

# **ACTA 2021 TOKYO**

**7<sup>th</sup> Asian Conference on Tumor Ablation**

## **Prospectus for Sponsorship and Exhibition**

**Shuichiro Shiina, M.D., Ph.D.**

Professor, Department of Gastroenterology, Juntendo University, Japan

## Greetings

Dear Colleagues,

Thank you for your continuous cooperation to ACTA 2021 TOKYO.

Last year, 7th Asian Conference on Tumor Ablation, which was scheduled to be held as ACTA 2020 TOKYO, had to be cancelled due to the spread of the COVID-19.

With the approval of the ACTA Director Members, ACTA 2021 TOKYO will be held as a hybrid conference from October 15 (Fri.) to 17 (Sun.), 2021, at the Kioi Conference (Chiyoda-ku, Tokyo), and it is my great honor to be serving as the Chairman.

ACTA is an annual forum for ablation specialists in Asia aimed at updating their knowledge and sharing experiences on all ablation techniques such as radiofrequency, microwave, and cryoablation. It also aims at discussing their indications not only for the liver but also for the lung, thyroid, kidney, bone, soft tissue, and all other organs.

Asia is the region with the world's largest population which has the highest prevalence of liver cancer. For that reason, there are highest number of doctors who perform ablation procedure which led to world's largest market. Asia is the birthplace of ablation such as ethanol injection and microwave ablation, and it has been leading the world in terms of techniques and experience. We believe that we have the responsibility of leading the world into a new stage of ablation.

Ablation is used to treat many patients, especially those with cancer. Minimally invasive yet curative and cost-effective ablation will be required to play an even greater role in the health care of our aging societies.

The theme for ACTA 2021 TOKYO is "Lead the World." We hope it will remind all participants of ACTA's position in the international community as well as of the role of ablation in medical care going forward. We will invite numerous specialists from Japan and abroad to present their clinical experience and research outcomes, engage in debates, and contribute to our drive to "Lead the World."

We look forward to having you join us at ACTA 2021 TOKYO.

**Shuichiro Shiina, M.D., Ph.D.**

Hosting Chair

Professor of Department of Gastroenterology, Juntendo University

# Outline of the Congress

- Title:** ACTA 2021 TOKYO (7th Asian Conference on Tumor Ablation)
- Date:** Friday, October 15 – Sunday, October 17, 2021
- Venue:** Kioi Conference, Tokyo, Japan  
1-4 Kioicho, Chiyoda-ku, Tokyo, Japan
- Theme:** Lead the World
- Expected number of participants:** 1,000
- Official Language:** English
- URL:** <https://acta2021.org/>
- Chairman:** Shuichiro Shiina  
Professor, Department of Gastroenterology, Juntendo University
- Scientific Secretariat:**  
Department of Gastroenterology, Juntendo University
- Conference Secretariat:**  
Attn: Kaori Katagiri (Ms.), Masanobu Kondo (Mr.), Tadashi Komada (Mr.)  
c/o Japan Convention Services, Inc.  
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1-4-2, Kasumigaseki, Chiyodaku, Tokyo 100-0013 Japan  
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E-mail: acta2021@convention.co.jp

## Sponsorship Titles

When a company's total amount of sponsorship reaches the certain amount, it will be recognized as the following special sponsors and the following benefits are included:

### **Diamond Sponsor:**

The company who's total amount of sponsorship is or more than JPY5,500,000

- Priority choice of the date for the sponsored seminar
- Priority choice of exhibition space at the exhibition
- Listing as a Diamond Sponsor on official website with the company's logo.

### **Platinum Sponsor:**

The company who's total amount of sponsorship is or more than JPY4,400,000

- Priority choice of the date for the sponsored seminar (after Diamond Sponsor)
- Priority choice of exhibition space at the exhibition (after Diamond Sponsor)
- Listing as a Platinum Sponsor on official website with the company's logo.

### **Gold Sponsor:**

The company who's total amount of sponsorship is or more than JPY2,750,000

- Listing as a Gold Sponsor on official website with the company's logo.

### **Silver Sponsor:**

The company who's total amount of sponsorship is or more than JPY770,000

- Listing as a Silver Sponsor on official website with the company's logo.

### **Bronze Sponsor:**

The company who's total amount of sponsorship is less than JPY770,000

- Listing as a Bronze Sponsor on official website.

