

Tokyo, July 2018

Our ref. GAIKOUSOUTENHATSU-No. 30-4

Recruitment Guideline

the 58th Annual Scientific Meeting of the Japanese Society of Nuclear Medicine **the 38th Annual Meeting of the Japanese Society of Nuclear Medicine Technology**

This is to inform you that parallel to the 58th Annual Scientific Meeting of the Japanese Society of Nuclear Medicine and the 38th Annual Meeting of the Japanese Society of Nuclear Medicine Technology, an exhibition managed by the industries association JIRA will be held under the following schedule.

Parties wishing to exhibit your products are asked to please read the following recruitment guideline and apply using the attached application form to Exhibition Committee of JIRA.

Exhibition Committee

Japan Medical Imaging and Radiological Systems Industries Association
(JIRA)

Outlines

1. Main Theme : Nuclear medicine techniques utilized for treatment
–from research and development to Theranostics–

2. [The 58th Annual Scientific Meeting of the Japanese Society of Nuclear Medicine](#)

- Congress chair : Hiroshi Matsuda, M.D., Ph.D.
Director General, Integrative Brain Imaging Center (IBIC)
National Center of Neurology and Psychiatry, Tokyo, Japan
- Venue : Okinawa Convention Center
4-3-1, Mashiki, Ginowan City, Okinawa, 901-2224, JAPAN
<http://www.oki-conven.jp/en/>
- Date : November 15 (Thu) to 17 (Sat), 2018

3. [The 38th Annual Meeting of the Japanese Society of Nuclear Medicine Technology](#)

- Congress chair : Masahisa Onoguchi, Ph.D.
Professor, Institute of Medical, Pharmaceutical and Health Sciences,
Faculty of Health Science, Kanazawa University
- Venue : Okinawa Convention Center
- Date : November 15 (Thu) to 17 (Sat), 2018

4. Exhibition

- Venue : Okinawa Convention Center, Exhibition Hall
4-3-1, Mashiki, Ginowan City, Okinawa, 901-2224, JAPAN
<http://www.oki-conven.jp/en/exhibition-hall/>
- Date and time : 9:30 Opening Ceremony to 17:00, November 15 (Thu), 2018
9:00 to 17:00, November 16 (Fri), 2018
9:00 to 12:00, November 17 (Sat), 2018
- Hall opening time : at 8:30 AM (planned), November 15, 16 & 17

5. Exhibition booth rental fee for product exhibition (including tax)

(1) Unit without fittings

- Space rental fee is 57,900 JPY (Japanese Yen) per m².
(46,300 JPY for JIRA member companies)
- The space area is either 70 m², 50 m², 40 m² or 20 m² and the maximum height is 3.0 m.
- Additional fee for the corner booth: 30,900 JPY per booth.
(20,600 JPY for JIRA member companies)

(2) Unit with basic fittings

Three types of below standard booths are available with a basic decoration. They are all provided with assembled-panels. Please refer to the attached drawings.

Type A booth (6 square-meter type) :

- Booth size: 3.0 m (width) x 2.0 m (depth) x 2.7 m (height).
- Booth rental fee is 658,300 JPY per booth.
(462,900 JPY for JIRA member companies)
- Additional fee for the corner booth : 14,400 JPY per booth.
(10,300 JPY for JIRA member companies)

Type B booth (4 square-meter type) :

- Booth size: 2.0 m (width) x 2.0 m (depth) x 2.7 m (height).
- Booth rental fee is 462,900 JPY per booth.
(324,000 JPY for JIRA member companies)
- Additional fee for the corner booth: 14,400 JPY per booth.
(10,300 JPY for JIRA member companies)

Type C booth (3 square-meter type) :

- Booth size: 2.0 m (width) x 1.5 m (depth) x 2.7 m (height).
- Booth rental fee is 307,800 JPY per booth.
(216,000 JPY for JIRA member companies)
- Additional fee for the corner booth: 12,400 JPY per booth.
(8,300 JPY for JIRA member companies)

Note : In case of applications exceeds the total number of available booths, preferences for JIRA members or past experiences will be considered for the selection.

6. Exhibition spaces for related medical societies and research institutions

At the JSNM 2018 Exhibition, exhibition spaces are available exclusively for related medical societies and research institutions that are in conformity with the exhibition purposes set by JSNM.

