Manual for Exhibitors Ver. 5.0
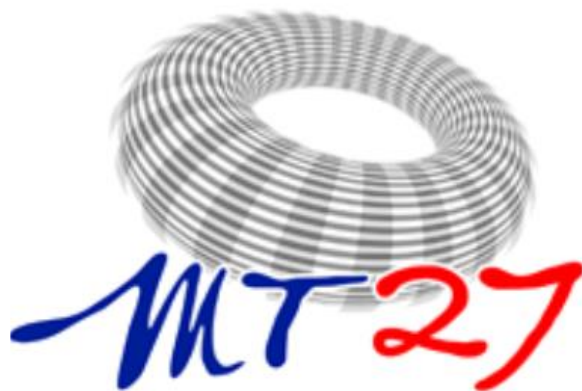
International Conference on Magnet Technology

Fukuoka, Japan
Nov. 15-19, 2021

https://www.csj.or.jp/MT27/

Exhibit Chair Welcome

Thank you in advance for choosing to participate in this year's MT27 virtual exhibit via oVice !
Exhibit, support and advertising opportunities in MT27 enable you and your organization to connect hundreds of influential experts and key decision makers in the Magnet Technology community. It will be beneficial experience for you and your organization.

Exhibit, Support & Advertising registration is now open. Please fill the sponsorship application form (in excel format) and send it to us (MT27 exhibition & support team: mt27exhibit@csj.or.jp).

The due date for payment is September 21, 2021 (JST) for on-site booth and items. For on-line booth and/or support opportunity, the due date is October 14, 2021 (JST). Sponsorship application is to be confirmed upon payment. Priority in the selection of on-site/on-line booth allocation goes in order of this confirmation except for platinum and gold sponsors. Platinum and gold sponsors get first and second priority in the booth selection, respectively. Until October 4, 2021 (JST), on-line booth can be changed to on-site booth at the payment of the difference (JPY 100,000 for single booth, JPY 150,000 for double booth).

Thank you again for standing up and declaring your support!
Hitoshi Kitaguchi, Chair of *MT27*

Exhibit Details

The MT27 Conference and Exhibit will be managed by the conference organizers utilizing the oVice platform.

Details for Exhibit, Support and Advertising (PDF File) (updated on Aug. 26)

https://csj.or.jp/conference/MT27/wp-content/uploads/2021/08/MT27_Sponsorship_210826.pdf

Application Form for Exhibit, Support and Advertising (Excel File)

https://csj.or.jp/conference/MT27/wp-content/uploads/2021/08/MT27_Sponsorship_form_210826.xlsx

Platform for online Exhibit: Whova and oVice

Exhibition will be held in both onsite and online. The online booths will be prepared by using the oVice (https://ovice.in) which is a browser based virtual platform. In addition, all exhibitors can make an own web page in the Whove.

All exhibitors will be receive an invitation e-mail for access to Whova after the due date of exhibition application and full payment. Please note that your e-mail address written in the exhibition application form will be used the invitation e-mail. In the invitation e-mail, the URL for your personal page in the Whova looks like "https://whova.com/xems/engage/exhibitor/eventide/letters1234567/" is linked. Please open it and set up your booth. In Whova, you can upload a logo, company introduction, a product video or setup live showcase, and add the booth staff. The details of the setting are written on the following pages.

The virtual booth in oVice will be prepared by conference staff based on the data in Whova. Please check your booth frequently and if you have any request, please contact us (MT27 exhibition & support team: mt27exhibit@csj.or.jp). The details of the oVice are written on the following pages.
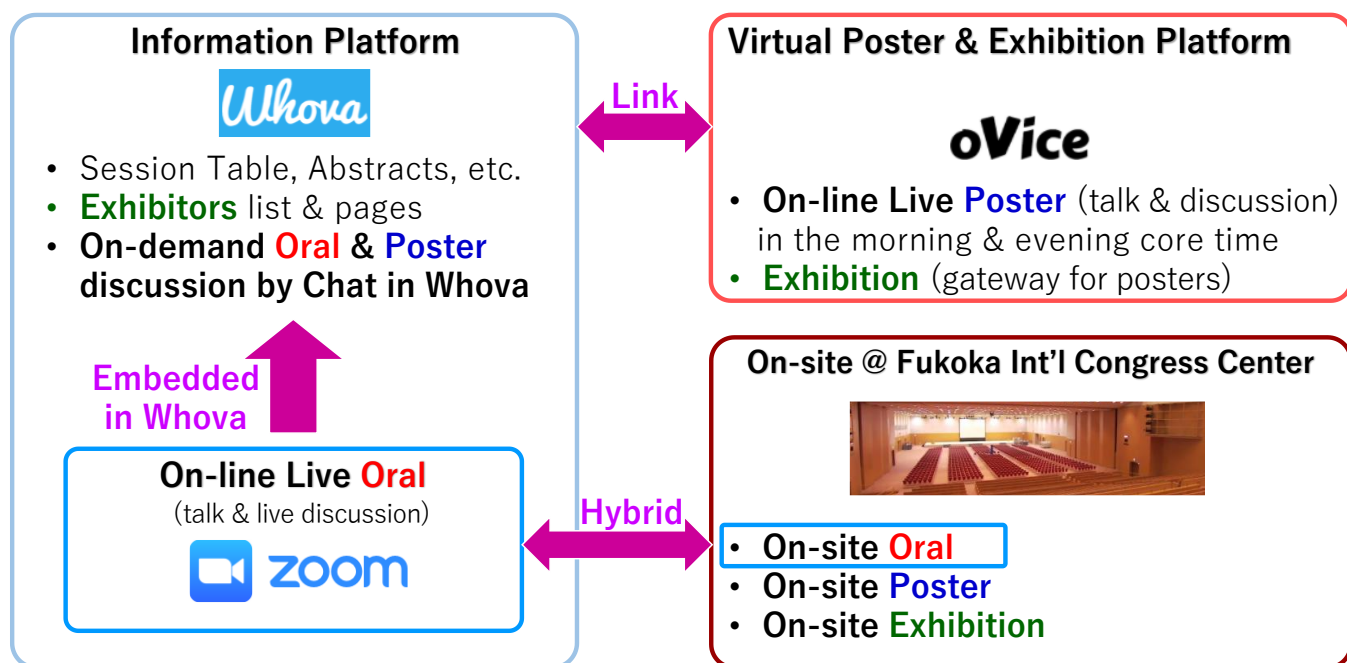
Whova Exhibitor Guide

Updated information and the guide video are shown in following link:
https://whova.com/pages/whova-app-exhibitor-guide/

Access the Setup Page

🖥 On desktop

- **OPTION 1:** The event organizer should send you a personal link to access an online form. The URL looks like "https://whova.com/xems/engage/exhibitor/eventID/letters1234567/". When you open it, you will see the name of the event at the top of the page and your company name beneath it. No sign-in is necessary; the link will allow you to set up your booth.