# Sponsored Seminar

**Date:** Friday, October 15 – Sunday, October 17, 2021

**Session length:** 60 min. (Tentative)

**Seminar Opportunities:**

Luncheon Seminars on Fri. October 15 / Sat. October 16 / Sun. October 17  
Morning Seminars on Sat. October 16 / Sun. October 17  
Evening Seminars on Fri. October 15 / Sat. October 16

\*It is possible to hold the seminars during different time frame as the “Educational Symposium”. See the next page for the details.

**Venue:** Kioi Conference  
1-4 Kioicho, Chiyoda-ku, Tokyo, Japan

**Seminar Title:** <Session Name>  
Co-hosted by ACTA 2021, <Sponsored Company Name>

**Allocation of the Seminar Slot:**

Organizing committee has the right to decide the seminar slot and room allocation based on the preference written in the application form.

**Presentation Style:** Screen projection and other standard equipment is included in the sponsorship fees.  
If you need any special arrangements, please consult the secretariat in advance. Please note any optional arrangements are subject to the additional charges.

### Sponsorship Fee:

Seminar	Type	Capacity	Fee (JPY)		
			* 10% consumption tax is included.		
			Fri. October 15	Sat. October 16	Sun. October 17
LS : Luncheon Seminar	A	150+ Live Streaming	JPY2,200,000	JPY2,750,000	JPY2,200,000
	B	60+ Live Streaming	JPY1,650,000	JPY1,980,000	JPY1,650,000
MS : Morning Seminar	A	150+ Live Streaming	-	JPY1,540,000	JPY1,320,000
	B	60+ Live Streaming	-	JPY1,210,000	JPY990,000
ES : Evening Seminar	A	150+ Live Streaming	JPY2,200,000	JPY2,750,000	-
	B	60+ Live Streaming	JPY1,650,000	JPY1,980,000	-

The fee above **includes**:

- ◆ Seminar room charge
- ◆ Standard equipment / furniture
- ◆ Standard audiovisual and lighting
- ◆ If you attend on-site on the day of the event, you will receive 10 conference registration cards.
- ◆ The right to conduct Live Streaming on the day of the conference.
- ◆ Fee for the use of a delivery system (Zoom, etc.) to be arranged by the secretariat.
- ◆ Cost of setting up the web viewing site.

The following optional items are **not included** in the fee above.

If you ask the secretary to arrange these optional items, a service charge of 10 % of each will be applied to order.

- ◆ Travel expenses, accommodation and honorarium for chairperson(s) and/or speaker(s)
- ◆ Room charges, food and beverages for the pre-meeting room
- ◆ Food and beverage for participants (e.g. lunchboxes)
- ◆ Additional labor costs for operation (for special equipment)/Fees for signage\* and decoration
- ◆ Expenses for printed materials (e.g. poster, leaflet etc.)
- ◆ Additional equipment / furniture
- ◆ Costs for electronic media recording

\* Special signage must be approved beforehand by the organizing committee.

## Educational Symposium

· It is possible to hold the seminars during different time frame as the “Educational Symposium”.

	Type	Capacity	Fee
Educational Symposium (ED) 60 min.	A	150+ Live Streaming	JPY2,750,000
	B	60+ Live Streaming	JPY1,980,000

\*30 minutes extension costs JPY1,100,000 for type A and JPY550,000 for type B.

## Application for Sponsored Seminar

### **Application:**

Please apply from online application form.

Access our website <<https://acta2021.org/index.html>> and find the application button in the "Sponsorship Information" page.

You can also apply from the QR code or URL on the last page of this prospectus.

### **Deadline for application:**

~~Wednesday, Jun 30, 2021~~ **Deadline has been extended until Friday, July 30, 2021.**

\* Please note that we may stop accepting applications when we reached the maximum number of slots.

### **Payment:**

The invoice will be sent to you after we accept your application form.

Please make a payment into the designated bank account by the terms indicated on the invoice.

### **Cancellation:**

Unable to accept the cancellation after application for any reason.

### **Schedule:**

Timing	Item
<b>July 30, 2021</b>	Application Deadline
<b>Early August 2021</b>	Decision of Theme, Chairperson and Speakers
<b>Early August 2021</b>	Decision of Date/Time and Session room
<b>Late August 2021</b>	Finalization of the Seminar details
<b>Middle September 2021</b>	Send out the On-site Arrangement Information

## Exhibition and Hospitality space

**Date:** Friday, October 15 – Sunday, October 17, 2021  
 Build-up: 13:00 – 17:00, Thursday, October 14  
 Exhibition: 09:00 – 17:00, Friday, October 15  
 09:00 – 17:00, Saturday, October 16  
 09:00 – 12:00, Sunday, October 17  
 Tear-down: 12:00 – 16:00, Sunday, October 17  
 \* Above time schedule is tentative and may be changed.

