhibition hall. Application for the exhibition will be taken into account on a first-come, first-served basis.

### Deadline for Application: the end of April, 2016

**Date:** November 2<sup>nd</sup>, 2016 (Wed) to November 5<sup>th</sup>, 2016 (Sat)

**Exhibition Hall:** Kobe International Exhibition Hall No.3 Building

**Planned Move-in & Move-out Schedule:** Move in: from the morning on November 2<sup>nd</sup>, 2016 / Move out: in the afternoon on November 5<sup>th</sup>, 2016

\*A specific time will be announced after your application within September, 2016.

## 1. Exhibition Fees and Spaces

### ➤ Exhibition Fees

	Booth Type	Unit	Space Size	Fee	Exhibitors' Badge
1	Standard Space	1	1.0 m <sup>2</sup> (Minimum Size: 4 m <sup>2</sup> )	¥80,000/m <sup>2</sup>	1 badge per 4.0 m <sup>2</sup>
2	Large Space with Shell Scheme	1	9.0 m <sup>2</sup> (W3.0 m × D3.0 m)	¥1,000,000	2 badge per 9.0 m <sup>2</sup>
3	Small Space with Shell Scheme	1	2.0 m <sup>2</sup> (W2.0 m × D1.0 m)	¥300,000	2 badge per 2.0 m <sup>2</sup>

### ➤ Items Included with the Exhibition Fees

#### 1. Standard Space

- Exhibition space
  - Company name in the program book
- \*The height of ornaments and displays cannot be exceeded 4.5 m. Permission from the Congress Secretariat is necessary for special exceptions.

#### 2. Large Space with Shell Scheme

- Exhibition space
  - Exhibition booth (Shell Scheme frame)
  - Lighting
  - Electrical socket + Power supply
- \*Maximum limit will be announced later.
- Carpeting
  - 1 table, 2 chairs
  - 1 waste basket
  - Fascia board with company name and stand number
  - Company name in the program book

### 3. Small Space with Shell Scheme

- Exhibition space
- Exhibition booth (Shell Scheme frame)
- Lighting
- Electrical socket + Power supply
- \*Maximum limit will be announced later.
- 1 chair
- Company name in the program book

\*Formal site inspections of the exhibition hall will not be organized by the Congress Secretariat. However, you may contact the Congress Secretariat for an individual site inspection.

## 2. Number of Units

- 80 units (Planned)
- Each exhibition spot will be decided by the APDW 2016 organizing committee.

## 3. Exhibits from Overseas

- Please contact the Congress Secretariat for the medical products and medical equipment unapproved in Japan.
- The exhibition site shall not be designated as a bonded display area. For any exhibits from overseas, please use the system of the ATA Carnet. Please contact the Congress Secretariat for the further assistance.
- It is prohibited to hand over the exhibit in exchange for cash during the Congress. However, any items approved by the Congress Secretariat in advance may possibly be permitted to be sold to a limited extent.

## 4. Water and Gas Supply

- It is primarily prohibited to use water, propane gas or compressed air in the exhibition hall.

## 5. Management of Exhibition Hall

- The organizing committee will provide for the protection and management of exhibits and the exhibition hall through our best efforts. However, we are not responsible for any accidents, stolen or lost items caused by a natural disaster or inevitable force, and any disaster resulting from acts of human beings within the booth.

## 6. Changes of Congress Period, Opening Hours and Venue

- The Congress period, exhibition opening hours and venue may be changed due to unavoidable circumstances. This change cannot be used as a reason for the cancellation for an exhibition, and we take no responsibility whatsoever for any damage or loss caused by this change.

# Application and Payment

The APDW 2016 Congress Secretariat will complete an exhibition contract on behalf of the organizing committee. All applicants for the exhibition will be treated on a first come, first served basis. Applications cannot be accepted after the deadline date.

## Application Method

Please complete and return the attached application form either by fax or e-mail to the Congress Secretariat as follows:

**APDW 2016 Congress Secretariat**

c/o Japan Convention Services, Inc.

14F Daido Seimei Kasumigaseki Bldg. 1-4-2, Kasumigaseki, Chiyoda-ku, Tokyo 100-0013, Japan

Tel: +81-3-3508-1214 Fax: +81-3-3508-1302 E-mail: apdw2016@convention.co.jp

\*You must complete your company name in English because it is written in English in the program book. We will use the English company name written on the application form, so please be careful to provide an accurate name. (Upper- and lowercase letters are also used as written in the application form.)

\*We will contact your contact person after we accept your application form. Please make contact with the Congress Secretariat early about any change of your contact person.