- **OPTION 2:** Sign into the web app and enter the Exhibitors tab on the left-hand side of the page. Find your booth in the list of booths and click Edit Booth, this will take you to the same form.
  - ℹ To successfully log in, please sign-in with the email you used when you registered the event as an exhibitor.

- You will get four sections to fill out: Promotional Offers, Company Showcase, Company Information, and Primary Contact. Photos and company name can only be updated from the mobile app.

- Once you've filled out all relevant information, agree to the Whova Terms of Service, and click Submit.

- You will then get a confirmation email from Whova that includes a link you can use to continue to update your booth.

# 📱 On mobile app

1. Sign into the app with the email the event organizer registered you with. Go to the Home tab at the bottom of the screen.

ℹ️ Please use the email you used when you registered the event as an exhibitor. Otherwise the exhibitor tools will not be available to you.

2. Find the Exhibitor Hub section, and click on the Exhibiting Booth Profile.

3. From there, you can fully customize your profile by adding a company photo, uploading general photos for the booth, changing your company name, and more. Check more customization options below.

4. To add information or change it later, just click Edit on the side of each section title, change what you want, and click Save.
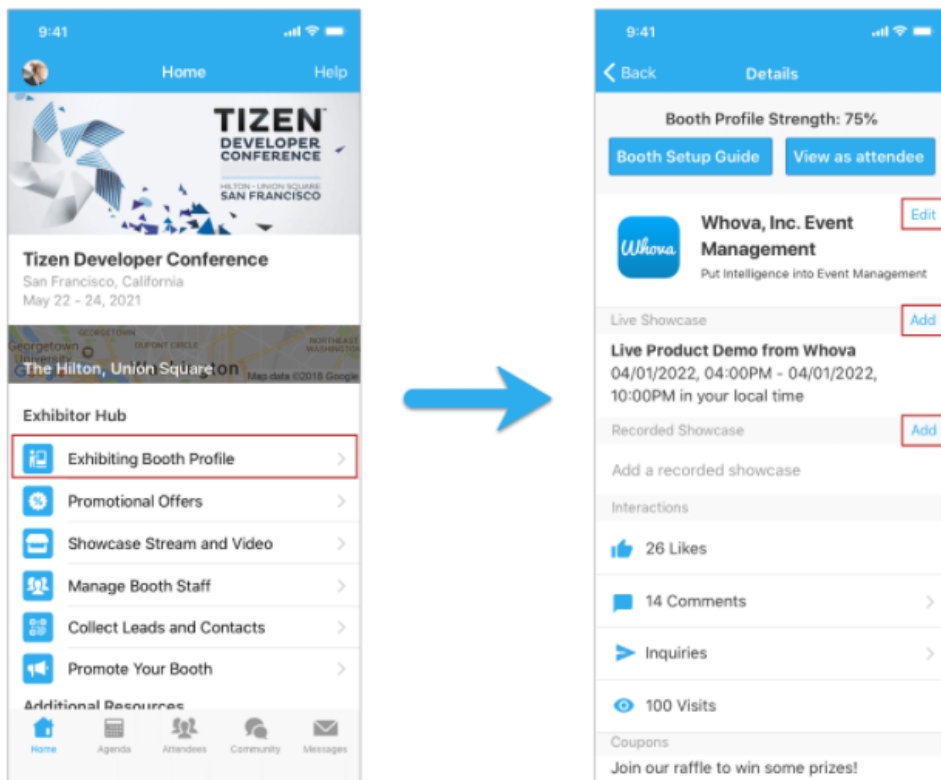
# Upload handouts, videos, and setup live showcase

You can upload a product video or setup live showcase. Besides being displayed on your exhibitor profile, the videos and streams will also be compiled in a pinned Community Board topic.

🖥 On desktop

Prerequisites: Follow the previous step to access the setup form on your browser.

Add handouts

1. Click "Upload PDF file". You may upload at most 2 PDF files, each with a max size of 10MB.

2. Add a title for the handout, and select a PDF file from your local computer

3. Click "Upload" and save the form
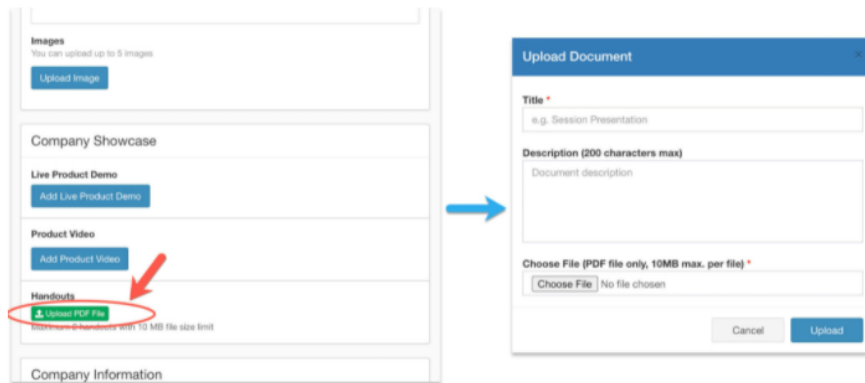
Add product video

1. Click "Add Product Video", and select an option to upload your video, either by copying a link from 3rd party video storage, or upload a video file from your local computer. If you don't see the option to upload a local file, please contact the event organizer to enable this option.