- (1) A unit of 2.0 m (W) x 1.0 m (D), equipped with a power outlet (500w), a standard signboard, a desk (Length 45 cm), and 2 chairs.
- (2) The fee is 108,000 JPY (tax included).
- (3) The locations are dedicated areas for the units. Please contact Exhibition Secretariat of JIRA for the details. The email address is "exhibit@jira-net.or.jp".
- (4) If the exhibitor is deemed not to be in conformity with the exhibition purposes set by JSNM, the application may be rejected.

7. Application

Applicant is requested to fulfill all the necessary information in the Application Form and forward the word file by e-mail to Exhibition Secretariat of the JIRA no later than August 3, 2018.

Email address : exhibit@jira-net.or.jp

8. Payment of the booth rental fee

The booth rental fee and the bank's handling fee shall be remitted to the following bank account by the date specified in the clause 9.

Account Holder: Japan Medical Imaging and Radiological Systems Industries Association

Account number: 6500803

Type of Account: Ordinary

Bank Name: Mitsui-Sumitomo Bank

Branch Name: Ueno

Swift Code: SMBC JP JT

9. Closing date for the payment:

Final notice of booth allocation will be sent together with the invoice (bill) for the payment on September 3 (Mon.), 2018. The applicant is requested to settle the payment by September 28 (Fri.), 2018. All the bank transaction charges shall be borne by the applicant

10. Cancellation after the booth allocation:

The following cancellation charges shall be borne by the applicant in the case that the applicant cancels a part or all of its allocated booths for its own reasons:

- a) From Aug. 6 to Sep. 3 : 20% of the booth rental fee.
- b) From Sep. 4 to Sep. 28 : 50% of the booth rental fee.
- c) From Sep. 29 : 100% of the booth rental fee.

11. Cancellation of the exhibition due to an occurrence of a natural disaster

When the organizers have decided it is not possible to hold the exhibition due to an occurrence of a natural disaster, your booth rental fee will be refunded, with an expense account being deducted according with the state at the time of call-off.

12. Booth structure and Electricity:

a) In case of the exhibition booth unit without fittings, the space area is provided either 70 m², 50 m², 40 m² or 20 m².

b) In case of the exhibition booth unit Type A, B and C, it is equipped with the basic decoration. A fascia with a company name, its illumination lamp, sidewalls, floor carpet and a power outlet are provided. Please refer to the attached drawings.

c) Electricity: Primary power cabling fee and consumption fee shall be separately calculated, billed and settled for each booth.

The same method shall apply for any additional electricity-cabling request.

d) The committee may adjust and change the application contents in the case any problems arise. In this case, the committee will soon advise the applicant of the change with a request of its acceptance.

13. Schedule of bringing-in and removal of the exhibition goods:

a) Bringing-in and adjustment:

From 9:00 AM Nov. 13 (Tue.), (planned) (will be informed in case any change arises)

Cleaning up of the exhibition area will start at 18:00 on Nov. 14 (Wed.).

b) Removal and bringing out of the goods: 12:30 to 17:00 Nov. 17 (Sat.), (planned)

All the goods shall be brought out of the exhibition area during this time period.

c) Vehicle parking place in the abovementioned days: (The details will be informed later).

14. Floor weight capacity: 5,000 kg/m² (On the pit, 1,000 kg/m²)

15. Meetings for explaining the exhibition and lottery of booth selection

Meetings for explaining the exhibition and lottery of booth selection are not planned.

The applicant is requested to be dependent on the Exhibition Committee's decision for booth selections.

16. Exhibition manual and submission documents:

The exhibition manual and related submission documents will be sent to the applicant on Sep. 3 (Mon.). And the related submission documents should be sent to Exhibition Secretariat of JIRA via e-mail by Sep. 28(Fri.).

17. Others

- The opening ceremony will start at 9:30AM, Nov. 15 (Thu.).
- Smoking is prohibited in Exhibition Hall.

18. Handling of personal information

JIRA will not use information including personal information in the application documents for any purpose other than procedures and communication relating to this exhibition, and future guidance on exhibitions run by the JIRA.

For other information on the handling of personal information in general, please refer to the Japan Medical Imaging and Radiological Systems Industries Association (JIRA) Personal Information Protection Policy from below URL.

http://www.jira-net.or.jp/e/info/privacy_policy.html

19. Inquiry

If you have any inquiry please e-mail to below.

E-Mail address : exhibit@jira-net.or.jp

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