

The 11th UNISEC-Global Meeting

Exhibition Manual

September 26, 2025
UNISEC-Global Office

1. Exhibition Period (4 days)

- November 1 (Saturday) – 4 (Tuesday), 2025

On the sidelines of the 11th UNISEC-Global Meeting

Preparation for the Exhibition: Nov 1, 9:30-11:30

Nov 1: 11:45 - 19:30

Nov 2: 9:30 - 17:00

Nov 3: 9:30 - 17:30

Nov 4: 9:30 - 13:30

Dismantling of the Exhibition: Nov 4, 13:30-15:30

(The exhibition time may be subject to change. Please contact the office for more information.)*

2. Exhibition Place

Koshiba Hall, The University of Tokyo (UoT),

7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654, Japan



○ Entrance of Koshiba Hall



○ Conference Hall



○ Exhibition (Foyer of the Conference Hall)



3. Equipment to be provided by the organizer.

Two units (Galaxy and Sun Sponsor):

- ◆ Two Table (150 cm (W) x 60 cm (D))
- ◆ Two Panel Board (116 cm x 176 cm, stuck with pin)

One unit (Planet and Earth Sponsor):

- ◆ One Table (180 cm (W) x 60 cm (D))
- ◆ One Panel Board (116 cm x 176 cm, stuck with pin)

Each unit has Two Chairs, Two Power Outlets, and Wi-Fi.

**A self-standing banner can be used.*

**Allocation of exhibition space will be made later.*

4. Application

We kindly request that those interested in the exhibition submit their application through the Sponsorship Program of the 11th UNISEC-Global Meeting.

Sponsorship application form:

<https://forms.gle/gu4YSzmowdSu7zqf8>

An exhibition booth will be allocated on a first-come, first-served basis, in principle.

5. Bringing in of Exhibits

In principle, the Exhibitors should bring in their exhibits with them. As the exhibition space is limited, it is recommended that any planned exhibits be portable. If the Exhibitor feels it is difficult to bring in with him/her due to an unavoidable reason, the Exhibitor can send the exhibits by parcel to the following addresses.

Please note, however, that:

- **Any mail or parcel will be accepted on October 28(Tue)14:00-16:00, 2025.**
- The items shall be mailed without raising any customs issue, by using “no commercial value”, “for exhibition only, not for sale”, etc.

For details, see the following website:

<http://www.customs.go.jp/english/index.htm>

If you may need some customs procedures, you are responsible for these procedures. Moreover, if you need the organizer’s help, you can contact the Secretariat of the UNISEC-Global Office.

- Some items cannot be accepted, such as hazardous materials or fragile ones. (Please ask the UNISEC-Global Office beforehand)
- The Office of UNISEC-Global will handle with normal care these parcels sent by mail, but shall not be liable for any damage to or loss of these parcels. In this connection, the Office would like to advise that they will be properly insured in advance.
- No parcel or mail will be accepted on a date other than those described above.

◆Please send to:

UNISEC-Global Office, (Att: Haruka Yasuda)
UNISEC, Central Yayoi 2F, 2-3-2 Yayoi,
Bunkyo-ku, Tokyo 113-0032, Japan
Phone: +81-3-5800-6645,
Email: meeting@unisec-global.org

6. Company Goods

Those who wish to include their company's goods in the conference bags are kindly requested to send them to the UNISEC Office on the day specified above.

7. Setup of Exhibits

The setup of exhibits will start from the morning of November 1 (Sat) at the foyer of Koshiba Hall. Those exhibits, which would have already been sent to the above address in advance, should be picked up by the owners/senders themselves from UNISEC-Global Office under the guidance of the exhibition staff.

8. Electricity

The operating electricity available is 100 V and 50 Hz. If the Exhibitor plans to use special electrical appliances, please contact the Office well in advance.

9. Disposal of Packing Materials

The Exhibitors are obliged to dispose of packaging materials (cardboard, pieces of foamed Styrofoam, etc.) and other wastes produced during the setup/withdrawal of exhibits or throughout the Exhibition period. Please contact the Office for details.

10. No Hazardous Material Allowed

No hazardous materials such as inflammables, explosives, or toxic substances can be brought into the Exhibit area.

11. Responsibility for Exhibits

Throughout the Exhibition, the Exhibitors are in a position to manage their exhibits by themselves and pay full attention to the safety of their exhibits and other belongings. It is up to the Exhibitors whether they buy insurance or not. Please contact the Office for details.

12. Removal of All Exhibits and Other Items

At the end of the Exhibition, the Exhibitors must remove all exhibits and other items from the Exhibition place by 15:30 on November 4 (Tue) 2025.



13. All questions or concerns about the Exhibition may go to the following:

UNISEC-Global Office,

Contact: Haruka Yasuda (Ms.), or Ayako Yoshikoshi (Ms),

c/o UNISEC, Central Yayoi 2F, 2-3-2 Yayoi, Bunkyo-ku,

Tokyo 113-0032, Japan

Tel: +81-3-5800-6645 Email: meeting@unisec-global.org

(End)