2. If you choose to copy a link from other video storage sites, we recommend you use Youtube, Vimeo, Dailymotion, our own self-video hosting, Wistia, Zoom recorded Video, or Slidelive

3. Upload the file or copy-paste the video link.

4. Click Save.

Setup live showcase

1. Create a livestream from the service of your choice, and get the livestream link. To utilize the embedded streaming, we suggest you use the following services: Zoom meeting/webinar, Vimeo, Youtube live, Dailymotion, Slidelive.

2. Click Edit next to Live Showcase.

3. Paste the link under Live Showcase Link.

4. From there, you can choose the date and time that the livestream will begin.

5. Click Save.

ℹ️ When you begin the livestream, start the meeting through Zoom rather than the Whova app. The link in the booth is for the attendees.


📱 On mobile app

Prerequisites: Follow the previous steps to log in to the app.

Add video

1. From **Showcase Stream and Video**, tap **Product Video**.

2. You may either choose to either copy a link from a 3rd party video storage or upload a video file from your phone. If the file size limit is too low, please contact the event organizer to increase the limit.

3. If you choose to copy a link from other video storage sites, we recommend you use Youtube, Vimeo, Dailymotion, Wistia, Zoom recorded Video, or Slidelive

4. Upload the video or copy-paste the video link.

5. Tap Save.
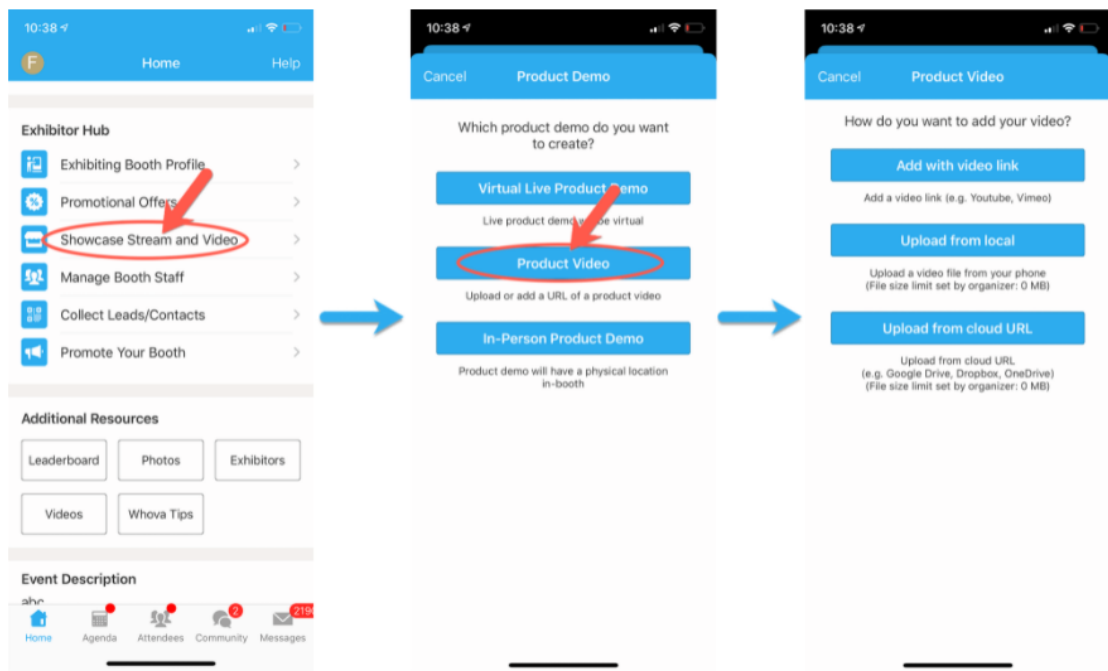
Set up live showcase

1. Create a livestream from the service of your choice, and get the livestream link. To utilize the embedded streaming, we suggest you use the following services: Zoom meeting/webinar, Vimeo, Youtube live, Dailymotion, Slidelive.

2. Under the Exhibitor Hub section, select **Showcase Stream and Video**.

3. Tap **Virtual Live Product Demo**.

4. Copy-paste the stream link.

5. From there, you can input the title, and choose the date and time that the livestream will begin.

6. Tap **Post**.

> ⓘ When you begin the livestream, start the meeting through Zoom rather than the Whova app. The link in the booth is for the attendees.

Add a Promotional Offer

You can set up a promotional offer to attract attendees. The attendees who claim your offer will be added to your leads list.

🖥️ On desktop

Prerequisites: Follow the previous step to access the setup form on your browser.

1. Under the "Promotional Offer" section, choose whether your promotion will be a raffle, giveaway, or a coupon that attendees can apply in the booth. If you'll be using coupons, choose a total number of coupons that can be applied.

2. Fill in the details of your promotion under Promotion Details.

3. Upload up to 5 relevant images to be featured alongside your promotion.

4. If you no longer want to feature a promotion, scroll to the bottom of the page and click "Take down the promotion" next to "Submit."

📱 On mobile app

Prerequisites: Follow the previous step to log in to the app.
1. Under the Exhibitor Hub section, select **Promotional Offer**

2. Choose whether your promotion will be a raffle, giveaway, or a coupon that attendees can apply in the booth. If you'll be using coupons, choose a total number of coupons that can be applied.

3. Fill in the details of your promotion under Promotion Details.

4. Upload up to 5 relevant images to be featured alongside your promotion.

5. Click Save.

6. If you want to take down a promotion, tap **Edit** button in **Promotional Offers**, and tap **Remove Promotion** button.

Adding Booth Staff

You can add booth staff to help you collect leads. Currently, you need to use the Whova Mobile app to add booth staff.