## Terms of Payment

All payments must be made in Japanese Yen (JPY). The invoice will be sent to you from the Congress Secretariat after we accept your application form and your exhibition space is determined.

Please make a payment of the exhibition fee into the designated bank account (indicated in the invoice) by the designated payment date. Please note that all transfer charges must be paid by the applicant.

## Cancellation

Please make contact with the Congress Secretariat early about your cancellation after the application. Please note that the following cancellation charge must be paid:

- After issuing an invoice: 30% of the total sponsor fee each item must be retained.
- From May 1<sup>st</sup>, 2016 to July 31<sup>st</sup>, 2016: 50% of the total sponsor fee of each item must be retained.
- After August 1<sup>st</sup>, 2016: 100% of the total sponsor fee of each item must be retained.

# APDW 2016

November 2<sup>nd</sup> – 5<sup>th</sup>, 2016 Kobe Japan

## Application Form for Sponsorship and Commercial Exhibition

**\*Please return the application form either by e-mail ([apdw2016@convention.co.jp](mailto:apdw2016@convention.co.jp)) or fax (+81-3-3508-1302)**

Please complete and return the following application form to the APDW 2016 Congress Secretariat.

**Company Name / Organization Name (Japanese) \*If any:** \_\_\_\_\_

**Company Name / Organization Name (English):** \_\_\_\_\_

applies the sponsorship or the commercial exhibition at APDW 2016 held in Kobe. I acknowledge that my application will be treated on a first-come, first-served basis.

Name \_\_\_\_\_ Position \_\_\_\_\_

Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Mobile \_\_\_\_\_



Please check the following box for your choices and fill in the quantity of items you are applying for in the quantity column.  
(Currency: Japanese Yen (JPY); consumption tax is not included in the following price list and will be charged separately at the rate as of the Congress period.)

Sponsored Seminar		Quantity	Other Sponsorship		Quantity
<input type="checkbox"/> Morning Seminar (More than 300)	3,000,000		<input type="checkbox"/> Internet Corner	3,000,000	
<input type="checkbox"/> Morning Seminar (Less than 300)	2,000,000		<input type="checkbox"/> PC Preview Center	3,000,000	
<input type="checkbox"/> Luncheon Seminar (More than 300)	5,000,000		<input type="checkbox"/> Hospitality Room	4,500,000	
<input type="checkbox"/> Luncheon Seminar (Less than 300)	4,000,000		<input type="checkbox"/> Cloakroom	3,000,000	
<input type="checkbox"/> Evening Seminar (More than 300)	4,000,000		<input type="checkbox"/> Display near the Registration Desk	3,500,000	
<input type="checkbox"/> Evening Seminar (Less than 300)	3,000,000		<input type="checkbox"/> Coffee Breaks	2,500,000	
Social Event			<input type="checkbox"/> Lanyards	4,000,000	
<input type="checkbox"/> Opening Ceremony	6,000,000		<input type="checkbox"/> Congress Bag	10,000,000	
<input type="checkbox"/> Presidential Dinner	4,200,000		<input type="checkbox"/> Congress Bag Inserts	350,000	
Program Book		Quantity	<input type="checkbox"/> Note Pads and Pens for Participants	3,500,000	
<input type="checkbox"/> Inside Front Cover (Black & White)	1,000,000		<input type="checkbox"/> Digital Poster Session Viewing Corner	2,000,000	
<input type="checkbox"/> Inside Back Cover (Black & White)	1,000,000		<input type="checkbox"/> Shuttle Bus	4,000,000	
<input type="checkbox"/> Full Page Back Matter (Black & White)	500,000		Commercial Exhibition		Quantity
Mini Program		Quantity	<input type="checkbox"/> Standard Space 1.0 m <sup>2</sup> (Minimum Size: 4 m <sup>2</sup> )	80,000	
<input type="checkbox"/> Outside Back Cover (Color)	1,300,000		<input type="checkbox"/> Large Space with Shell Scheme 9.0 m <sup>2</sup>	1,000,000	
<input type="checkbox"/> Inside Front Cover (Black & White)	<input type="checkbox"/> Inside Back Cover (Black & White)	1,000,000	<input type="checkbox"/> Small Space with Shell Scheme 2.0 m <sup>2</sup>	300,000	
<input type="checkbox"/> Full Page Back Matter (Black & White)	500,000				
Other Advertiser			Total Amount of Application (Tax Included)		
<input type="checkbox"/> Web-based Advertisement and Link	500,000				
<input type="checkbox"/> Promotional e-mail Deliver	1,000,000				

On behalf of my company, I sign this application form.

Representative

Corporate seal or signature

Date