**Venue:** Kioi Conference  
 1-4 Kioicho, Chiyoda-ku, Tokyo, Japan

### Requirements and Regulations

**Scope of Exhibition Items:**

- Medical Equipment
- Testing Equipment
- Medical Products
- Medical Information Equipment & System etc.

**Booth / Space Charge:**

Type	Type	Size	Standard	Available Number	**Tax included
*Corporate exhibit	Basic booth	1.8m (W) x 0.9m (D) x 2.4m (H)	Back panel + display stand	23	JPY 220,000
Hospitality space	Seminar Room A	106.58 m <sup>2</sup>	Tables, chairs, stage, projector, screen, lighting, microphone, LAN	1	JPY 1,650,000
	Seminar Room B	126.54 m <sup>2</sup>		1	JPY 1,650,000

\* Detail specification is described on page 10.

\*\* 10% consumption tax is included.

**Exhibits:**

Must be in scope of the items above and/or any products approved by Organizers and in compliance with Japanese law.

**Exhibits from Overseas:**

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 directly contact the Exhibition Secretariat for details.



**Unapproved products in Japan:**

This exhibition will be held in Japan and hence must be in accordance with Japanese laws and regulations. As for items to be presented, if it has not been officially certified by the government, it will be considered unapproved products even though it is approved in other nations. However, it is possible to have the exhibit of medical equipments at a technical exhibition in conjunction with scientific conferences along with 'Guidelines on exhibit of unapproved medical equipments' under some strict conditions. In this case, application for approval to the authorities is mandated by the exhibitor. As for imports from overseas, it is necessary to present the 'Yakkan Certificate' at the customs clearance. The 'Yakkan Certificate' is to certify the imported goods indicated do not infringe the Japan's Pharmaceutical Affairs Law. Please have the Exhibitor's agent in Japan for the procedure of application of the 'Yakkan Certificate' on behalf of the Exhibitor. Please directly contact the Exhibition Secretariat for details.

**Briefing for Exhibitors:**

By a month prior to the congress, you will be informed of the details regarding the booth allocation, guide to moving-in, decorations and administrations together with the information about rentals of furniture, fixtures and luminaire. Please note that the booth allocation is arranged by the organizing committee with various conditions considered.

**Ban on the Sales of Exhibits:**

It is prohibited to hand over the exhibit in exchange with cash during the congress. However, any items approved by Organizer in advance might not be included.

**Management of Exhibition Space**

The Exhibition Secretariat will provide for protection and management on the exhibits and exhibition space with their best effort. However, we are not responsible for any accident, stolen and loss of any items caused by a natural disaster or inevitable force, and any disaster resulting from acts of human beings within the booth.

**Changes of Congress Period, Opening Hours and Venue:**

Congress Period, Exhibition Opening Hours and Venue might be changed due to unavoidable circumstances. This change cannot be a reason for the cancellation of application for exhibition. And we take no responsibility whatsoever for any damage or loss caused by this change.

**Eligibility for Participation in the Congress:**

If you apply for the equipment/pharmaceutical exhibit and attend on-site on the day of the event, you will receive 3 conference registration cards.

If you apply for the Hospitality Space and attend onsite on the day of the event, you will receive 10 conference registration cards.

## Installation Outline

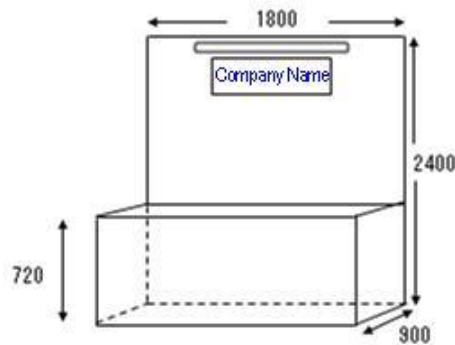
**Move-in & Construction:** 13:00 – 17:00, Thursday, October 14, 2021 (tentative)  
\* Decollation needs to be finished within the time slot above.

**Removal & Move-out:** 12:00 – 16:00, Sunday, October 17, 2021 (tentative)

### Specification of Booth

Each packaged booth consists of:

- Back wall of partition (made of paper-covered plywood)
- Company name plate
- Fluorescent light
- One display table [1,800 mm wide x 900 mm depth x 720 mm height] covered with white cloth.