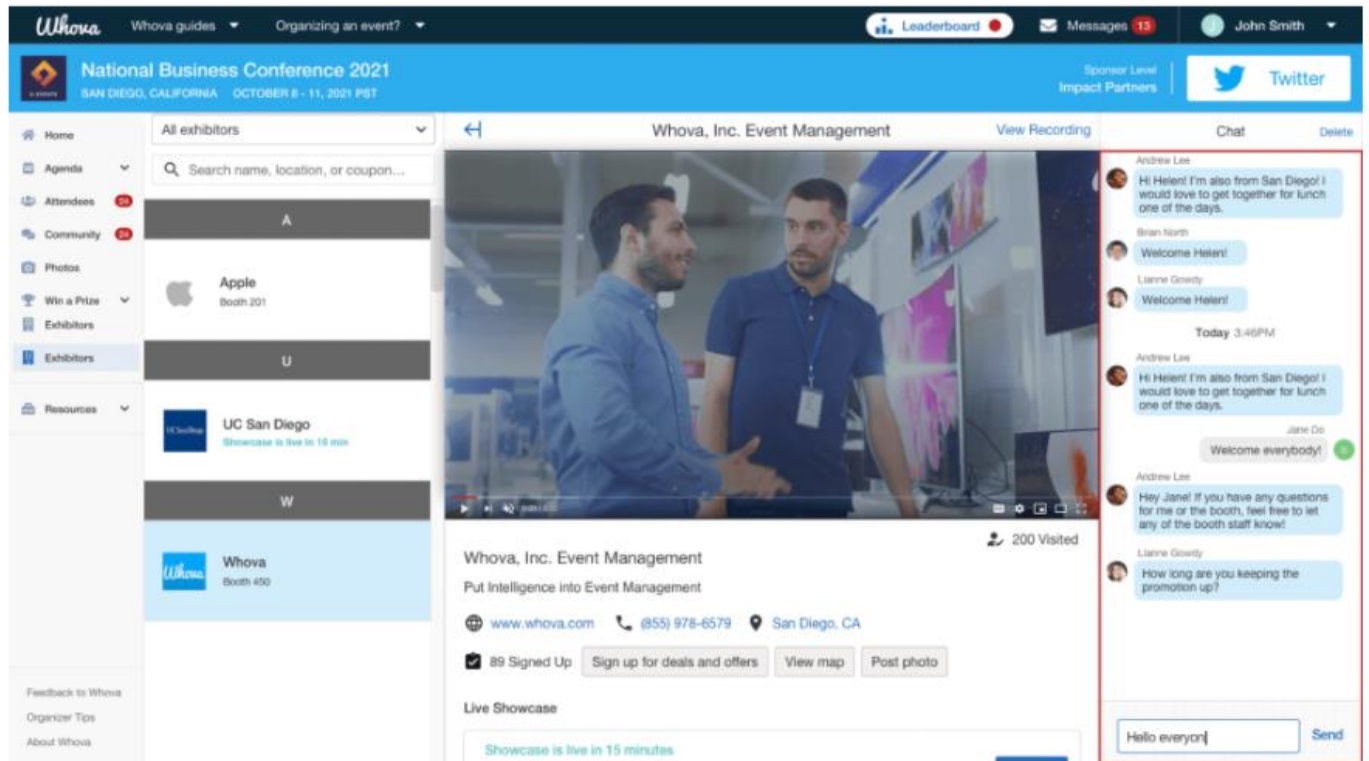*Prerequisites:* Follow the previous steps to log in to the mobile app.

1. Find the Exhibitor Hub section, and click on **Manage Booth Staff**. There you will see a list of all featured staff members, as well as how many leads each have captured.

2. Click **Invite Booth Staff** at the bottom of the screen.

3. Input the email that that staff member is registered with for the event. The staff needs to be in the attendee list – if not, please ask the organizers to add them to the attendee list first.

4. Choose how much access you want that staff member to have to the leads.

5. Click Invite
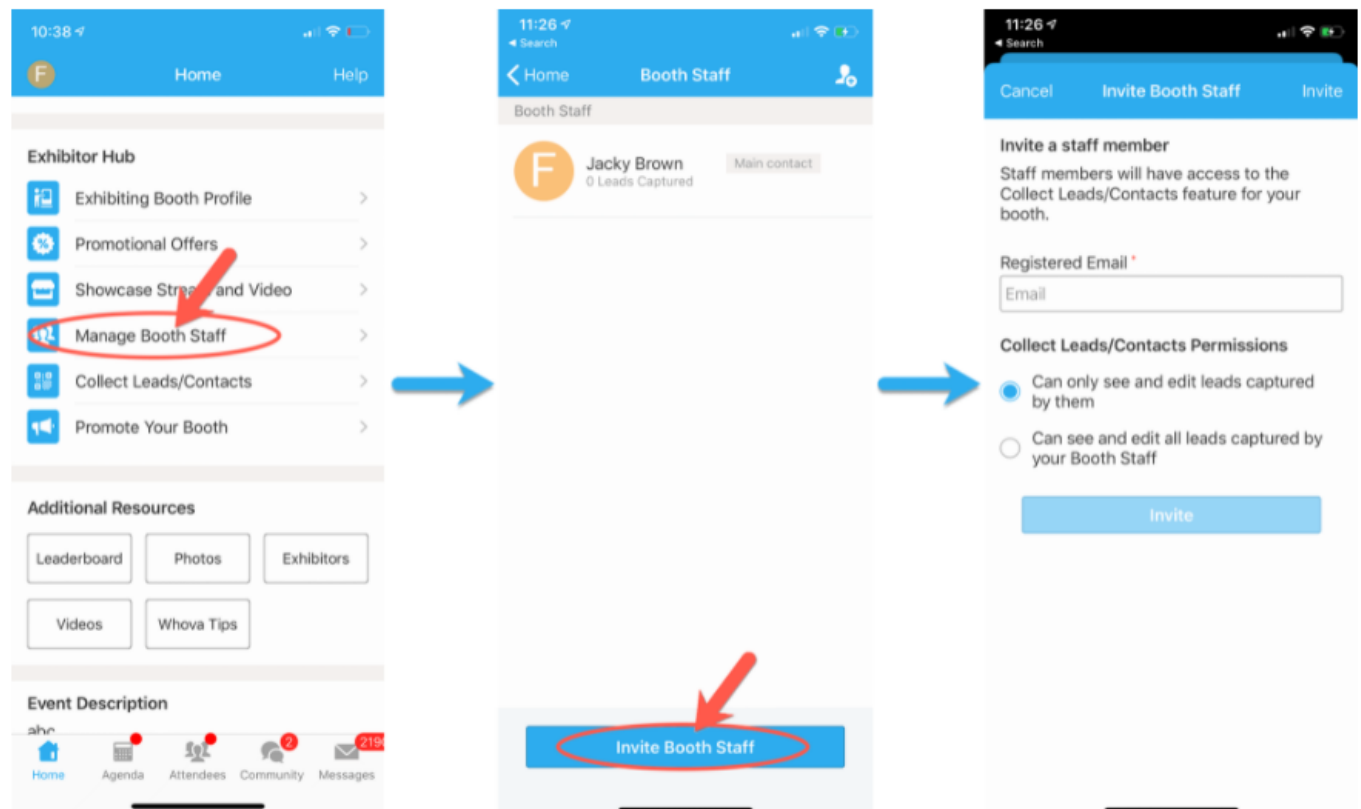
Interacting with Attendees

🖥 On desktop

1. Sign-in to the webapp with the email you used to register the event as an exhibitor.

2. Find the Exhibitors tab under Main navigation on the left-hand side.

3. From there you should see a list of all exhibitors for the event. Find your booth in the list and click on it.

4. Once you've entered your booth, find Chat on the right side.

📱 On mobile app

Prerequisites: Follow the previous steps to log in to the app.
1. Find the Exhibitor Hub section, and click on the Exhibiting Booth Profile.If you cannot find it, please make sure you signed up with the email you registered as an exhibitor

2. Once you've entered your booth, look for Comments and Inquiries. Click on either of them to start chatting with the attendees or answer their inquiries
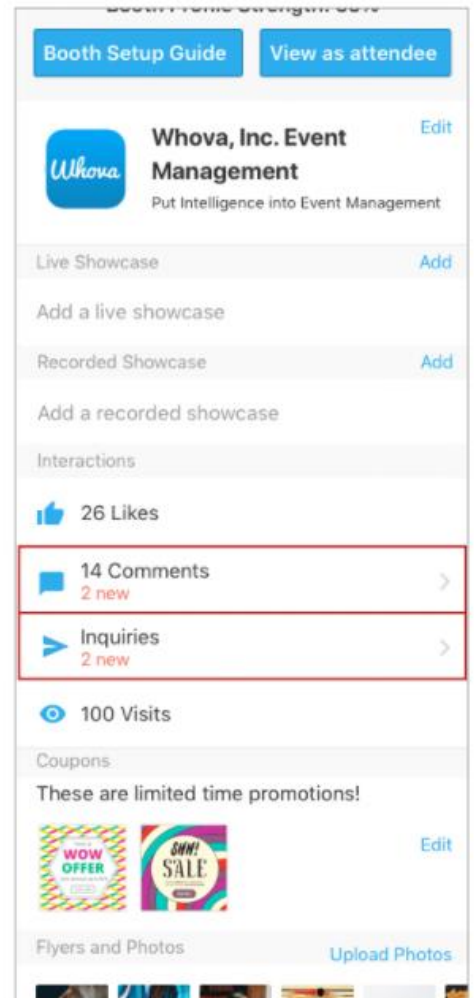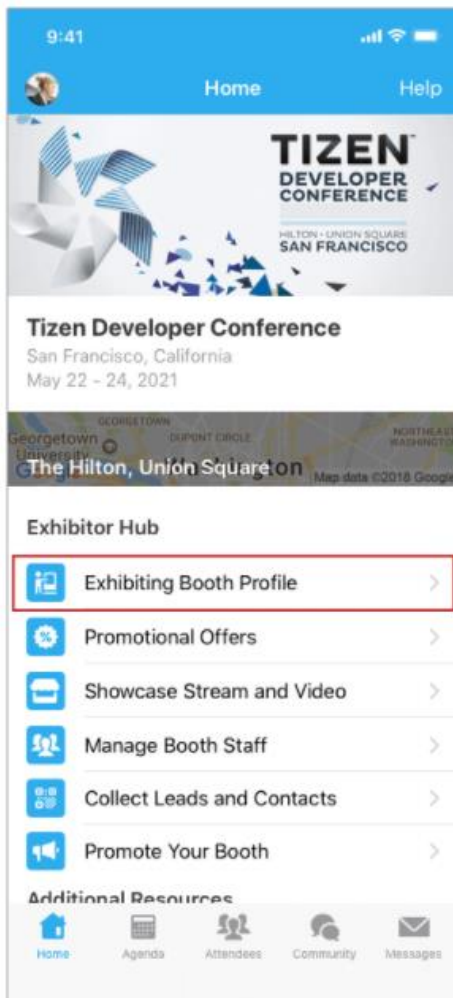
What is oVice?

oVice allows you to communicate with avatars in a virtual venue.