### Regulations:

The maximum height permitted for any sign, product, fixture or decoration is 2.4 meters. Any items exceeding 2.4 meters in height must be approved by the organizer in advance. Any direct work on the floor (put any clingy materials like packing tape etc.) is basically prohibited.

### Power Supply:

The power supply (single-phase two-wire system AC: 100V50Hz) will be available by switch at the booth upon request. Please consult with us for any special kind of power supply.

### Water Supply and Drainage:

In principle, it is prohibited to use water, propane gas and compressed air at the exhibition space.

## Application for Exhibition and Hospitality space

### **Application:**

Please apply from online application form.

Access our website <<https://acta2021.org/index.html>> and find the application button in the "Sponsorship Information" page.

You can also apply from the QR code or URL on the last page of this prospectus.

### **Deadline for application:**

**Friday, July 30, 2021**

\* Please note that we may stop accepting applications when we reached the maximum number of booths / spaces.

### **Payment:**

The invoice will be sent to you after we accept your application form.

Please make a payment into the designated bank account by the terms indicated on the invoice.

### **Cancellation:**

Unable to accept the cancellation after application for any reason.

## Web Program Book Advertisement

**Media:** Abstract&Program Book

**Production cost:** JPY 2,160,000 (10% consumption tax included.)

**Total Amount for Advertisement:**  
JPY 2,134,000 (10% consumption tax included.)

**Advertising fees:**

	Color	Available Numbers for Entries	Fee (JPY) * 10% consumption tax is included.
Outside back cover	Four-color	1	JPY 550,000
Inside front cover	Four-color	1	JPY330,000
Inside back cover	Four-color	1	JPY330,000
Facing inside back cover	Black-and-white	1	JPY220,000
Full page inside	Black-and-white	4	JPY110,000
Half page inside	Black-and-white	4	JPY66,000

### Application for Program Book Advertisement

**Application:**

Please apply from online application form.

Access our website <<https://acta2021.org/index.html>> and find the application button in the "Sponsorship Information" page.

You can also apply from the QR code or URL on the last page of this prospectus.

**Deadline for application:**

**Tuesday, August 31, 2021**

\* Please note that we may stop accepting applications when we reached the maximum number of slots.

**Payment:**

The invoice will be sent to you after we accept your application form.

Please make a payment into the designated bank account by the terms indicated on the invoice.

**Cancellation:**

Unable to accept the cancellation after application for any reason.

**Schedule:**

Timing	Item
<b>August 31, 2021</b>	Application Deadline
<b>September 10, 2021</b>	Artwork Deadline *Please send the artwork in PDF or ILLUSTRATOR by e-mail.

## Other Opportunities

**Banner logo for the viewing site:**

**A: JPY 220,000 (tax included) B: JPY 55,000 (tax included)**

Your company logo will appear on the banner of the viewing site.

This category is limited to 5 companies each.

\*10% consumption tax is included.

### Application

**Application:**

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# ACTA 2021 TOKYO

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## How to apply for sponsorship

Please apply from the QR code or URL below.

You can also apply from the "Sponsorship" button on our website.

**ACTA2021 TOKYO OFFICIAL HP** <https://acta2021.org/index.html>

If you are undecided about any part of the sponsorship, please write "Undecided" and contact the secretariat as soon as you are sure.

Sponsorship Items	Application Deadline	Application URL
Sponsored Seminar	Deadline has been extended until Friday, July 30, 2021.	<a href="https://forms.office.com/r/pMjm9j1R7n">https://forms.office.com/r/pMjm9j1R7n</a> 
Exhibition Hospitality space	Friday, July 30, 2021	<a href="https://forms.office.com/r/nPragrisN4">https://forms.office.com/r/nPragrisN4</a> 
Web Program Book Advertisement	Tuesday, August 31, 2021	<a href="https://forms.office.com/r/TMXgnybAw4">https://forms.office.com/r/TMXgnybAw4</a> 
The viewing site Banner Logo	Tuesday, August 31, 2021	<a href="https://forms.office.com/r/E0rG4uZ8WD">https://forms.office.com/r/E0rG4uZ8WD</a> 

## Secretariat of ACTA 2021

c/o Japan Convention Services, Inc. Attn: Kaori Katagiri (Ms.)/ Masanobu Kondo (Mr.)

E-mail : [acta2021@convention.co.jp](mailto:acta2021@convention.co.jp)

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

(Office hours: 9:30 a.m. to 5:30 p.m. weekdays)