Avatar

oVice: https://ovice.in/index.html
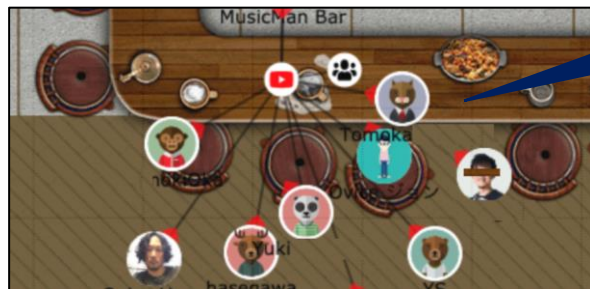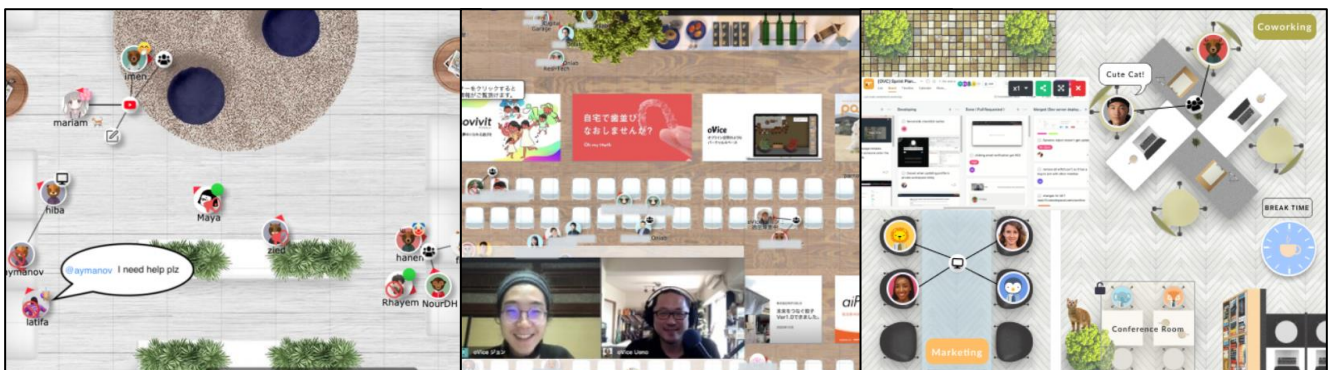
- Able to have an interactive conversation via your own avatar just by approaching to the other !
- Easy to join in other people's conversations!
- The voice approaches or moves away according to the distances among the avatars.
- Face to face conversations are possible on virtual!
- Possible to share screen on the spot!

In-person like communication is available.

How to Use oVice

Recommended Environment

- Device: Desktop / Laptop PC
    Tablets and smartphones are not recommended.

- CPU: Intel Core i5 6th generation or later

- Memory: 4 GB or more

- OS: Windows 10 / macOS 10.12 or higher

- Browser: Google Chrome (Win) / safari (Mac)

- Network Speed:
    2 Mbps or higher (both up and down)
    Free Wifi is not recommended.

- Microphone and Camera:
    Microphone is required, camera if necessary.
    Headset is recommended.

Environment Check

Network Speed Test: **https:**//speedtest.miitel.jp/
    4-star rating or higher is recommended.

Access Check

Access Test: https://test.webrtc.org/

Please check whether your PC can login the oVice or not
                        using the upper link.

Basic Rules of oVice

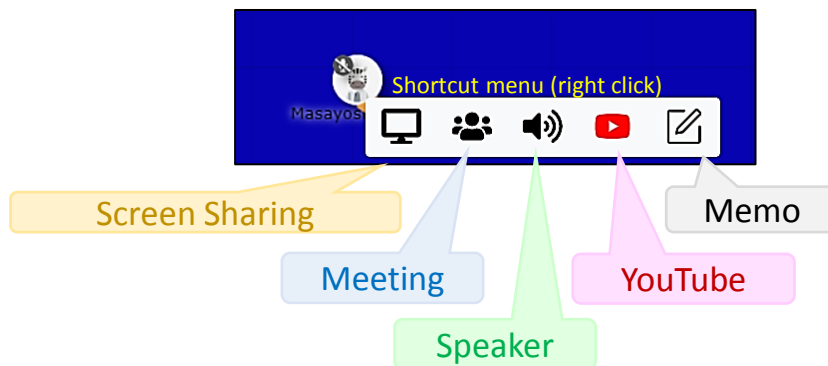- Indicate you name and affiliation on your avatar. Also, if possible, please use your face photo for the avatar image so as to be recognized easily.

- The floor size is 32 x 60 grid.

- Maximum of four people can fit in one grid.

- The voice range is effective within a circle of 4 grids in diameter.

- The center of the circle is about

  1 grid in front of you.

- The size of the sound depends on the distance among people or objects.

4 grids

Voice Range
(Longer in the front and shorter in the back)
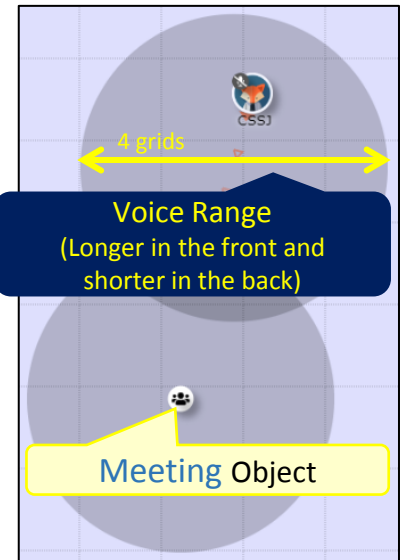
Meeting Object

- Objects for conversation (meeting/speaker) can be placed.

Shortcut menu (right click)

Masayos

Screen Sharing

Meeting

Speaker

YouTube

Memo

- A wired connection to this object allows clear voice conversations regardless of distance.
  The meeting object also allows you to show your face.

- Screen sharing and YouTube objects can also be placed.
  This information is also displayed on the screen when you are within the range.

- The effective area of the object is also a circle with a diameter of 4 grids

- You can also set up a "conference room," a space that is isolated from others.

16

How to Customize Your Avatar (1/2)

Double Click
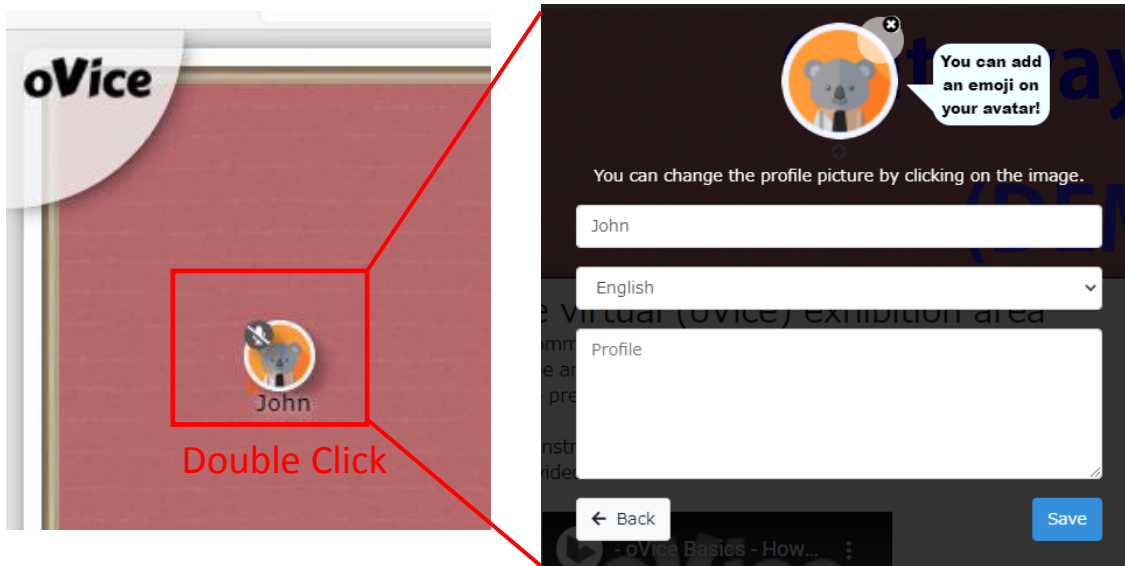
Default
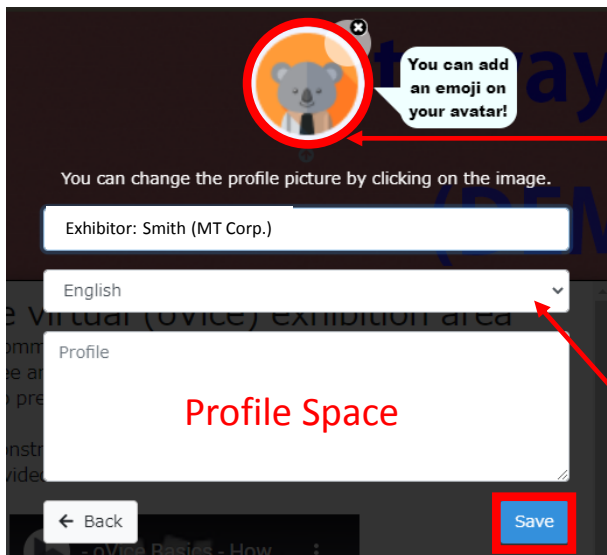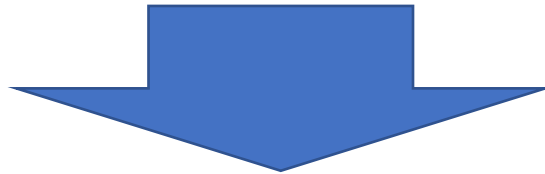
Please use **your photo**.

Profile Space

You can choose languages from…
- Japanese
- English
- French
- Korea

Click to save changes.

How to Customize Your Avatar
(2/2)

Please show your role, name and affiliation

Exhibitor: Smith (MT Corp.)

Please add your status behind your name
in your attended sessions.

However, the name may not be greater than **30 characters.**

oVice Exhibition Hall in MT27

- The exhibition hall is set up as a gateway to the poster session area. Participants will move to the poster session area through this hall.

- Place all exhibition booths on this virtual floor.

- Up to four people can fit per a cell (1 x 1 grid).

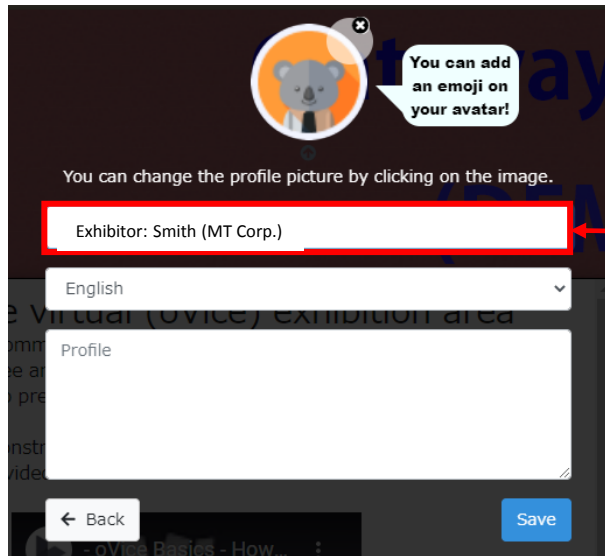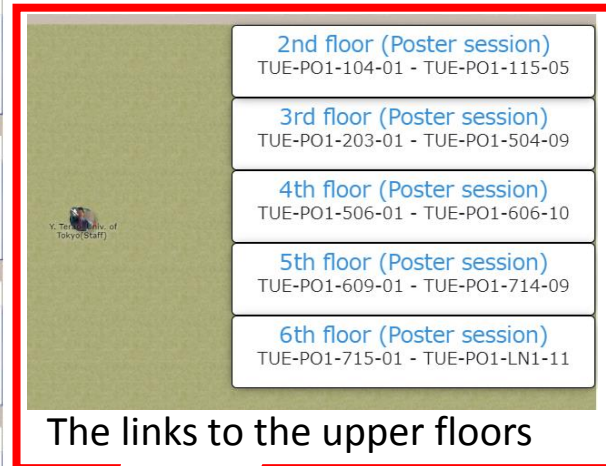- A bird's view of the exhibition hall configuration is shown in the figure below. In this figure, 21 company spaces are arranged.
  The upper part (red) is the entrance, and the lower part (green) is the link to the poster session floors and free conversation space.

Entrance

Reception

01 02 03 04 05 06 07
08 09 10 11 12 13 14
Communication Space
15 16 17 18 19 20 21

To the Poster Floor

| 2nd floor (Poster session) |
| TUE-PO1-104-01 - TUE-PO1-115-05 |
| 3rd floor (Poster session) |
| TUE-PO1-203-01 - TUE-PO1-504-09 |
| 4th floor (Poster session) |
| TUE-PO1-506-01 - TUE-PO1-606-10 |
| 5th floor (Poster session) |
| TUE-PO1-609-01 - TUE-PO1-714-09 |
| 6th floor (Poster session) |
| TUE-PO1-715-01 - TUE-PO1-LN1-11 |

The links to the upper floors

The **1st floor** is the exhibitor floor.

19

Configuration and Specifications of Each Booth in the Exhibition Hall

Menu Icon

- An icon is placed on the screen. When clicked, a window will open to present the information.
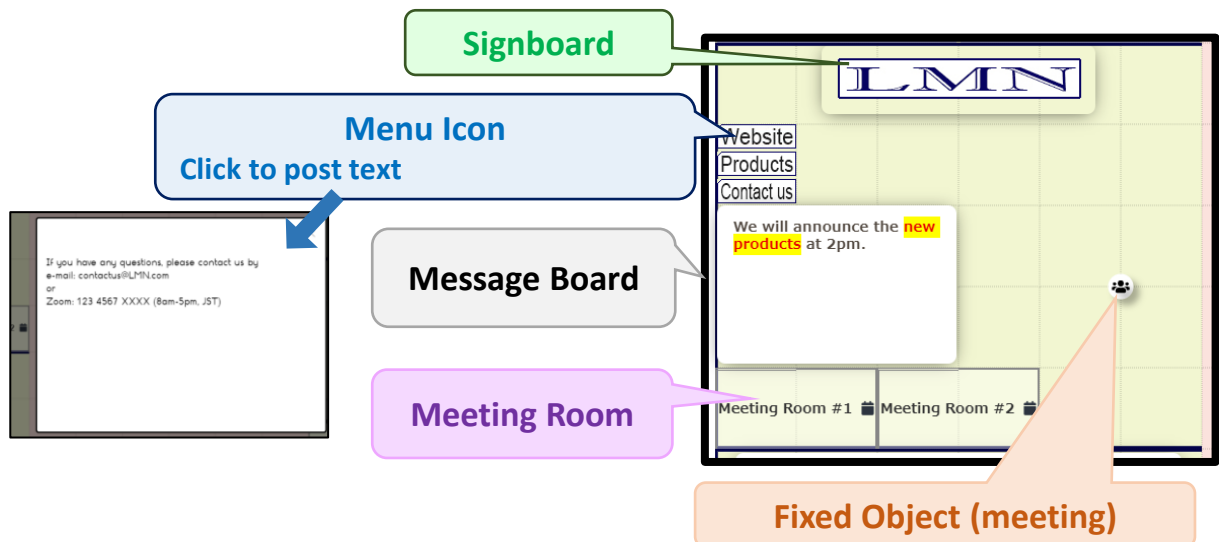
Meeting Room

- You can have brief meeting with visitors.
- Once you entered the room, you can lock/unlock the meeting room by yourself

Object

- Set up objects for meetings and YouTube distributions.

Message Board

- An editable message board can also be installed (fixed size).

【Example of Booth Arrangement】

oVice FAQ

oVice FAQ

We've gathered up all the most popular questions we receive through our event participants, customer feedback, and possible questions that might be asked to make answers available right here.

- ❓ How do I share my resources (files and folders etc...) with other users?
- ❓ How do I request a feature?
- ❓ Which devices do you support?
- ❓ How do I add someone as a member to my private workspace?
- ❓ I found a bug! What should I do?
- ❓ How do I log out of Ovice?
- Plans & pricing
- More FAQs

More FAQ

More FAQs

Top questions

▶ Do I have to allow my mic and camera in order to have access to a workspace in oVice?

▶ Can I change the layout background of my space?

▶ Do I need a webcam to join a meeting?

▶ How can I display the conference rooms properly inside my workspace?

▶ I can't share my screen on mac

▶ Error displayed when playing a video through the YouTube object

Account & settings

▶ How to register for an oVice account?

▶ Why doesn't my profile get updated in other spaces too?

▶ How do I change the language in oVice?

▶ Do you need an account to use oVice?

▶ Do I have to register to join an Ovice space?

▶ How do I reset my password?

▶ How do I log out of a workspace?

Event organization

▶ How to create your first event on oVice?

▶ How to host simultaneous events on oVice?

▶ Can i add a video to my event space?

Sharing & collaborating

▶ How do I invite other people to join the meeting?

▶ Can I kick someone out of a workspace when I'm not the admin?

▶ How to share YouTube on Ovice?

▶ How can I privately share things on oVice?

Plans & Pricing

▶ How much does Ovice cost?

▶ What's the difference between the trial version and the paid version

▶ Are the prices listed for one event?

▶ Is there a minimum contract period?

▶ Do you offer any discounts?

Troubleshooting

▶ There's echo in the meeting room/workspace.

▶ How to check device compatibility and troubleshoot?

▶ What can i do to prevent audio echoing/audio feedback on Ovice?

▶ "You have been disconnected" popup appeared.

▶ Another app is displaying over chrome popup.

▶ I entered a space but I cannot see the people inside 🤷

This site will be the source of all conference related information and is being updated frequently. Please be sure to check back often.

GNENRAL INFORMATION (https://csj.or.jp/conference/MT27/general-info/)
DATES (https://csj.or.jp/conference/MT27/dates/)
VENUE (https://csj.or.jp/conference/MT27/venue/)
AGAINST COVID-19 (https://csj.or.jp/conference/MT27/against-covid-19/)
REGISTRATION (https://csj.or.jp/conference/MT27/registration/)
PROGRAM (https://csj.or.jp/conference/MT27/program/)
FOR AUTHORS (https://csj.or.jp/conference/MT27/author/)
EXHIBIT, SUPPORT & ADVERTISING (https://csj.or.jp/conference/MT27/exhibit-support-advertising/)
PUBLICATION (https://csj.or.jp/conference/MT27/publication/)
PRIVACY POLICY (https://csj.or.jp/conference/MT27/privacy-policy/)

For questions related to exhibition, support and advertising opportunities, please contact:
MT27 exhibition & support team
E-mail: mt27exhibit@csj.or.jp